

November 16, 2018

Georgetown

GUYANA

AGENDA

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

Mr. Collins Ijoma - Technical Consultant

Chancellor/Chief Justice/Chief Judge - TBC - Guyana Judiciary

Mr. John Furlonge - Regional Project Coordinator - JURIST Project

9:30a.m Review of Digital Recording Policy

Overview of roles and responsibilities

Making a digital court record

10:30a.m **BREAK**

10:45a.m Working with Liberty recording/playback software

Retrieving a file

12:30p.m **LUNCH**

1:30p.m Review of Liberty playback software

Working with a foot pedal

Using hotkeys

Transcript format

Word functions

4:00p.m **CLOSING**