

Time zones

Handling of time zones in imc Learning Suite

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Time zone

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1 Overview

1.1 **Purpose of time zone features**

The time zone features in the IMC Learning Suite are designed to meet the needs of globally operating organizations, enabling efficient management of training programs across various time zones.

These features empower administrators to schedule and manage courses, programs, and media in different time zones without the need for manual time zone conversions. This significantly simplifies course and media management while ensuring that the correct timing of classroom training sessions and time-sensitive components is clearly communicated to learners. As a result, organizations can seamlessly coordinate training efforts on a global scale, providing a streamlined and transparent experience for both administrators and learners.

1.2 Challenges of time zone handling

Delivering courses globally across multiple time zones presents the challenge of ensuring consistency, to prevent confusion and avoid situations where learners arrive late for training sessions.

IMC addresses these challenges by providing meta tags that can be applied to time-dependent courses and media, such as events or virtual classrooms. These meta tags allow course administrators to designate a specific time zone for each course or media item. Additionally, the meta tags ensure that time zone information is clearly displayed in the frontend, enabling learners to easily identify the correct time zone for courses or classroom sessions, particularly within blended learning environments.

A specific challenge arises when dealing with regions that observe daylight saving time (DST) and those that do not. The IMC Learning Suite accounts for this by automatically incorporating daylight saving time adjustments where applicable, ensuring that users always see the correct time. In cases where time zone information changes, the system relies on an up-to-date digital library to reference current time zone properties.

1.3 Configuration possibilities of time zones

The following time zone features are available and can be configured:

• Time zones in e-mails, notifications, and appointments: By default, time zones are displayed in emails, notifications, and appointments to ensure clear communication across different regions. However, this feature can be disabled if necessary, depending on your preferences or organizational requirements.

- To provide greater control over scheduling for programs, courses, and media, two meta tags have been introduced:
 - Time zone (ID: 11600):

This setting is used to specify the time zone of the learning path/course/media delivery location. When set, the specified time zone is used for object-specific data fields and can be included in enrolment message texts. This meta tag is important for systems where training is delivered across, and users reside in multiple time zones. Without this meta tag the time zone of the training would match that of the creator which may not always be correct. Works in conjunction with meta tag 'Fix the time zone for the learner' (11630).

- Fix the time zone for learner (ID: 11630): Related to 'Time zone' (11600) meta tag. Fixing the time zone for the learning path/course/media ensures the learner is shown the start/end times as per the set time zone and not a converted time matching their own time zone. If there is no time zone for the object, the user's time zone is displayed. The time zone should only be fixed if a specific time zone has been selected that differs from the standard system time zone.
- Time zone display in course rooms: The course room includes an option to hide time zone information if needed. This is particularly useful when time zone details are irrelevant or could cause confusion for learners.
- The frontend allows displaying the time zone of the user.

2 Use Cases

2.1 Administrator is in a different time zone for a tutored online course than the target group

In some instances, the tutor or administrator of an online course may be located in a different time zone from the target group. This can create complications when the course is date-dependent. In such cases, administrators aim to adjust the course timing to fit the time zone of the target group. While the administrator sets the course schedule based on a specific time zone, learners should still view the start time in their own time zone, ensuring clarity and reducing the risk of confusion.

2.2 Face-to-face courses

For face-to-face courses, the critical information for learners is the local time in the course's location, rather than their preferred time zone. Displaying the local time is essential so that learners know exactly when the course will start at the physical location. This ensures they arrive on time and are aware of the schedule in the context of the course venue's time zone.

2.3 Blended Learning

Blended learning courses combine both online and face-to-face components, such as online preparation and in-person events. For the online portions, learners may need to adhere to deadlines that are most relevant to their own time zone. However, for classroom events, the local time of the course location should be communicated, following the same principle as face-to-face courses. This dual approach ensures that learners are fully informed, regardless of the course format.

