TRAINING WORKSHOP LOGISTICS

Kalaam Media Training Workshops are organized in order to teach participants to build and maintain websites using the Wildfire Website Building System. This Document is intended to assist both the workshop host(s) and the workshop facilitator(s) in preparation of an in-person workshop.

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Wildfire is the website builder system developed by Kalaam Media. It is a user-friendly web-based program which caters to multi-lingual websites and provides easy integration with Jesus Film, FCBH, and Scripture App Builder products. A large component of the workshop is training in Wildfire.

1. PEOPLE TERMINOLOGY

WORKSHOP TRAINERS

Kalaam Media Training Workshops are usually taught by Kalaam Media (KM) staff called *Digital Publishing Managers (DPMs)*. We also have non-staff training partners in various locations who are approved by KM. Depending on the factors of the workshop, we will assign the appropriate number of trainers from our pool to facilitate the workshop training. These trainers are familiar with the *Wildfire* website builder system and know how to administer KM websites. Often, the workshop trainers will become the DPMs for the websites created at the workshop for future maintenance and updates.

PARTICIPANTS

The workshop participants are those who come to the Training Workshop to learn how to build a website during the workshop. They will be trained in basic website design principles and how to use the *Wildfire* website builder system to create their websites. The training will enable them to become a certified *Website Manager (WM)*. This person will be responsible for maintaining and upgrading the website in the future. See Chapter 6 for more details.

THE HOST

Each Training Workshop has a host. The host is responsible for the local logistics of the workshop. The host could be one of the participants at the Training Workshop, but it is usually someone else. See Chapter 7 for more details.

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2. WORKSHOP GOALS

The goal of a Kalaam Media Training Workshop is to help language teams create websites which publish and promote materials in their language. The primary objective is to develop "Scripture Sites" which publish any available translated Scripture and Scripture related materials in their target languages. Sometimes a "Community Site" which promotes the language work and cultural heritage of a community is desired. Sometimes an "Organization Site" is needed for a ministry or other non-profit working in the local area. Each of the websites should be in the language of the publication materials.

The vision of Kalaam Media is that people in every language community experience abundant life through engagement with digital Scriptures expressed in their languages and cultures. Therefore, for a workshop to be successful, most of the websites which are built should be websites which seek to publish Scripture in the publication language. If there are any questions, the Director of Client Services can discuss this in more depth.

The goal for the participants is to build a real website and launch it by the end of the workshop. We help the participants create their websites using *Wildfire,* which is designed as an easy-to-learn, easy-to-use system for non-programmers. We have a program which works, and we use it many times over.

To meet these goals;

- The participants must arrive at the workshop prepared. This document discusses the preparations needed (see Chapter 6).
- The participants need to understand these goals before they arrive at the workshop.
- The Training Workshop Host needs to understand these goals as they prepare for the workshop and help communicate these goals to others.

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3. INITIATING A KALAAM TRAINING WORKSHOP

WORKSHOP DATES

Workshops are usually scheduled <u>2 to 6 months in advance</u>.

Workshops are initiated by sending a completed Workshop Request Form to the *Director of Client Services*.

THE WORKSHOP REQUEST FORM

If you have interest in hosting a workshop, we will need you to complete a Workshop Request Form (See Chapter 13). The Workshop Request Form helps with the following items:

- It tells us who you are and the name of your organization.
- It tells us about your desired dates and the proposed training facility.
- It tells us your preferred training language.
- It gives us initial information about the Internet connectivity at the workshop location.
- It tells us how many websites you hope to work on, and how many participants we can expect.

PRELIMINARY BUDGET

The preliminary budget gives us an idea of what the workshop costs will be. We ask for this budget to be filled out and submitted in order to approve the workshop. Some of the costs will be covered by Kalaam Media, while some will be covered by the host organization, and other parties may participate in covering the costs as well. Responsibility for workshop costs is agreed upon between the workshop host and the *Director of Client Services* before a workshop request is approved.

(See Chapter 13)

4. TRAINING WORKSHOP SCHEDULE

DURATION

Most workshops are 9-10 working days long. Workshops shorter than this require approval from the *Director of Client Services.* Typically, the first few days of a workshop are heavy in content and training, while the last few days are filled with active work time and individual coaching and assessments.

