

2020-04-30 At-Large Capacity Building WG Webinars Team Call

Date: Thursday, 30 April 2020

Time: 19:00 - 20:00 UTC (for the time in various time zones [click here](#))

Meeting Number: AL.CB/WG.0423/1

English Conference ID = 1638

Spanish Conference ID = 1738

French Conference ID = 1838

Zoom Room: <https://icann.zoom.us/j/99526190685?pwd=Q1NiUXlJci8xc0dUcnplaFhtd1lMQT09>

Passcode: 1234

Action Items: [EN](#)

Transcript: [EN](#), [ES](#), [FR](#)

Zoom Chat: [EN](#)

Recording: [EN](#), [ES](#), [FR](#)

Participants:

EN: Hadia Eliminiawi, Alfredo Calderon, Olivier Crepin-Leblond, Maureen Hilyard, Cheryl Langdon-Orr, Barrack Otieno, Joan Katambi, Cherie Lagakali, Abdulkarim Oloyede, Batalia Filina, John More,

ES: Lilian Ivette De Luque,

FR:

Apologies:

Staff: Heidi Ullrich, Gisella Gruber, Alperen Eken, Claudia Ruiz

Call Management: Claudia Ruiz

ES Interpreters: Paula & David

FR Interpreters: Aurélie & Jacques

Agenda:

1. Welcome and Roll Call - Staff (2 mins)
2. Adopting the agenda (1 min)
3. Review Pending [Action Items from the 23 April 2020](#) At-Large Capacity Building WG Call - Hadia (2 mins)
4. Concluding the [survey questions](#) - Hadia / All (10min)
5. [Best Practices](#) in preparation for our Webinars - Alfredo/All (5min)
6. Concluding the invitation templates shared by Gisella - All (5min)
 - a. [Speaker invitation](#)
 - b. [Community Webinar invitation](#)
7. Agreeing on Webinar initial slides and instructions on the format of the session - Natalia/Alfredo (10 mins)
 - a. [Slide graphics](#)
 - b. [Mail Card](#) to promote webinars
8. Zoom Webinar room Discussion and agreeing on the May 4th Zoom room - Alfredo (10min)
9. Suggestions for future webinar topics - Hadia/All (10min)
10. Start discussing the targeted audience - Alfredo/All (5min)

11. Agreeing on our next meeting - Hadia/All (3 mins)
12. AoB - Hadia (2 min)