3 Display of time zones

3.1 Time & Date Formats

The following table shows an overview of the used date formats in the LMS depending on selected platform language:

Language	Language Code	Language ID	Date-Time pattern	Example
German	de-DE	23	dd.MM.yyyy HH:mm:ss	01.04.2024 12:00
English (GB)	en-GB	27	dd MMM yyyy, hh:mm:ss a	01 Apr 2024, 12:00:01 AM
English (US)	en-US	26	MMM dd, yyyy hh:mm:ss a	Apr 01, 2024 12:00:01 AM
French	fr-FR	35	dd MMM yyyy HH:mm:ss	01 avr. 2024 12:00:01
Italian	it-IT	52	dd-MMM-yyyy HH:mm:ss	01.04.2024 12:00
Spanish	es-ES	28	dd-MMM-yyyy HH:mm:ss	01.04.2024 12:00
Russian	ru-RU	96	dd.MM.yyyy HH:mm:ss	01.04.2024 12:00
Portuguese (Brazil)	pt-BR	91	dd/MM/yyyy HH:mm:ss	01.04.2024 12:00
Dutch (Nederlands)	nl-NL	83	dd-MM-yyyy HH:mm:ss	01.04.2024 12:00
Turkish	tr-TR	124	dd.MM.yyyy HH:mm:ss	01.04.2024 12:00
Chinese (traditional)	zh-Hant	136	yyyy-MM-dd HH:mm:ss	01.04.2024 12:00
Chinese (simplified)	zh-Hans	137	yyyy-MM-dd HH:mm:ss	01.04.2024 12:00
Japanese	ja-J	54	yyyy/MM/dd HH:mm:ss	01.04.2024 12:00
Polish	pl-PL	89	yyyy-MM-dd HH:mm:ss	01.04.2024 12:00
Romanian	ro-RO	95	dd.MM.yyyy HH:mm:ss	01.04.2024 12:00
Slovak	sk-SK	103	dd.MM.yyyy HH:mm:ss	01.04.2024 12:00
Czech	cs-CZ	20	dd.MM.yyyy HH:mm:ss	01.04.2024 12:00
Hungarian	hu-HU	45	yyyy.MM.dd. HH:mm:ss	2024.04.01. 12:00:01
Greek	el-GR	25	dd MMM yyyy HH:mm:ss	01.04.2024 12:00

Language	Language Code	Language ID	Date-Time pattern	Example
Bulgarian	bg-BG	12	dd.MM.yyyy HH:mm:ss	01.04.2024 12:00
Slovenian	sl-Sl	104	dd.MM.yyyy HH:mm:ss	01.04.2024 12:00
French- Canadian	fr-CA	30	dd MMM yyyy HH:mm:ss	01 avr. 2024 12:00:01
Latin- american Spanish	es-MX	66	dd-MMM-yyyy HH:mm:ss	01.04.2024 12:00
Portuguese (Portugal)	pt-P	90	dd/MM/yyyy HH:mm:ss	01.04.2024 12:00
Serbian	sr-RS	109	dd.MM.yyyy. HH:mm:ss	01.04.2024. 12:00:01
Korean	ko-KR	62	yyyy. MM. dd HH:mm:ss	01.04.2024 12:00
Vietnamese	vi-VN	123	dd-MM-yyyy HH:mm:ss	01.04.2024 12:00
Icelandic	is_IS	131	yyyy.MM.dd HH:mm:ss	01.04.2024 12:00
Indonesian	id-ID	49	dd MMM yyyy HH:mm:ss	01.04.2024 12:00
Croatian	hr-HR	18	yyyy.MM.dd HH:mm:ss	01.04.2024 12:00
Montenegrin	sr-ME (cnr- ME)	323	dd.MM.yyyy. HH:mm:ss	01.04.2024. 12:00:01
Bosnian	bs-BA	11	dd.MM.yyyy HH:mm:ss	01.04.2024 12:00
Ukrainian	uk-UA	128	dd MMM yyyy HH:mm:ss	01 квіт. 2024 12:00:01
Swedish	sv-SE	113	yyyy-MM-dd HH:mm:ss	01.04.2024 12:00
Thai	th-TH	118	dd MMM yyyy, HH:mm:ss	01 ເມ.ຍ. 2024, 12:00:01
Finnish	fi-Fl	44	dd.MM.yyyy HH:mm:ss	01.04.2024 12:00
lrish (GA)	ga-IE	41	dd MMM yyyy HH:mm:ss	01 Aib 2024 12:00:01
Arabic	ar-SA	5	dd/MM/yyyy HH:mm:ss	01.04.2024 12:00
Danish	da-DK	22	dd-MM-yyyy HH:mm:ss	01.04.2024 12:00
Estonian	et-EE	29	dd.MM.yyyy HH:mm:ss	01.04.2024 12:00
Lithuanian	lt-LT	69	yyyy-MM-dd HH:mm:ss	01.04.2024 12:00
Norwegian	no-NO	84	dd.MM.yyyy HH:mm:ss	01.04.2024 12:00
Latvian	lv-LV	75	yyyy-MM-dd HH:mm:ss	01.04.2024 12:00

