

# Action Items 2021 At-Large Capacity Building WG Webinars Team Call

## 2022-04-05 At-Large Capacity Building Workshop WG Call

- ☒ Speaking order for The art of persuasion - Alan, Maureen, Olivier and Cheryl. Then open to discussion (30 mins).
- ☒ Hadia opens. Sandra facilitate the roundtable the discussion. Questions to be developed to spark discussion for the roundtable.
- ☒ Melissa and staff in background to capture the notes.
- ☒ Yesim Nazlar and Michelle Desmyter to organize the CB Workshop on the Art of Persuasion for Tuesday at 19th April at 20:00 UTC.
- ☒ Michelle Desmyter to send out invitation on Wednesday, 6 April.
- ☒ Heidi Ullrich to draft the invitation (to mention but not include the jamboard). Follow up reminders to include link to the jamboard.
- ☒ Michelle Desmyter / Yesim Nazlar to send out registration with jamboard link early the week of 11 April.
- ☒ Heidi Ullrich to follow up with Betsy on the development of an IL course on The art of...
- ☐ Heidi Ullrich to add item on Tools and Tips update on next agenda and the look and feel of the tool.
- ☐ Michelle Desmyter Next CB Workshop Group call to be on Monday, 25th at 18:00 UTC. - **UPDATE - Date to be CHANGED**
- ☐

## 2022-03-17 At-Large Capacity Building WG Team Call

- ☐ Heidi Ullrich to add Small Talk Tips and Tools doc to the CBWG workspace.
- ☐ Group to consider developing a collection of tools and tips from the other workshops in the The Art of Series
- ☐ Group to consider turning completed Tools and Tips into a final doc to share with the community; develop a series of graphics and an ICANN Learn course.
- ☐ Sandra Hoferichter to consider using final Tools and Tips for ICANN Academy courses.
- ☐ Tricks of the trade, provide real life examples (ICANN experiential); break out rooms to focus on different single topics - not ICANN specific.
- ☒ Heidi Ullrich and Gisella Gruber to follow up with Melissa Peters Allgood re next steps of workshop of the 11 April.
- ☒ Cheryl Langdon-Orr ; Olivier Crepin-Leblond and Alan Greenberg to get together with Melissa Peters Allgood and staff - early week 21 March - for next steps.

## 2022-02-17 At-Large Capacity Building WG Team Call

- ☒ Yesim Nazlarto send a reminder to add to the Intercultural Comms Jamboard by end of ICANN73.
- ☒ Hadia Elminiawito add Jamboard review during next CBWG call.
- ☒ Hadia Elminiawitand Group to look at the NCSG Webinars list and see which topics we would like to replicate. (see:NCSG Webinars)
- ☒ Next calls:
  - ☐ The series "The Art of ..." will continue with:
    - The Art of Persuasion within the context of ICANN- 11th of April - [Melissa Peters Allgood](#) to present
    - The Art of Leadership within the context of ICANN
    - The Art of Party within the context of ICANN (Socializing and Networking) - immediately prior to ICANN74
    - The Art of Decision-making within the context of ICANN
- ☒ Michelle Desmyter to schedule the next webinar on 17 March at 19:00 UTC (Check with Evin on NomCom Review)

## 2022-02-03 At-Large Capacity Building WG Team Call

- ☒ Order of stories:

Story 1 - Marita Moll - NARALO Story 2 - Cheryl Langdon-Orr - APRALO Story 3 - Javier Rúa-Jovet - NARALO Story 4 – Jonathan Zuck - NARALO Story 5 – n.n. - AFRALO
- ☒ Date: 15 February
- ☒ Sandra Hoferichterto send initial description text / Melissa Peters Allgood to review by Friday, 4 Feb.
- ☒ Gisella Gruberto send announcement and set up registration no later than Monday, 7 Feb.

