

2020-04-23 At-Large Capacity Building WG Webinars Team Call

Date: Thursday, 23 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/94214387197?pwd=dE9HaEZaRnB0TlIKUnlDbGxxQmVJQT09>

Passcode: 12345

Action Items: [EN](#)

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

Zoom Chat: [EN](#)

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

Participants:

EN: Maureen Hilyard, Olivier Crepin-Leblond, Hadia Elminiawi, Alfredo Calderon, Cheryl Langdon-Orr, Akay Oloyede, Alberto Soto, Barrack Otieno, Joanna Kulesza, John More, Joan Katambi, Natalia Filina

ES:

FR:

Apologies: Pierre-Jean Darres

Staff: Heidi Ullrich, Gisella Gruber, Adam Peake, Claudia Ruiz, Michelle DeSmyter

Call Management: Michelle DeSmyter

ES Interpreters: David & Veronica

FR Interpreters: Isabelle & Aurelie

Agenda:

1. **Welcome and Roll Call - Staff (2 mins)**
2. **Review Pending [Action Items from the 16 April 2020](#) At-Large Capacity Building WG Call - Hadia (3 mins)**
3. **Discussing the invitation templates shared by Gisella - Hadia/All (10min)**
 - a. [Speaker invitation](#)
 - b. [Community Webinar invitation](#)
4. **Webinar initial slides and instructions on the format of the session - Natalia/Alfredo (10 mins)**
 - a. [Slide graphics](#)
 - b. [Mail Card](#) to promote webinars
5. **Zoom Webinar room Discussion - Alfredo (10min)**
 - a. [Zoom Chat feature](#)
6. **Concluding the [survey questions](#) - Hadia / All (10min)**
7. **Suggestions for future webinar topics - All (10min)**
8. **Agreeing on our next meeting - Hadia/All (3 mins)**
9. **AoB - Hadia (2 min)**