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Language	Language Code	Language ID	Date-Time pattern	Example
Hindi	hi-IN	50	dd-MM-yyyy HH:mm:ss	01.04.2024 12:00
Telugu	te-IN	119	dd-MM-yyyy HH:mm:ss	01.04.2024 12:00
Welsh	cy-GB	24	dd/MM/yyyy HH:mm:ss	01.04.2024 12:00

Note: This table considers date formats based on Java SDK 17 as the basis for our LMS deployments with the release of 14.17.0.0. See <u>SimpleDateFormat (Java Platform SE 7) (oracle.com</u>) for examples and patterns.

3.2 Time zones in emails, notifications and appointments

The time zone displayed in emails refers always to the time zone selected by the current user in the Learning Suite. Whether time zones are displayed in emails can be configured in the ILS under "Configuration \rightarrow Course/ Learning path". The option is called "Display time zone" and is used to indicate whether the timezone information - e.g. Central European Time (CET) (UTC+01:00) will be displayed for booking mails and appointments.



Figure 1: Example email with time zone information

3.3 Time zones in course/media manager

3.3.1 Viewing time zones

The time zone can be found in the column labeled "Time Zone" if it's needed for reference.

3.3.2 User-Specific time display in courses manager and media manager

The "Start Date" and "End Date" columns always show times in the user's local time zone, regardless of whether the "Fix Time Zone for Learner" meta tag is applied. For example, if a course is created in the Colombia time zone and scheduled from 09:00 to 12:00, but the user is in the CET time zone, the times displayed to the user will be adjusted to CET (e.g., 14:00–17:00 CET).

3.3.3 Admin time display in courses manager

In the Courses Manager, the admin can view the course times as they were originally set up, in the course's selected time zone. For example, if the start time was set to 13:00 in the Colombia time zone, it will appear as such for the admin in the column "Course Start and End Date".

3.3.4 Detail field in courses manager and media manager

The details field for a course or media item shows the times as they were originally set up. This information is identical to what is displayed in the "Course Start and End Date" column in the course manager.

3.4 Display of time zone influenced by meta tags

Meta tag	User role	Course	Media	Catalogue
Time zone meta tag added + selection is not "user- specific time zone" Fix time zone for learner is not added or selected	Admin	 In courses backend: The admin sees the time zone information while setting up a course for example in the date picker. Each course is independent from each other and requires the meta tag time zone accordingly set up. In course manager: Details field shows the same information as in the course backend (local time of the selected time zone). The column "Course Start and End date" show the same information as in the course backend (local time of the selected time zone). The columns "Start date" and "End date" show the time information adjusted to the user time. 	<text><text><text><text><text></text></text></text></text></text>	The admin sees the time and date information in the local time of the admin.
Time zone meta tag added + selection is not "user- specific time zone" Fix time zone for learner is not odded as	Learner	In courses: The learner sees the time and date information in the learner local time.	In media: The learner sees the time and date information in the learner local time.	The learner sees the time and date information in the local time of the learner.
Fix time zone for learner is not added or selected	Learner	information in the learner local time.	and date information in the learner local time.	information in the local time of the learner.

Meta tag	User role	Course	Media	Catalogue
Time zone meta tag added + selection is not "user- specific time zone" Fix the time zone for learner is checked	Admin	 In courses backend: The admin sees the time zone information while setting up a course for example in the date picker. Each course is independent from each other and requires the meta tag time zone accordingly set up. In course is independent fixed time zone information instead of his own time zone. In course manager: details field show the same information as in the course backend (local time of the selected time zone). The columns "Course Start and End date" show the same information as in the course backend (local time of the selected time zone). The columns "Start date" and "End date" show the time information adjusted to the user time. 	<text><text><image/><section-header><text><text></text></text></section-header></text></text>	The admin sees the time zone information in the catalogue according to the fixed time zone e.g. when course or an event has time zone fixed this is visible to the admin here as well. This is also signalled by the clock icon with a hover effect on the catalogue tile.
Time zone meta tag added + selection is not "user- specific time zone" Fix the time zone for	Learner	In courses: The learner sees the date and time displayed with additional time zone information letting the learner know the time zone. This way the learner is aware that manual calculation	The learner sees the date and time displayed with additional time zone information letting the learner know the time zone. This way the learner is aware that manual calculation into the learners time zone is	sees the time zone information in the catalogue according to the set up by the admin e.g. when a course or an