Special considerations:

- In some areas, it is acceptable to work a full day on Saturday. In some areas, it is acceptable to work a half day on Saturday. In some areas, it is not acceptable to work on Saturdays. The Workshop trainers and host will decide which is best and plan accordingly.
- We will not schedule training on Sunday, and we try to avoid scheduling during local holidays.
- Given these considerations, we strive for 10 working days for the workshop.

DAILY SCHEDULE

The daily schedule varies but has many similar elements. The host and trainers will decide together the final details.

- We aim for 8 training hours per day.
- We assume that the students will arrive ready to start. This means that if they need to eat before we start, they do that before arrival. This varies significantly from location to location.
- We assume that there will be a break in the morning and a break in the afternoon. Coffee, tea, and a light snack are acceptable as part of this break.
- We assume that lunch will happen at the normal time for that community.
- We assume that supper will happen at the normal time for that community.

END-OF-WORKSHOP EVENT

In most communities, it is good and appropriate to hold a celebration at the end of the Training Workshop. This should be organized by the workshop host in a manner appropriate to the local culture and the context of the Training Workshop. Typically, it is usually 1 to 2 hours long, and it usually ends with the awarding of *Website Manager* certificates to the participants.

- It might include the launch of the new websites (or at least the first public viewing).
- It might include a demonstration of some or all the websites and/or a time of dedication of the websites.
- It might include a snack or a meal.
- It might include outside guests.
- It should be fun.

The host should organize this and facilitate or appoint a local person to facilitate the event.

5. TRAINING WORKSHOP SIZE

NUMBER OF PARTICIPANTS AND LANGUAGES

We want to have a minimum of 6 website teams at the Training Workshop. We prefer to see 6 - 10 languages represented, working on websites.

- We anticipate 1 or 2 participants for each language.
    - Generally, one of the students is more "technical" focused, while the other is more "content" focused.
    - We ask for a maximum of 2 participants per language (website). If there are reasons to invite a 3rd person, please discuss this with the trainers first.
- The number of students at a workshop is limited by space.
- We find that the upper limit is 25 to 30 students.
- If more language teams are interested, it is best for us to schedule an additional Training Workshop.
- We may invite people we know from the area who are interested in launching a website. In some cases, these may be people that you do not know but that we do know. Often, we will ask you about them before we confirm their place at the workshop.

NUMBER OF TRAINERS

The trainers may be staff of KM - *Digital Publishing Managers,* or they may be training partners approved by the *Director of Client Services*.

- We aim to have one trainer for every 8 to 10 people. This ratio varies depending on the presumed level of technical experience, the complexities of the workshop environment, and other things.
- We will discuss this with the workshop Host to ensure we do not have too many students or too few trainers.

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6. TRAINING WORKSHOP RESPONSIBILITIES – PARTICIPANTS

WEBSITE REQUEST FORM

At least <u>4 weeks before the workshop</u>, the trainers must receive a Website Request Form for each website which will be built. Participants are responsible for completing this form and submitting it to the host, who will forward it to the training team. Sometimes the workshop Host can fill out the form on behalf of the website team, if they are familiar with the project.

There is critical information in this form that we need to know in order to prepare appropriately. It tells us who is coming to the workshop, how to contact them, and their affiliation. It tells us the kinds of materials that will initially go on the website and where those files are currently located. It tells us the language name, the Ethnologue code, and the kind of website they are making. It is also helpful for the participants as it prompts them to begin thinking about content and strategy for their website.

ADVANCE PREPARATION

Each participant must come to the Training Workshop **well prepared**.

- They need to have all the files they wish to make available on their website. This includes images, video products, audio products, and text materials. This could include files such as JPG, PNG, MP4, AVI, MP3, PDF, or files from Paratext.
- Images: The participants should come to the workshop with several images of their village or local area. This will be very helpful in creating their websites. The photographer will need to give permission to use their images on the website.
- They may need to write and translate text for the introductions and navigation of their website.
- They need ideas for the domain name of their website (such as www.djaana.com).
- They need to have font files if their language uses distinct or unusual fonts. They must have a way for them to be entered. This might include keyboard software for likely scripts. For more information on this contact the trainers.

