



THE PLAYBOOK

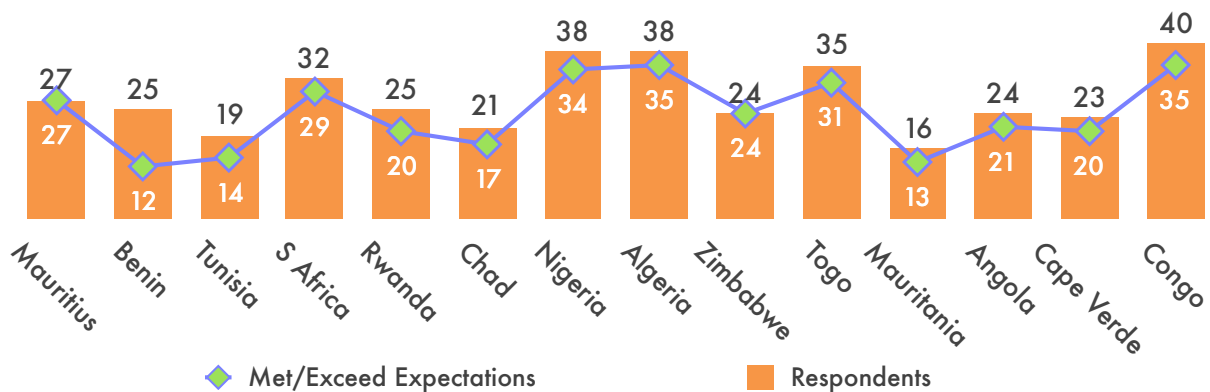
for organising training workshops



INTRODUCTION

If you are holding this guide, it means you are one of about twenty (out of about 55 applicant organisations) selected to host an AFRINIC training workshop this year. We are grateful for your support of our mission to build capacity in Internet technology in Africa. This is your complete guide to everything required to plan, organise and run an effective training workshop. Print a copy this document, fill in the appropriate dates for your country and check completed items as you progress with the guidance of Emma our Training Coordinator.

Here is how over 600 engineers we trained in 2015 rated our workshops in fourteen (14) countries:



TERMS AND CONDITIONS

1. Workshops are open to anyone from any organisation who applied.
2. All prospective participants must register through our website (learn.afrinic.net).
3. Selection, screening & invitation of participants is done solely by AFRINIC trainers.
4. Local hosts are entitled to nominate up to 10 participants (their employees) for the workshop.
5. No fees can be charged to participants by local hosts for open enrollment workshops.
6. Local hosts bear the costs of venue, light refreshments and local transportation for trainers.
7. The minum number of participants to run a workshop is 30. Maximum class size is 45.
8. AFRINIC reserves right to cancel training due to insufficient interest, visa, security or other problems.

BUDGETING & FINANCIAL PLANNING



Create/agree event budget

START: D-12 months
DUE: D-8 months

Select and book venue

START: D-8 months
DUE: D-2 months

Arrange visas for trainers

START: D-2 months
DUE: D-1 month

Book trainers' flights

START: D-1 month
DUE: D-2 weeks

- Venue
 - Seats for 30 - 45
 - Air-conditioning
 - Backup power source
- Internet
 - 20Mbps or more bandwidth
 - WiFi (2 Access Points)
- Electronics
 - SVGA projector
 - 15 power extension blocks
 - Public address system
- Supplies
 - 1 reams of A4 paper
 - 1/2 ream of A0 paper
 - 2 rolls of masking tape
 - 20 packs of PostIt notes
 - 2 packs of whiteboard markers
- Refreshments
 - Drinking water
 - Coffee/tea with snacks
 - Lunch
- Trainers
 - Air tickets*
 - Hotel accomodation*
 - Local transportation

VISA FACILITATION



If the trainers require a visa and they cannot obtain one in their country of residence or online, you will have to arrange for visas on arrival for them:

- Apply for a visa-on-arrival at local immigration office
- Send us scanned official visa-authorisation letter

If there's an embassy of your country in the trainers' countries of residence or visa can be applied for online, then we will apply for the visa ourselves. Just

- Send us an official Letter of Invitation

AIR TICKETS & AIRPORT PICKUP



If you committed to paying trainers' flights, thenw

- Get trainers' names & departure airports
- Reserve flights and confirm with trainers
- Buy tickets and send us booking references
- Arrange airport pickup for trainers

If AFRINIC is arranging trainer's flights, we will make all arrangements and communicate the hotel to you. All you have to do is organise local transportation:

- Airport pickup on arrival
- Daily transportation from hotel to workshop venue
- Airport dropoff on day of departure

Book trainers' hotels*

START: D-1 month | DUE: D-2 weeks

Publicise event

START: D-2 months | DUE: D+1 week

Arrange catering

START: D-1 months | DUE: D-1 week

Get workshop supplies

START: D-2 weeks | DUE: D-1 day

HOTEL & LODGING



If you committed to paying trainers' accommodation

- Propose two (02) 4 star hotels
 - Bed & breakfast
 - Broadband Internet in guest rooms
 - Ideally walking distance to workshop venue
- Agree choice of hotels with Training Coordinator
- Book hotel and send us booking details

If AFRINIC is paying for hotels, send us the proposals and we'll book and pay directly with the hotel.

