

## TANZANIA LIBRARY ASSOCIATION (TLA)

### Extending institutional visibility through digital repositories: a workshop on implementing and managing institutional repositories with DSPACE software

#### Proposed program

Time	Event	Responsible Person
<b>DAY ONE</b>		
8:30-09:00	Arrival and Registration	All
09:00-09:15	Introduction	MC, Participants
09:15-10:30	<b>Official Opening</b> <ul style="list-style-type: none"> <li>• Welcoming Remarks</li> <li>• Opening Speech</li> </ul>	Chairperson Minister PO-RALG
<i>10:30-11:00</i>	<i>Group Photo and Tea Break</i>	<i>Training Participants</i>
11:00-11:30	Paper on digital repositories	TLA EC
11:30-12.00	Overview of Dspace	Facilitator
12:00-12.30	Repository structures	Facilitator
11:45-13.00	Dspace installation & customization	Facilitator
<i>13:00-14:00</i>	<i>Lunch Beak</i>	<i>Training Participants</i>
14:00-14:45	Users & groups - practical	All
14:45-15:45	User management & authentication options - practical	All
15:45-16:00	Announcements	EC Members
<i>16:00-17:00</i>	<i>Evening Tea</i>	<i>Training Participants</i>
<b>DAY TWO</b>		
8:30-9:00	Registration	EC members, Participants
9:00-10:00	Metadata in Dspace	Facilitator
<i>10:00-10:30</i>	<i>Tea Break</i>	<i>Training Participants</i>
10:30-11:00	Identifiers (Handle Server)	Facilitator
11:00-12:30	Item Submission Workflows - practical	All
12.30-13.00	Technical Basics(Backup)	Facilitator
<i>13:00-14:00</i>	<i>Lunch Break</i>	<i>Training Participants</i>
14:00-16:00	Tour	Participants
18:30-22:00	Cocktail Part	Organizing Committee and Participants
<b>DAY THREE</b>		
9:00-12:30	TLA-AGM. Agenda to be Provided at the Meeting	TLA Members
12:30-13:00	Certificates and Closing	TLA Members
<i>13:00-14:00</i>	<i>Lunch Break</i>	<i>TLA Members</i>