BRING A COMPUTER

Each participant must provide their own computer.

- Each computer must be running a current operating system (Windows preferred, Mac and Linux work, but our trainers may not be able to support those).
- Each computer must have all the needed fonts installed. They must be Unicode.
- If needed, keyboard software should be installed.
- Our system is accessed via a browser. Firefox or Chrome is recommended. Try to update these before the workshop. Antivirus software must be enabled and up to date.
- It is VERY helpful for each laptop to have an external mouse, as using the trackpad has limitations.

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7. TRAINING WORKSHOP RESPONSIBILITIES – HOST

CLASSROOM PREPARATION

We will need a training room large enough to handle the anticipated number of participants and the training staff. The following items also need to be accounted for.

- Table space for each participant and each training staff, allowing for computers and papers.
- Adequate lighting to see papers clearly.
- A video projector (beamer) with good visibility. HDMI input with cable is best.
- There should be a screen to use with the projector.
- If the room is bright, we need a way to cover the windows.
- If the workshop is held in a large room, we may need a microphone and sound system.
- We would like to have a small notebook (or pad of paper) and a pen for each student.
- We would like a whiteboard with markers, a paper easel with markers, or a chalkboard with chalk.

INTERNET CONNECTIONS AND EQUIPMENT

We will hold almost every Training Workshop using a *Matchbook* server. This is a local server we use to develop the websites without connecting to the internet. Later in the Training Workshop or afterwards, we will move the websites to our production server.

An Internet connection is still needed for students to access content online, and ultimately for the transferring of the websites from the *Matchbook* server to the production server. Usually this is done at night. This allows for faster and more complete website creation. Some considerations for internet access are as follows.

- Our Matchbook server needs to connect via an ethernet cable.
- We will bring a Wi-Fi router which routes through the *Matchbook* server and will give the students Wi-Fi access to both our server and the internet.
- The internet speed should be tested in advance of the workshop. Let us know what the average upload and download speeds are.
- If necessary, we can consider augmenting the internet speed either through the existing provider, or via mobile connection hot spot.
- Using averages from a few workshops, 25 students working on 13 languages with 2 trainers will use about 50 GB of data transfer.

The trainers would benefit from access to a printer during the workshop. At the end of most workshops, we like to hand out a certificate of completion. We will need access to a printer to print these, or it may be possible to send them to a local print shop.

DISTRIBUTION OF ELECTRICITY

We need to have enough plug strips and enough extension cords to connect each computer to electrical power. It is common to underestimate the number of extension cords needed. Please plan carefully. Here are the typical needs:

- At least 1 power strip for every two website teams.
- 1 power strip for the trainers and 1 for the projector.
- Tape or area rugs to hold the extension cords in place in high traffic areas is helpful.
- Consistent power is needed to run the workshop smoothly. If the power in your area comes and goes often, then you need to provide a UPS (uninterruptable power supply). It should be large enough to keep the projector running during cool down and enough to keep the router running.
- If the power in your area is prone to long outages, then you need to provide a back-up generator. If you are unsure how large the back-up generator should be, please contact the lead trainer. During the Training Workshop, there should be someone available who has access to the generator and knows how to run it.
- Given the quality of the power in your region, we may need to have surge suppressors for the equipment. If needed, please provide them for us.
- It would be good if there was someone available with access to circuit breaker panels for the power in the building.

PARTICIPANT PREPARATION

It is the responsibility of the workshop host to communicate with the participants and make sure that they are well prepared for the workshop. Review Chapter 6 and make sure all these items are communicated and expected by each participant.

TRAVEL AND ACCOMMODATIONS FOR TRAINERS AND PARTICIPANTS

Typically, our trainers will book their own transportation to and from the airport advised. The trainers will need assistance arranging various travel and accommodation details from the airport. Participants may need assistance with arranging the details. See Chapter 10 for more specifics.

