

Organize GDLN Activities

1. DLC as a Participating Site

A. Activity Road Map

B. Learning Support, Logistic and Administrative Service

2. DLC as a Programme Partner

A. How we submit Activity Proposal (AP) and finalize Activity Agreement (AA)

B. How we work with clients

C. Chairing & Moderating an Event

1-A. Activity Road Map 1

1. Assess the activity contents
2. Express your interest in the activity through AMS*.
3. Recruit the participants who are suitable for the activity
4. Negotiate a contract with a programme partner

** AMS (Activity Management System): a web-based tool to track, modify, and manage an activity throughout the organization and the process of planning.)*

1-A. Activity Road Map 2

5. Finalize scheduling and booking
6. Register the participants
7. Deliver the activity – Anything can happen.
8. Evaluate the activity
9. Complete all pending financial transaction

1-B. Learning Support, Logistic and Administrative Services

1. Identify the facilitator/moderator
2. Make sure that all technology work
3. Make the participants familiar with the technology
4. Deliver the additional materials

2-A. How we submit Activity Proposal & finalize Activity Agreement

- Use AMS to initiate the activity.
 1. Create Activity Proposal (AP) on AMS*
 2. Negotiate and agree on each Activity Agreement (AA) with each remote site

2-B. How we work with clients 1

Serve as a mediator between your client and the remote sites

1. Communicate with your client
 - Know what your client wants to do
 - Clarify what kind of services your client expect from you
 - Examine the potentiality of a partner lying within the client

2-B. How we work with clients 2

2. Design the course for implementing the successful GDLN Activity
3. Identify the facilitator / moderator
4. Create the Running Order (RO)

2-B. How we work with clients 3

5. Check the PowerPoint presentation format
6. Coordinate with remote sites
7. Conduct a test connection / dry-run
8. Check the technical requirement

2-B. How we work with clients 4

9. Distribute the running order, the presentation materials, and the list of participants to the remote sites
10. Deliver the Activity – Anything can happen!

2-C. Chairing & Moderating an Event

- The moderator is the key to successful VC implementation.
- Tips for chairing and Moderating an Event - You may find the following papers on the Join Tokyo HP (http://jointokyo.org/en/services/better_videoconferencing)
 - VC Guide to Videoconferencing
 - VC Presenter
 - VC moderator
 - VC Presentation Template