Meta tag	User role	Course	Media	Catalogue
learner is checked		into the learners time zone is necessary. This can additionally be highlighted by a blue clock icon with a hover effect like this:	necessary. When multiple media are visible and each has a different time zone fixed by the admin the learner sees for each media the corresponding time zone.	event has time zone fixed this is visible to the learner here. This is signalled by the clock icon with a hover effect on the catalogue tile.
Both not checked/select ed	Admin	The admin sees the course in his user-specific time.	The admin sees the media in his user-specific time.	The admin sees all time and date information in the catalogue in his user- specific time.
Both not checked/select ed	Learner	The learner sees the course in his user-specific time.	The learner sees the media in his user-specific time.	The learner sees all time and date information in the catalogue in his user- specific time.

4 Meta tags

4.1 Time zone

The time zone meta tag "Time zone" within a course template, course, programme or media is displayed as a selection dropdown menu listing all time zones, as well as a "user-specific time zone" option which refers to the user preferred time zone of the object creator. This time zone meta tag is the basis for calculating the correct time.

Duration and access	
Start date* 💁 🕕	
01-Nov-2023 18:33	
End date* 🐼 🚯 🕕	
01-Nov-2024 18:33	
□ Fix the time zone for the learner ■ ③	
Time zone 🙍 🕢 🛈	
User-specific time zone	
User-specific time zone Samoa Standard Time (Pacific/Midway) (UTC-11:00) Samoa Standard Time (Pacific/Samoa) (UTC-11:00) Hawaii Standard Time (Pacific/Samoa) (UTC-10:00) Hawaii Standard Time (Astic/Honolulu) (UTC-10:00) Marquesas Time (Pacific/Marquesas) (UTC-09:00) Alaska Standard Time (US/Hawaii) (UTC-10:00) Marquesas Time (Pacific/Marquesas) (UTC-09:00) Gambier Time (Pacific/Marquesas) (UTC-09:00) Alaska Standard Time (US/Hawai) (UTC-09:00) Pacific Standard Time (Canada/Pacific) (UTC-08:00) Pacific Standard Time (America/Tiluana) (UTC-08:00) Pacific Standard Time (Astific/Ptacific) (UTC-08:00) Pacific Standard Time (US/Hazoal) (UTC-07:00) Mountain Standard Time (US/Arzona) (UTC-07:00) Mountain Standard Time (US/Arzona) (UTC-07:00) Central Standard Time (US/Mountain) (UTC-07:00) Central Standard Time (America/Chihuahua) (UTC-06:00) Central Standard Time (America/Chihuahua) (UTC-06:00)	

Figure 2: Administrator view: time zone selection in an object

By default, the meta tag is set to "user-specific time zone," which ensures that the administrator sees all course or media times in their own time zone. This setting replicates the behavior in case that no "Time zone" metatag has been added and thus has no effect on existing courses, thereby preserving continuity and avoiding unintended changes to current configurations. Setting the meta tag to "User-Specific Time Zone" has no impact on either the backend or the frontend of the system.

06-Sep-2024 10:00				Se	lec	tio	n				
				Date	06-	Sep	-20:	24 0	9:00	0	
] Fix the time zone	for the learner	••		441	Se	epte	mbe	er	20	24	\$
ime zone @ @ (i)	11		1	CW	Mo	Tu	We	Th	Fr	Sa	Su
				35	26	27	28	29	30	31	1
User-specific time	zone	~		36	2	3	4	5	6	7	8
		_		37	9	10	11	12	13	14	15
re-start accessibility				38	16	17	18	19	20	21	22
				39	23	24	25	26	27	28	29
0	Month(s) ~		40	30	1	2	3	4	5	6
ost-conclusion acces	sibility 👁 👁 🔇			09:	00	¢ ((CET	(U	ГC+	01:0	00)
	Month(s					-		-			

Figure 3: Time zone on date picker – administrator's time zone in germany equals the Central European Time (CET) thus for the user-specific time zone UTC+01:00 is displayed

However, when a specific time zone is selected within this meta tag, all scheduling times for the course or media, such as the start and end dates, are displayed in the chosen time zone. The date picker, as shown in the figure below, will also display the selected time zone, ensuring full transparency regarding the scheduling information.