DURING THE WORKSHOP

The host should be present on the first day, at least during the introductory session(s). The host is welcome to attend any or all the other sessions as desired but does not need to be there if they are not involved with the projects, or supporting the workshop in other ways (technical, consultant, translation, etc.). If the host is not going to attend all the sessions, a daily check-in is appreciated.

END OF WORKSHOP CELEBRATION

If an end of workshop event is desired, the workshop host should plan for this and organize per local traditions. See Chapter 4 for more information.

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8. TRAINING WORKSHOP RESPONSIBILITIES – TRAINERS

WORKSHOP SCHEDULE

The *Workshop Trainers* will propose a workshop schedule and give it to the workshop host to review and approve. Chapter 4 covers the considerations taken into account when developing the schedule.

PREPARATION OF MATCHBOOK SERVER

The *Workshop Trainers* will prepare and configure the Matchbook server before travelling to the workshop. After arrival, and as soon as practical, the Matchbook will need to be tested in the training room with a connection to the internet.

PREPARATION OF WEBSITES

The *Workshop Trainers* will set up new websites for each Website Request Form (WRF) submitted. This needs to be completed before the start of the workshop, which is why we need the WRFs in advance.

FILES FOR USE DURING THE WORKSHOP

The *Workshop Trainers* will prepare a set of files for use during the workshop. This set will include a sub-directory with sample media files for use in class.

TRAVEL CONSIDERATIONS

- Training team members may work together on travel arrangements. However, the final responsibility lies with each individual team member to ensure that their reservations are correct.
- Trainers must check visa requirements for each country they will be in.
- Trainers may schedule their travel to allow for time zone adaptation, time to recover from travel, and time to set up the facility, as needed.

POST-WORKSHOP

It is the intention of Kalaam Media to continue supporting the websites and the website managers. Each website will be assigned a *Digital Publishing Manager* (DPM) who will be a point of contact for the website managers for any ongoing help needed. The DPM will also check the site at least once a year to ensure good design principles are being implemented, and that the site technically works as expected. Ideally, this DPM would be one of the trainers from the workshop, but this is not always the case due to staffing issues.

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9. WORKSHOP STAFFING OPTIONS

LOCAL COORDINATOR

We need a local coordinator who will open the training facility in the morning and close it at the end of the day.

We need a local coordinator or a workshop host to start and end meetings. This person, or persons, needs to be available before and during the workshop.

TRAINING WORKSHOP TRANSLATION

In many cases, we will need at least one person to translate from "our" language to "your" language. Depending on our trainers, "our" language may be English, German, French, Spanish, or Indonesian.

Many hosts overestimate the language comprehension ability of the *Participants*, especially related to the vocabulary we use in the workshops. The vocabulary is not hard, just unfamiliar to most. However, this might justify a translator for the Training Workshop.

If a workshop translator is requested, it is important that the translator is available for the duration of the training session. They must be dedicated to this responsibility and not distracted by other responsibilities. In most cases, KM will pay for the services of a translator.

IT SUPPORT

In most cases, the workshop will benefit from a computer and IT support person to assure that computers connect properly and have font files in place and antivirus files in use. This is most important on the first few days. If languages in your community use special fonts, you need someone to install and support special keyboard software, as the workshop trainers may not be able to do this. IT support can also help by making sure the internet connection is working as expected, and that all the users have updated browsers and operating systems.

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10. TRAVEL AND ACCOMMODATION

VISA ASSISTANCE

The Workshop Trainers may need assistance in applying for an entry visa. We will start the process and then ask for assistance if needed. The workshop host can direct us to someone else in the organization if needed. In some cases, a letter of invitation will be needed, and other documentation.

TRAVEL CONNECTIONS

If the Training Workshop venue is not in a gateway city (with a major arrival airport), please communicate clearly about necessary connections. These may include

- Connecting flight to a lesser airport
- Connection via other means of travel – vehicle, train, etc.
- Timing requirements and recommendations for arrival and departure dates and times
- The trainers may need local transportation, depending on the community and the proximity of their lodging to the training venue.

HEALTH ISSUES

Any immunization requirements for visitors need to be communicated to the Training team during the planning process. This includes, but is not limited to, COVID-19 and yellow fever requirements.

