



# Workshop Overview

-  Agenda
- Session recordings
-  Zoom link to workshop and instructions to use zoom
-  Organisers' contact details

# 📅 Agenda

📅 Please check the [UTC Time Converter](#) to know the time of the sessions in your local time zone!



# AGENDA

## CYRILLA Global Policy Advocacy Workshop 2024



### Time zone 1 (T1)

	Start time	End time
Western Africa	7:00 am	12:00 pm
Eastern African	9:00 am	2:00 pm
Beirut	9:00 am	2:00 pm
Delhi	11:30 am	4:30 pm
Malaysia	2:00 pm	7:00 pm

### Time zone 2 (T2)

	Start time	End time
San Jose, Costa Rica	8:00 am	1:00 pm
New York	10:00 am	3:00 pm
Santiago	10:00 am	3:00 pm
Sao Paulo	11:00 am	4:00 pm
Western Africa	3:00 pm	8:00 pm

	Session 0	Break	Session 1	Break + energiser	Session 2
Time zone 1	6:00 - 6:45	6:45 - 7:00	7:00 - 8:30	8:30 - 9:30	9:30 - 11:00
Time zone 2	14:00 - 14:45	14:45 - 15:00	15:00 - 16:30	16:30 - 17:30	17:30 - 19:00
(Time in UTC)	(45 min)	(15 min)	(90 min)	(50 min + 10 min)	(90 min)

### Day 1

T1 - 7 August  
T2 - 8 August

Open space:  
Introductions



15 mins

Introduction to  
global policy  
advocacy



Legal  
framework  
for global  
advocacy

### Day 2

T1 - 9 August  
T2 - 12 August

UN & other  
spaces for  
digital rights  
advocacy



Strategies  
for effective  
engagement

### Day 3

T1 - 13 August  
T2 - 14 August

Open space:  
Informal  
discussions



15 mins

Practicum  
Part I



Practicum  
Part II





# Session recordings

*(Sessions will be recorded with consent of all participants, and recordings uploaded here for the duration of the workshop. Please check back for links to session recordings once the workshop commences.)*

## **Session 1: Introduction to global policy advocacy**

- Time zone 1:

Wednesday, 7 August (7:00 - 8:30 UTC): **English**

- Time zone 2:

Thursday, 8 August (15:00 - 16:30 UTC): **English**

Thursday, 8 August (15:00 - 16:30 UTC): **Spanish**

## **Session 2: Legal framework for global advocacy**

- Time zone 1:

Wednesday, 7 August (9:30 - 11:00 UTC): **English**

- Time zone 2:

Thursday, 8 August (17:30 - 19:00 UTC): **English**

Thursday, 8 August (17:30 - 19:00 UTC): **Spanish**

## **Session 3: UN & other spaces for digital rights advocacy**

- Time zone 1:

Friday, 9 August (7:00 - 8:30 UTC): **English**

- Time zone 2:

Monday, 12 August (15:00 - 16:30 UTC): **English**

Monday, 12 August (15:00 - 16:30 UTC): **Spanish**

#### **Session 4: Strategies for effective engagement**

- Time zone 1:

Friday, 9 August (9:30 - 11:00 UTC): **English**

- Time zone 2:

Monday, 12 August (17:30 - 19:00 UTC): **English**

Monday, 12 August (17:30 - 19:00 UTC): **Spanish**

# Zoom link to workshop and instructions to use zoom

## Our Zoom space

Our workshop will take place at: <https://apc-org.zoom.us/j/87136668043>

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## Tips for participation in Zoom sessions

- **Update your [Zoom client](#)** to the latest version. The zoom app takes 5 minutes to install, so please set it up before the sessions.
- Please **join the sessions before they start (we have 60 minutes for that)**, so we can assist you if you experience any issue.
- Please **use your real name or nickname**, so we can know who you are and let you in. You can **change your name after you have joined**.
- **Please use headphones with microphone rather bluetooth headphones where possible.**
- **Please mute your microphone** when entering a session and **unmute only when you want to speak**.
- If you **need a break** during the sessions, **take it**.

## How to use zoom

Join the workshop session by opening [the link](#) in your browser, a client or an app. You will be redirected to the correct zoom room with the waiting room. When the host will add you to the meeting you will be able to see the main screen.

zoom-main-window-.png

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## Configure Audio

If your audio is not working, please **check your settings**.



For **Audio** click on the **up arrow next to Unmute/Mute button** and check if your Microphone and Speaker have been correctly configured.

zoom-audio-settings-button.png

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To test Speaker and Microphone click on Audio Settings in the same menu and click on the link Test Speaker and Microphone.

bbb-audio-test.png

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In the window that opens you can Test the Speaker and Microphone and select the volume.

zoom-audio-settings.png

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## Configure Video

If your video is not working when you click Start Video, please **check your settings**.

Click on the up arrow next to Start Video and see if Camera is selected.

[zoom-video-sharing-button.png](#)

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If you would like to examine settings in more detail, click on the last option **Video Settings...** and the following window will open.

zoom-video-settings.png

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Here you can define how your video should be presented and we recommend you select the option **Hide Non-video Participants** so that you will be able to see only the videos of participants who have their cameras enabled.

## Chat

Zoom enables you to participate in **public chat** and also **send private messages** to specific participants. To send a private message select the participant in the dropdown field which is by default set to Everyone (for public chat).

zoom-chat.png

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## Share screen...

If you need to share screen, portion of the screen, computer audio or 2nd camera you can do that by clicking on a green icon Share screen and select the window, program, computer sound or 2nd camera in Basic or Advanced tabs.

zoom-share-screen.png

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**If you select the wrong window you can always stop sharing and then start sharing the intended one.**

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## Language Interpretation (Translation)


**Sessions of this workshop in the Latin America timezone (Time Zone 2) will have speakers in both Spanish as well as English. These sessions will have live interpretation from Spanish to English and vice-versa.**

**To ensure the meeting flows smoothly for you and for others, please ensure you enable language interpretation and choose your spoken language at the start of each session.**

# How to enable language interpretation as a participant

When an interpreter is assigned by the host of the meeting, a new “Interpretation” icon and a pop-up message saying that new translation possibility is available will appear



1. In your meeting/webinar controls, click **Interpretation** . Image not found or type unknown
2. Click the language that you would like to hear.
3. (Optional) To hear the interpreted language only, click **Mute Original Audio**.

By default, you will hear the selected language at 80% volume and the original Audio at 20% volume. If you would like to mute/unmute the original audio, click on the corresponding option in the language button.



# Organisers' contact details

The team can be reached at [asia-sej@apc.org](mailto:asia-sej@apc.org)

Team members can be reached at:

- Asia Digital Rights Lead: [pavitra@apc.org](mailto:pavitra@apc.org)
- SEJ Administrative Officer: [cho@apc.org](mailto:cho@apc.org)
- SEJ Finance Officer: [gladys@apc.org](mailto:gladys@apc.org)
- APC tech team: [avinash@apc.org](mailto:avinash@apc.org)