S										
	[18]									
06-Sep-2024 10:00			Se	lec	tio	n				
			Date	06	Sep	-20	24 0	9:0	0	
or the learner				Se	epte	mb	er	20	24	\$
			CW	Mo	Tu	We	Th	Fr	Sa	Su
ime (America			30	20	3	4	5	6	7	8
ine (America	10.		37	9	10	11	12	13	14	15
			38	16	17	18	19	20	21	22
Month(s)	~		39	23 30	24	25	26	27	28	29
			09:	00	÷ (MST		TC-	07:0	(00
lity and U							1	-		
Month(s)	~		0	к		Can	cel			
	r the learner ime (America Month(s) Month(s)	s or the learner ime (America/D ~ Month(s) ~ Month(s) ~	s or the learner ime (America/D ~ ime (America/D ~ ime (America/D ~ ime (America/D ~	s s s r the learner f and	S S S S S S S S S S S S S S	S Selectio Date 06-Sep The learner C (The learner C	S S S S S S S S S S S S S S	S S S S S S S S S S S S S S	S S S S S S S S S S S S S S	S S S S S S S S S S S S S S

Figure 4: Time zone on date picker – administrator's time zone in Germany is UTC+01:00 but here the selected time zone MST is displayed with UTC-07:00

In the administrative view time zone information is also available as a column in the course or media manager. The details contain the date and time zone as selected while setting up a course or media while the column shows the date in the admin's time zone.

Time zone information can also be added via meta tag lists to supported reports. It is also available in the appropriate reports on the manager dashboard in the IMC Learning Portal.

The meta tag can always be added into the description tab of course templates, course and media objects. By default, it is not added to existing courses. If needed, a script can be provided to add it without investing further effort.

Note: After selecting a time zone a save in the media/course manager is needed so that the time zone is updated and correctly shown.

This time zone is now also displayed on all time dependent meta tags which are added to the course, those could be:

- Start date
- End date
- Display until
- Self-enrolment period begins
- Self-enrolment period ends
- Can be cancelled subject to extra charge until
- Can be cancelled without extra charge until

The time zone is displayed always with the offset for the standard time which means if a time zone has DST the text with the UTC offset displayed will not change. The calculation for the time will still consider DST.

4.2 Fix the time zone for learners

The meta tag "Fix the time zone for learners" must be selected if time zone information should be visible to learners. When activated, the time zone is displayed, and the time is no longer converted into the learner's local time zone. Instead, the actual time of the course or component is shown, accompanied by additional time zone details.

Time zone not fixed for (german) learner

Sep 2024 17:00 to 6 Sep 2024 18:00 € 6 Sep 2024 18:00

Figure 5: Example: time zone not fixed for the learner. This results in a display in the time of the learner user

Time zone is fixed for (german) learner

Figure 6: Example: time zone is fixed for the learner resulting in the time zone information being displayed

The time zone then is displayed at:

- On tiles in the catalogue, my contents and bookshelf
- On the detail pages
- In the course room's header
- On component tiles in the syllabus

4.2.1 Hide time zones in syllabus

In some scenarios, e.g. if all media in a course have the same fixed time zone as the course, the time zone information on media tiles could be overwhelming for the learner. To avoid this an admin can hide the time zone information on the media tiles by a course room configuration.

course room types > columns and panels > syllabus> layout option > hide time zone information on tiles

5 Time zones in the context of course imports

To create courses based on a CSV file the input requires a specific format. In the case of defining dates the information has to be provided according to the ISO 8601 standard.

