



Telecommunication
Development Bureau (BDT)

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ITU-Centres of Excellence Nodes for Africa

Subject: **ITU Train-the-Trainers workshop on “Moodle Learning Management System” for Centres of Excellence Nodes for Africa, Johannesburg, South Africa, 30 May-2 June 2011**

Dear Sir/Madam,

On behalf of the International Telecommunication Union (ITU), we would like to invite your organization to participate in a **Train-the-Trainer workshop on “Moodle Learning Management System”** for the Centres of Excellence Nodes for Africa, to be held in Johannesburg, South Africa, from **30 May to 2 June 2011**. The workshop will be hosted by the Telkom Centre for Learning (CFL), South Africa.

The workshop is part of the capacity building partnership entered into between the ITU and Telkom Centre for Learning (CFL) for the delivery of training programmes under the aegis of the Centres of Excellence network for Africa.

This workshop is targeted at learning professionals responsible for the practical implementation of a proven, effective and comprehensive learning management system in their training organization. The workshop is also addressed to the heads of the institutions of the Centres of Excellence Network for Africa, and/or trainers responsible for marketing and training coordination. CoE Steering Committee representatives are also welcome to attend this workshop.

The workshop will cover a wide range of Moodle Learning Management System topics as follows:

- Introduction to the LMS world and the online Learning space
- Advanced configuration and installation of Moodle
- Customizing Moodle to suite your needs – Finding the right extension
- Moodle administration and content delivery
- ITU Platform presentation and use for CoE-AFR Nodes

If you wish to participate in this workshop, please complete the attached Registration Form (Annex 1) and return it, no later than **6 May 2011**, by fax or e-mail to the CFL Coordinator, Mr Kholisile Khumalo
E-mail: khumalke@telkom.co.za with a copy to diadie.toure@itu.int.

There is no attendance fee for this workshop. A partial fellowship, covering only the daily subsistence allowance in Johannesburg will be granted to one representative from each Centres of Excellence Node in Africa. In this this respect and if interested, please complete the attached Fellowship Form (Annex 2) and return it by **6 May 2011**.

.../...

Travel arrangements and accommodation should be made and borne by the participating organization.

Additional information on this workshop, including the Draft Agenda and an Information Note for participants can be found on the ITU Academy portal at: <http://academy.itu.int/index.php/events>.

Participants requiring an entry visa into South Africa are requested to contact their local South African embassy or Consulate for information well in advance.


We look forward to your active participation and invaluable contribution to this workshop.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Brahima Sanou', written in a cursive style.

Brahima Sanou
Director

Annexes: 2

	<p><i>ITU Centres of Excellence</i></p> <p>Train-the-Trainers Workshop on Moodle Learning Management System for Centres of Excellence Nodes for Africa</p> <p><i>Johannesburg, South Africa 30 May – 2 June 2011</i></p>	
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REGISTRATION FORM

First Name:
Last Name:
Job Title:
Name of Organization/Company:
Office Address:
Town: Country:
Telephone Number(s):
Fax Number(s):
E-mail:

Please e-mail this form duly completed by **6 May 2011** to **Kholisile Khumalo**
e-mail: khumalke@telkom.co.za or Nico Gibson (NA) [GIBSONNA@telkom.co.za]

ITU Centres of Excellence



Train-the-Trainers Workshop
on Moodle Learning Management System
for Centres of Excellence Nodes for Africa

Johannesburg, South Africa
30 May – 2 June 2011

Please return to: Administration Division(ADM) E-mail : bdtfellowships@itu.int
ITU/BDT Tel: +41 22 730 5487 / 5095
Geneva (Switzerland) Fax: +41 22 730 5778

Request for a fellowship to be submitted by 6 May 2011

Participation of women is encouraged

Country: _____

Name of the Administration or Organization: _____

Mr. / Ms. _____
(family name) (given name)

Title: _____

Address: _____

Tel.: _____ Fax: _____

E-mail: _____

PASSPORT INFORMATION:

Date of birth: _____

Nationality: _____ Passport number: _____

Date of issue: _____ In (place): _____ Valid until (date): _____

CONDITIONS

1. One partial fellowship per eligible CoE-Africa Node (covering only daily subsistence in Johannesburg).
2. Priority will be given to those presenting a paper.
3. Imperative that fellows be present from the first day and participate during the entire duration of the workshop.

Signature of fellowship candidate: _____ Date: _____

TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.

Signature: _____ Date: _____