

November 15, 2018

Georgetown

GUYANA

AGENDA

9:00a.m **Welcome and Remarks**

- Mr. Collins Ijoma - *Technical Consultant*
- Chancellor/Chief Justice/Chief Judge - *TBC - Guyana Judiciary*
- John Furlonge - *Regional Project Coordinator JURIST Project*

- 9:30a.m**
- Review of Digital Recording Policy
 - Overview of roles and responsibilities
 - Courtroom logistics

10:30a.m **BREAK**

- 10:45p.m**
- Working with Liberty software

12:30p.m **LUNCH**

- 1:30p.m**
- Review of Liberty software
 - Quick start guide
 - Setting hotkeys
 - Entering docket information
 - Annotating the digital recording

4:00p.m **CLOSING**