Here's a breakdown of the date input:

- 2014-10-03: The date, which represents October 3rd, 2024.
- **T**: Separates the date from the time.
- 11:00: The time, 11:00 AM. The standard uses a 24 hour system exclusively e.g. 11:00 = 11:00 AM and 23:00 = 11:00 PM.
- **-06:00**: The time zone offset from Coordinated Universal Time (UTC), in this case, UTC minus 6 hours.

Name	Input type	Details
Internal course template ID	Integer	This is the object ID of the course template used to create the course and is mandatory when creating new courses.
External Course ID	String with no restrictions, max. 40 chars	This field is madatory both for creating and updating courses via import and is the unique ID by which the course can be later identified in the system.
Name	String with no restrictions, max. 500 chars	The name of the course.
Description	String with no restrictions, max. 16000 chars	The description of the course.
Start date	The format is ISO8601 YYYY- MM-DDTHH:MM±HH:MM (e.g. 2007-08-31T16:47-06:00)	
End date	The format is ISO8601 YYYY- MM-DDTHH:MM±HH:MM (e.g. 2007-08-31T16:47-06:00)	
Duration	Integer M/D, e.g. 2 M	
Planning status	Integer value: 0=released, 1=fixed, 2=locked, 3=cancelled, 4=closed	
Max participants	Integer value	
Location	Integer value	Location Object ID, which can be found in the Locations manager, under the ID column.
Tutors	Comma separated list of login names (and semicolon separated list when comma is used as list separator for the import file).	

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Name	Input type	Details
metatag_i	e.g. metatag_123456	Arbitrary meta tags of type internet address. Input type: String; Format is: "Linktext LinkURL", e.g. "Click here http://www.example.com".

5.1 Import file structure

Note: The names of the columns are case-sensitive. Please provide the documented value in the import file. The user preferred time of the user creating/updating the courses via the import file has no influence on the created/updated course. A sample import file can be provided by imc. The user time zone does not influence the time zone of the created course. The ISO 8601 standard as described above contains the time zone offset information from the Coordinated Universal Time.

When doing course updates with CSV file:

- If same values as before are used, changes are considered as ignored records
- If imported with different start date or time, changes are made and considered as updated records
- If time zone is changed in the import file, changes are counted as updated records
- If imported with a different title, changes are counted as new records
- If courses are updated via CSV import, start/end date of the courses are not changed based on the time-zone of the logged in user

Example course import with time zone table example. Needs to be saved as a CSV comma delimited file:

Internal course template ID	External Course ID	Name	Description	Start date	End date	Duration	Planning status	Max participants	Location	Tutors	metatag_10927
1107223	CreateC- Date RA 10	Creat eC- Date RA 4	create date course	2020- 11- 25T0 6:00	2021- 11- 10T0 6:00	1 D	0	50	1108775	tutor1, tutor2	http://example.c om/
1115052	CreateC- DUR MA 4	Creat eC- DUR RA 4	create duration course	2020- 11- 01T0 6:00	2021- 11- 10T0 6:00	3 M	1	200	366151	tutor1	http://example.c om
1115053	DateCours e-YMD only12345 67	DateC ourse YMD only1 23456 7	update #1	2020- 12- 25T0 6:00	2022- 11- 10T0 6:00	12 M	3	20	1108775	tutor1, tutor2	http://example.c om

Each value of the header in the above example is separated with a comma in the CSV file. Each row in the above example represents a new row in the CSV file and each value input is separated by a comma as well.

Example screenshot of a CSV comma delimited file. The file needs to be uploaded in the following format:

Internal course template ID,External Course ID,Name,Description,Start date,End date,Duration,Planning status,Max participants,Location,Tutors,metatag_10927
 1107223,CreateC-Date RA 10,CreateC-Date RA 4,create date course,2020-11-25T06:00,2021-11-10T06:00,1 d,0,50,1108775,adobe3_tutor1, adobe3_tutor2,http://example.com/
 1115052,CreateC-DUR MA 4,CreateC-DUR RA 4,create duration course,2020-11-01T06:00,2021-11-10T06:00,3 m,1,200,366151,adobe3_tutor1,http://example.com
 1115053,DateCourse-YMD only1234567,DateCourse YMD only1234567,update #1,2020-12-25T06:00,2022-11-10T06:00,12 M,3,20,1108775,adobe3_tutor1, adobe3_tutor2,http://example.com

6 List of available Time Zones and DST information

SDT (Standard Time): This is the time observed during the non-daylight saving period of the year. It is the standard local time for a region, without any adjustments for daylight saving.