## 2022-01-13 At-Large Capacity Building WG Team Call

- ✓ Gisella Gruber/ Yesim Nazlar to add to promotional and logistical messages that the series of Intercultural Comms workshops are within the context of ICANN.
- ✓ Deadline for presenters for 2nd Intercultural Workshop extended to 19 January.
- ✓ Melissa Peters Allgood to produce her document by 24 January.
- ✓ Agreed that the CBWG Intercultural Series of Workshops will be in the following order: 1) Small Talk within the ICANN context - Part 2; 2) The Art of Persuasion within the ICANN context; 3) The Art of Leadership within the ICANN context and 4) The Art of the Party within the ICANN context (socializing and networking) (immediately prior to ICANN74); and 5) The Art of Decision-making within the ICANN context.

#### 2021-12-16 At-Large Capacity Building WG Team Call

- ✓ Melissa Peters Allgood to draft note for call for participants for second CBWG Intercultural Workshop Small Talk.
- ✓ Yesim Nazlarto schedule a prep call for the presenters of second CBWG Intercultural Workshop Small Talk on 27 January at 19:00 UTC.
- ✓ Yesim Nazlar and Gisella Gruber to schedule the second CBWG Intercultural Workshop Small Talk on 15 February (at 19:00 UTC?).
- ✓ Hadia Elminiawand the CBWG on Workshops to consider the following order of Intercultural Workshops: 1) Small Talk Part 2; 2) The Art of Persuasion; 3) The Art of Leadership and 4) The Art of Decision-making.
- ✓ Claudia Ruizto set up child page for the 2022 CBWG Workshop series (as well separate workspaces for past years)

#### 2021-11-24 At-Large Capacity Building WG Team Call

No Action Items recorded.

#### 2021-11-10 At-Large Capacity Building WG Webinars Team Call

- ✓ Staff to set up the At-Large Intercultural Virtual Workshop for Monday 29 November at 13:00 UTC
- ✓ Staff to work with Hadia and Sandra on the Call for volunteers for the Workshop
- ✓ Next call on Wednesday 24 November at 19:00 UTC

#### 2021-07-29 Operations, Finance and Budget Working Group (OFB-WG) Workshop Call

- ✓ No webinar during August.
- ☐ Joanna Kuleszaand Hadia Elminiawito send an email to the members of the CBWG and RALO Chairs and co-chairs reminding them to coordinate with the Webinars group.
- ☐ Heidi Ullrichand Claudia Ruizto incorporate comments on survey.

#### Thursday, 27 July 2021

- ✓ No Webinar is to be scheduled during August.
- ☐ Hadia Elminiawand Joanna Kuleszato work on a message to the RALO Leadership Teams to encouraging regional engagement in the CBWG and Webinars Sub team.
- ☐ Gisella Gruber to work with Hadia Elminiawon identifying registration data on webinars for discussion on the next call.
- ✓ Gisella Gruber to schedule the next Webinars Group on 12

#### Thursday, 08 July 2021

- ✓ Gisella Gruberto add the IDN Webinar to the CB List - taking place on 27 July at 08:00 UTC
- ☐ Upcoming Webinars:
  - ☐ August: Country Code Domains: Hadia Elminiawito contact Natalia to confirm proceeding with this webinar
  - ✓ September: Intercultural with Sandra Hoferichter: Hadia Elminiawito contact Sandra re suggestion of breakout rooms re local traditions and reporting back to main group
  - ✓ November: DNS: Hadia Elminiawito work with Joanna Kulesza
- ✓ Registration Data to be included in next teams agenda

#### Thursday, 27 May 2021

- ✓ Claudia Ruiz to schedule next Webinar on 12 July 2021 at (time TBD) Melissa Allgood Webinar on Facilitation Session
- ✓ Claudia Ruiz to schedule next CBWG Webinar Team Call on 01 July 2021 at 19:00 UTC

#### Thursday, 6 May 2021

- ☐ Gisella Gruber and Claudia Ruiz to work on preparing anonymized registration data this year's CBWG webinars and send to Hadia/CLO.
- ☒ Claudia Ruiz to schedule the next Webinar group call on Webinar - 27 May - Sandra Hoferichter to be invited.

