Printing guidelines for Bandwidth management and optimisation (BMO) policy development workshop

Policy development workshop materials

All workshop participants get a common introductory presentation and supporting documents. At the start of the policy workshop, a folder should be given to all participants and as the workshop progresses, then papers distributed for each unit which can then be included in the folder as appropriate.

The participants workshop materials should be printed and/or copied as double sided (i.e. on both sides of the paper) A4 pages with holes punched to match the folders and stapled together as follows. The materials are presented below in the order in which they should be collated.

Opening session – for all parallel workshop participants:

Each of the following documents should be copied and stapled together as a single document and one copy given to each participant at the start of the workshop. The facilitator can distribute these materials at the start of the session if time permits or this can be done at registration and given out with the other INASP BMO folders and materials.

Stapled set 1

* 01-admin-docs.docx – workshop outline and administrative documents
* BMO-policy-introduction.ppt – as slide hand outs, 3 per side with notes space

Stapled set 2

* Unit-0b.ppt – as slide hand outs, 3 per side with notes space
* Unit 0-Exercise.docx – first exercise

Stapled set 3

* Unit1.ppt – as slide hand outs, 3 per side with notes space
* Unit1-Exercise.docx – as slide hand outs, 3 per side with notes space
* Unit1-handout.docx – as slide hand outs, 3 per side with notes space
* FinnishBandwidthExperience.pdf

Stapled set 4

* Unit2.ppt – as slide hand outs, 3 per side with notes space
* Unit2a-Exercise.docx
* Unit2b-Exercise.docx

Stapled set 5

* Unit3.ppt – as slide hand outs, 3 per side with notes space
* Unit3a-Exercise.docx
* Unit3b-Exercise.docx

Stapled set 6

* Unit4.ppt – as slide hand outs, 3 per side with notes space
* Unit4-Post-workshop-exercises.docx

Policy workshop – separate printing

The following materials should be printed and stapled as individual documents with one copy per participant of the policy workshop.

1. namibia-AUP.pdf – as a single document
2. natal-AUP-old.pdf – as a single document
3. natal-AUP.pdf – as a single document
4. uct-AUP.pdf – as a single document
5. tech-republic-AUP-guide.pdf – as a single document
6. bristol-AUP.pdf – as a single document
7. JANET-AUP.pdf – as a single document
8. evaluation-form.docx