DST (Daylight Saving Time): A seasonal time change where clocks are set forward, usually by one hour, to make better use of natural daylight during the longer days of spring and summer. It typically starts in the spring and ends in the fall.

UTC (Coordinated Universal Time): The primary time standard by which the world regulates clocks and time. It is not affected by time zones or daylight saving adjustments. All other time zones are expressed as offsets from UTC (e.g., UTC+1, UTC-5).

The following table gives a general overview of the used time zones. The offsets for DST are used for calculation of time but the text for time zones always corresponds to SDT.

It is recommended that users use a time zone converter / time zone difference calculator, which are freely available, to easily plan their meetings.

Time zone name	LMS Timezone ID	Region	UTC Offset (SDT)	UTC Offset (DST)
Samoa Standard Time	1	Pacific/Midway	UTC-11:00	UTC-11:00
Samoa Standard Time	107	Pacific/Samoa	UTC-11:00	UTC-11:00
Hawaii Standard Time	2	America/Adak	UTC-10:00	UTC-09:00
Hawaii Standard Time	108	Pacific/Honolulu	UTC-10:00	UTC-10:00
Hawaii Standard Time	3	US/Hawaii	UTC-10:00	UTC-10:00
Marquesas Time	4	Pacific/Marquesas	UTC-09:30	UTC-09:30
Alaska Standard Time	109	America/Anchorage	UTC-09:00	UTC-08:00
Gambier Time	6	Pacific/Gambier	UTC-09:00	UTC-09:00
Alaska Standard Time	5	US/Alaska	UTC-09:00	UTC-08:00
Pacific Standard Time	9	America/Tijuana	UTC-08:00	UTC-07:00
Pacific Standard Time	7	Canada/Pacific	UTC-08:00	UTC-07:00

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Pitcairn Standard Time	8	Pacific/Pitcairn	UTC-08:00	UTC-08:00
Pacific Standard Time	94	PST8PDT	UTC-08:00	UTC-07:00
Mountain Standard Time	111	America/Denver	UTC-07:00	UTC-06:00
Mountain Standard Time	10	US/Arizona	UTC-07:00	UTC-07:00
Mountain Standard Time	12	US/Mountain	UTC-07:00	UTC-06:00
Central Standard Time	11	America/Chihuahua	UTC-06:00	UTC-06:00
Central Standard Time	112	America/Chicago	UTC-06:00	UTC-05:00
Central Standard Time	14	America/Guatemala	UTC-06:00	UTC-06:00
Central Standard Time	100	America/Merida	UTC-06:00	UTC-06:00
Central Standard Time	15	America/Mexico_Cit y	UTC-06:00	UTC-06:00
Central Standard Time	113	America/Regina	UTC-06:00	UTC-06:00
Central Standard Time	13	America/Winnipeg	UTC-06:00	UTC-05:00
Easter Is. Time	16	Chile/EasterIsland	UTC-06:00	UTC-05:00
Central Standard Time	88	CST6CDT	UTC-06:00	UTC-05:00
Colombia Time	17	America/Bogota	UTC-05:00	UTC-05:00
Eastern Standard Time	114	America/Indianapoli s	UTC-05:00	UTC-04:00
Peru Time	87	America/Lima	UTC-05:00	UTC-05:00
Eastern Standard Time	18	America/New_York	UTC-05:00	UTC-04:00
Eastern Standard Time	91	EST	UTC-05:00	UTC-05:00
Venezuela Time	77	America/Caracas	UTC-04:00	UTC-04:00
Atlantic Standard Time	115	America/Halifax	UTC-04:00	UTC-03:00
Amazon Time	20	America/Manaus	UTC-04:00	UTC-04:00