#### Thursday, 22 April 2021

- ☒ Webinar dates: Re-scheduling of Presentation webinar = 4 May; Webinar on Intercultural awareness for At-Large - 17 May
- ☐ September Webinar to be a launch of an At-Large DNS Abuse educational campaign focused on the regions.
- ☒ Experts Survey - Abdulkarim Ayopo Oloyede to respond to staff questions; Heidi Ullrich to send experts survey before next CBWG-Webinar meeting.

#### Thursday 08 April 2021

- ☐ Staff to provide Survey Results from the Capacity Building Webinar on Monday 5 April: ALAC Consensus Playbook

#### Thursday, 01 April 2021

- ☒ Michelle Desmyter to schedule the next CB Webinar WG call on 8 April at 18:00 UTC.

#### Thursday, 25 February 2021

- ☒ Yesim Nazlar to schedule the next CBWG Webinars call on 1 April at 18:00 UTC
- ☒ Claudia Ruiz to put Melissa's revised webinar outline on a Google doc before the next Webinar meeting.

#### Thursday, 4 February 2021

- ☒ Evin Erdogan to begin to use JZ's videos to promote the SM webinar.
- ☒ Melissa Peters Allgood to revise her webinar outline by the 12th of February.
- ☐ Jonathan Zuck and staff to develop the contest for developing webinars which will launch after JZ's webinar on Creating Videos with PowerPoint on 19 April.
- ☒ Yesim Nazlar to schedule the next CBWG Webinars Call on the 18 Feb at 18:00 UTC.

#### Thursday 21 January 2021

- ☐ Social Media Webinar
  - ☒ Jonathan Zuck to create a promotional video using a number of videos by week of the 25 January.
  - ☒ Natalia Enciso to work with Lilian Ivette De Luque Bruges on a promotional card by the week of 25 January.
  - ☒ Jonathan Zuck to plan on two webinars on best practice on presentations - the first to be scheduled on 1 March. ? - 15 February
  - ☒ Yesim Nazlar and Gisella Gruber to schedule JZ's Webinar as part of the CBWG series on Monday, 15 Feb and another on presentation best practices on 19 April - IN PROGRESS (NOTE: 15 Feb is holiday in US)
  - ☒ Yesim Nazlar to include registrations for all CBWG webinars.
  - ☐ August topic is to be on topic of the country code domains and marketing of DNS.

#### Thursday 07 January 2021

##### Social Media:

- ☒ A webinar on Social Media best practice will be held in February. Alexandra Dans, ICANN Communications staff, and Lilian will be the speakers.
- ☒ One of the priorities is to link the LACRALO region to At-Large to a larger degree. Requesting FR and PT interpretation.
- ☒ Yesim Nazlar to schedule a 90 minute CBWG Webinar on Monday, 8 Feb at 22:00 UTC. Interpretation requested in EN/ES/FR/PT. (Action item amended to reflect Lilian's request to postpone by one week) - IN PROGRESS
- ☒ Lilian Ivette De Luque Bruges to work directly with Natalia on the promotional cards for the Social Media Best Practice webinar.

#### First 6 months of Webinar Topics:

The first 6 months of CBWG Webinar topics were approved. They are:

February - Social Media Best Practice

April - Consensus Playbook focused on At-Large

May - Intercultural Awareness for At-Large

July - Facilitation skills

**Expert survey:**

- ☒ Abdulkarim Ayopo Oloyede to add the item of Intercultural awareness for At-Large to the survey.
- ☒ Staff and AK to add survey to Google Forms for people to the complete.
- ☒ Distribution of the survey to the RALO chairs requesting they send to their RALOs.
- ☒ Survey to be distributed by the end of January. Deadline of survey completion is 2-3 weeks from date it is sent.
- ☒ Staff to send a reminder regarding the surveys one week after the initial request.

**Next call:**

- ☒ Yesim Nazlar to schedule the next Webinar call on 21 January.