2020-03-26 At-Large Capacity Building WG Webinars Team Call

Date: Thursday, 26 March 2020
Time: 18:00 - 19:00 UTC (for the time in various time zones click here)

Meeting Number: AL.CB/WG.0326/1

English Conference ID = 3535
Spanish Conference ID = 1738
French Conference ID = 1838

Zoom Room: https://icann.zoom.us/j/462971089

Action Items: EN
Transcript: EN, ES, FR
Zoom Chat: EN
Recording: EN, ES, FR

Participants:
EN: Olivier Crepin-Leblond, Cheryl Langdon-Orr, Daniel Nanghaka, Joan Katambi, Hadia Elminiawi, John More, Glenn McKnight,
ES: Alberto Soto
FR:

Apologies: Joanna Kulesza, Pierre-Jean Darres, Maureen Hilyard, Natalia Filina, Barrack Otieno,
Staff: Gisella Gruber, Michelle DeSmyter
Call Management: Michelle DeSmyter
ES Interpreters: Lilian & Claudia
FR Interpreters: Jacques & Claire

Agenda:

1. Welcome and Roll Call - Staff (3 mins)
2. Review Pending action items - Hadia (2 mins)
3. Confirm populating a table with the information of the proposed topics of the webinars for the next 4-5 months, including date, times, speakers. (This item was concluded on the previous call, pending the speakers) - Hadia/All (10 mins)

<table>
<thead>
<tr>
<th>Suggested Topics</th>
<th>Date</th>
<th>Time</th>
<th>Speakers</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPDP</td>
<td>Monday 6 April</td>
<td></td>
<td>Hadia and Alan</td>
</tr>
</tbody>
</table>

4. Agreeing on the survey questions and sending them out to all participants to collect data - Hadia/All (15 mins)
5. Confirming the topic of the first webinar and agreeing on the speakers - Hadia/Gisella (5 mins)

6. Confirming the quizzes of the first webinar, the speakers are to propose the quizzes, and decide where to embed them in the webinar)6. Discussing how to promote the webinar and send out the invitations - Hadia/All (10 mins)

7. Confirming the topic of the second webinar and confirming the date - Hadia/Gisella (5 mins)

8. Agreeing on our next meeting - Hadia/All (3 mins)

9. AoB - Hadia (2 min)