**NEW ALS ENGAGEMENT PROGRAM PROPOSAL**

**LACRALO**

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The purpose of this program is to certify at least one ALS in every country in which LACRALO still has no representation.

Due to the experience obtained during the three initial events, the procedure to be followed will be as detailed below:

-        Try to establish contacts in countries in which there is no LACRALO representative. These can be personal or institutional contacts. This task can be carried out by any ALS in our region.

-        Once contacts have been established, the objective is to obtain all the necessary information on one or more preexisting organizations that are likely to be certified.

-        Help this organization submit their certification application.

-        If there are no organizations, try to obtain information from this contact on the possibilities to organize an event, such as the one held in Bolivia, Haiti and the Dominican Republic. To do so, it is advisable to inform that sponsors may be contacted, including, but not limited to, the local, state or provincial governments, or civil society companies or institutions.

-        Until all countries in the region are covered, the duty of the LACRALO President is to request ICANN to assign annual budget funds to this program.

Next steps:

-        Obtain the necessary CROPP authorizations to cover travel expenses.

-        In case the funds requested are approved, make sure to use the estimated ICANN annual budget amount appropriately.

-        Once the authorizations are granted, make the necessary arrangements that will guarantee that the event will take place.

In regards to the event organization and based on the experience obtained:

-        The events should not be carried out under a different general event and should not be held simultaneously with other events of the general framework.

-        The events should be aimed at institutions, but should also be open to the public. This information should be confirmed with the local contact before traveling and coordinated with enough time so as to make sure that the event is promoted appropriately.

-        The events should be free of charge.

-        Two people should travel to the venue in order to make sure that the event takes place in case any inconveniences arise.  Both should be able to make a presentation on their own and should have all the necessary means to do so.

-        If possible, organize more than one event. You must even check if it is possible for people from other parts of the country to participate remotely.

-        LACRALO should prepare a standard presentation that must be carried out in the local language in order to guarantee that all participants have a proper understanding and to achieve the main goal.

After each event, an anonymous non-obligatory survey must be handed out for participants to complete. The survey should include the following questions:

        In order to make sure that we are achieving our main objectives, kindly complete the following survey. THANK YOU!

1. What did you think about the presentation?
2. Did you learn new things?
3. Would you have preferred that other related topics were included in the discussion?
4. Was the presentation long, normal or insufficient?
5. What did you think about the presenters?
6. Do you have any other comments you would like to add?

Upon their arrival the following week, presenters must submit a report that should include the information detailed below:

* **COUNTRY**
* **Place and date:**
* **Organization where the event took place:**
* **Sponsored by:**
* **Organized by:**
* **Background:**
* **Presenters:**
* **Report:**
* **Inconveniences:**