EVENT PUBLICITY PLANNING



- | | |
|-----------------|---|
| Before workshop | <input type="checkbox"/> Local IT mailing lists
<input type="checkbox"/> Social media
<input type="checkbox"/> Flyers at local tech events & spaces
<input type="checkbox"/> Posts/blogs on your website
<input type="checkbox"/> Traditional media |
| During workshop | <input type="checkbox"/> Banners on site
<input type="checkbox"/> 30 minute opening/keynote
<input type="checkbox"/> Media coverage
<input type="checkbox"/> Ongoing social media
<input type="checkbox"/> Photography & videography |
| After workshop | <input type="checkbox"/> Event photos on website
<input type="checkbox"/> Blog posts
<input type="checkbox"/> Mailing list announcements |

If you don't have your own design team, let us know and we will send you pre-designed banners, posters and fliers to use. Here's the key information required for social media:

- * Twitter handle: @AFRINICTraining
- * Hashtags: #IPv6 #<host_city> #<host_country>

CATERING & REFRESHMENTS



Arrange the following refreshments per participant for 4 days:

- Drinking water
- 2 tea breaks
- Lunch

WORKSHOP SUPPLIES

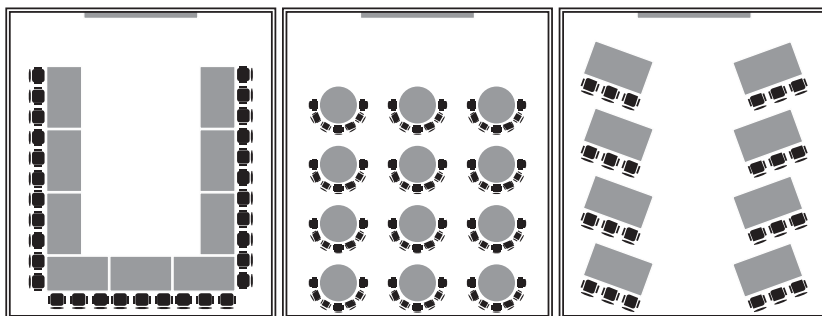




VENUE SETUP

Together with trainers, prepare the venue:

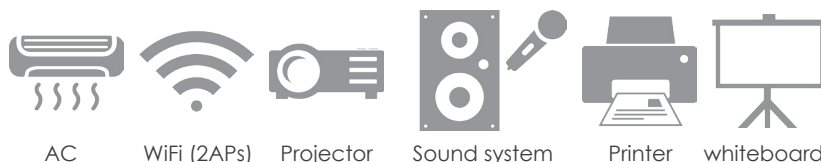
- Arrange seats (prefer U > crescent > classroom configuration)
- Install and test audio-visual equipment (projector, PA system)
- Install and test Internet connection (bandwidth, APs etc)
- Assist trainers setup testbeds (ACLs) if required
- Verify supplies and purchase missing ones
- Set up "Support/Challenge" & "Plus/Delta" sheets
- Finalise opening/closing ceremony details
- Finalise attendees list
- Demonstrate FIRE & safety procedures to trainers



U shape

Crescent

Slanted classroom



AC

WiFi (2APs)

Projector

Sound system

Printer

whiteboard



WORKSHOP SUPPORT

During the workshop days, you play a critical support role in ensuring we have an amazing training event. Activities include

- Coordinate caterers/hotel staff for breaks
- Checkin with trainers at the end of each day
- Taking event photographs
- Social media promotion
- Record attendance
- Ensure room is ready for the next day
- Arrange transportation for trainers to their hotel



WRAP UP & CELEBRATE

Thanks to the work you have done, about 35 more network engineers in your country now have the knowledge and skills to deploy IPv6 networks. You do deserve to brag about it:

- Blog about it
- Share the photo album on flicker or your website
- Celebrate!!

Setup workshop venue

START:

D-1 day (evening)

DUE:

D-1 day (evening)

Support workshop delivery

START:

D day (morning)

DUE:

D+4 days (evening)

Publicise end of workshop

START:

D+4 days (evening)

DUE:

D+7 days