Please communicate about unusually stringent hygiene precautions that our Trainers need to know. Are malaria preventative medicines suggested or required? Any precautions for other health concerns?

ACCOMMODATION – TRAINERS

- Most of our trainers request a single (individual) bedroom. The location is helpful if it is very close to where the workshop is held.
- Meals/Food: Assistance in arranging meals from arrival until departure.
- In some cases, the trainers will need some laundry done.

ACCOMMODATIONS FOR HOSTS AND PARTICIPANTS

- Bedrooms (if needed)
- Meals (how many per day?)
- In some cases, the Participants may need some laundry done. (This is not a reimbursed expense.)
- The Participants may need transportation to and from the airport.
- The Participants may need local transportation.

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11. TRAINING WORKSHOP FINANCES – GENERAL

WORKSHOP COSTS

There are a variety of costs involved with running a workshop. Kalaam Media has a template budget that needs to be completed before a workshop can be confirmed. See Chapter 13.

A successful workshop occurs when all parties partner in meeting the financial costs incurred. Before a workshop is confirmed, the Kalaam Media Director of Client Services will discuss these matters with the workshop host. The budget is broken down into these categories (limited to local expenses).

- Part A: Transportation (transport from home area to workshop area for participants)
- Part B: Lodging
- Part C: Meals
- Part D: Other
  - Meeting Hall Rental
  - Coffee breaks
  - Internet access (augmentation if needed)
  - A special meal or other sort of event which may be included at the end of workshop to celebrate the launch of the websites.
  - Printing for Certificates
  - Translator if needed
  - Any other logistic costs approved by the Director of Client Services

Once an agreement has been reached regarding who will be responsible for which costs, the workshop can be confirmed. The portion of expenses that KM will pay should be agreed upon prior to the workshop. In most cases where KM agreed to cover costs, the participants and the training workshop host will incur the expenses and then submit documentation for reimbursement after the workshop.

To make adjustments to this approach, please contact the *Director of Client Services*.

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12. TRAINING WORKSHOP FINANCES – PAYMENTS

PAYMENT PATHS

For expenses which KM has agreed to cover, the easiest payment path is when you are part of the SIL accounting system. You would request the funds directly through the SIL system. Ask the *Director of Client Services* for the appropriate account numbers to charge. Typically, the funds can be initiated from the host organization through this system.

If your organization has no connection to the SIL accounting system, other options will need to be discussed. Many options will take some advance planning.

A wire transfer to your banking account may work. We can arrange for a transfer, but this must be planned well in advance since it takes time (up to 10 days). In addition to this is the processing time of your bank. We will need a formal request for funds from you, written on the letterhead of your organization, specifying the amount requested in US dollars and giving complete details of your bank account (Bank name, address, bank SWIFT code, bank ABA number, account name, account number, etc.).

REIMBURSEMENT OF FUNDS OR ADVANCE OF FUNDS

After the workshop, you may submit your expenses for any costs that KM agreed to cover, and the money would come to you using the payment path chosen above. Alternatively, we could give you an advance for the workshop expenses. After the workshop, you would submit the final reconciliation, and we would complete the reimbursement for the amount lacking.

ACCOUNT INFORMATION

Typically, you would send us copies of the budgeting documents and copies of receipts for all expenses. In situations where it is not possible to get a receipt, you can hand-write a receipt and initial it.

In some cases, a host has sent us one invoice for the entire workshop rather than individual receipts. If you wish to request reimbursement in this way, you need approval from the *Director of Client Services* before the workshop.

TRAINER'S COSTS

In many cases, the costs for the Training team are covered by KM. Expenses incurred outside of the host country do not appear in the workshop budget. These are things such as airfare, visas, meals while traveling, etc.

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13. DOCUMENTS AND LINKS

Visit http://www.kalaam.org/forms to access the referenced documents listed below.

- Workshop Request Form

- Preliminary Budget

- Website Request Form; Online Form | Word version

- App Request Form; Online Form | Word Version

- Copyright Permissions Form

- Wildfire Help site: www.wildfirehelp.net

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