Time zone name	LMS Timezone ID	Region	UTC Offset (SDT)	UTC Offset (DST)
Chile Time	21	America/Santiago	UTC-04:00	UTC-03:00
Atlantic Standard Time	19	Canada/Atlantic	UTC-04:00	UTC-03:00
Chile Time	85	Chile/Continental	UTC-04:00	UTC-03:00
Newfoundland Standard Time	22	Canada/Newfoundla nd	UTC-03:30	UTC-02:30
Argentine Time	99	America/Argentina/ Buenos_Aires	UTC-03:00	UTC-03:00
Argentine Time	93	America/Argentina/ Cordoba	UTC-03:00	UTC-03:00
Argentine Time	23	America/Buenos_Air es	UTC-03:00	UTC-03:00
Pierre & Miquelon Standard Time	25	America/Miquelon	UTC-03:00	UTC-02:00
Uruguay Time	26	America/Montevide o	UTC-03:00	UTC-03:00
Brasilia Time	84	America/Sao_Paulo	UTC-03:00	UTC-03:00
Fernando de Noronha Time	27	Brazil/DeNoronha	UTC-02:00	UTC-02:00
Western Greenland Time	24	America/Godthab	UTC-02:00	UTC-01:00
Azores Time	28	Atlantic/Azores	UTC-01:00	UTC+00:00
Cape Verde Time	29	Atlantic/Cape_Verde	UTC-01:00	UTC-01:00
Greenwich Mean Time	-	Atlantic/Reykjavik	UTC+00:00	UTC+00:00
Western European Time	30	Africa/Casablanca	UTC+00:00	UTC+00:00
Greenwich Mean Time	95	Europe/Dublin	UTC+00:00	UTC+01:00
Greenwich Mean Time	96	Europe/London	UTC+00:00	UTC+01:00
Greenwich Mean Time	31	GB	UTC+00:00	UTC+01:00
Western African Time	33	Africa/Lagos	UTC+01:00	UTC+01:00
Central European Time	32	CET	UTC+01:00	UTC+02:00

Time zone name	LMS Timezone ID	Region	UTC Offset (SDT)	UTC Offset (DST)
Central European Time	118	Europe/Amsterdam	UTC+01:00	UTC+02:00
Central European Time	90	Europe/Belgrade	UTC+01:00	UTC+02:00
Central European Time	121	Europe/Berlin	UTC+01:00	UTC+02:00
Central European Time	119	Europe/Paris	UTC+01:00	UTC+02:00
Central European Time	120	Europe/Prague	UTC+01:00	UTC+02:00
Central African Time	34	Africa/Windhoek	UTC+01:00	UTC+01:00
Central African Time	39	Africa/Harare	UTC+01:00	UTC+01:00
Eastern European Time	38	Asia/Gaza	UTC+02:00	UTC+03:00
Israel Standard Time	37	Asia/Jerusalem	UTC+02:00	UTC+03:00
Eastern European Time	36	EET	UTC+02:00	UTC+03:00
Eastern European Time	123	Europe/Bucharest	UTC+02:00	UTC+03:00
Eastern European Time	40	Africa/Cairo	UTC+02:00	UTC+03:00
Israel Standard Time	126	Asia/Tel_Aviv	UTC+02:00	UTC+03:00
Eastern European Time	122	Europe/Athens	UTC+02:00	UTC+03:00
Eastern European Time	125	Europe/Helsinki	UTC+02:00	UTC+03:00
Eastern African Time	127	Africa/Nairobi	UTC+03:00	UTC+03:00
Eastern European Time	35	Asia/Amman	UTC+03:00	UTC+03:00
Arabia Standard Time	41	Asia/Baghdad	UTC+03:00	UTC+03:00
Arabia Standard Time	42	Asia/Kuwait	UTC+03:00	UTC+03:00
Moscow Standard Time	43	Europe/Moscow	UTC+03:00	UTC+03:00

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Iran Standard Time	44	Asia/Tehran	UTC+03:30	UTC+03:30
Azerbaijan Time	46	Asia/Baku	UTC+04:00	UTC+04:00
Gulf Standard Time	86	Asia/Dubai	UTC+04:00	UTC+04:00
Gulf Standard Time	45	Asia/Muscat	UTC+04:00	UTC+04:00
Samara Time	102	Europe/Samara	UTC+04:00	UTC+04:00
Afghanistan Time	47	Asia/Kabul	UTC+04:30	UTC+04:30
Alma-Ata Time	52	Asia/Almaty	UTC+05:00	UTC+05:00
Uzbekistan Time	49	Asia/Tashkent	UTC+05:00	UTC+05:00
Yekaterinburg Time	48	Asia/Yekaterinburg	UTC+05:00	UTC+05:00
India Standard Time	50	Asia/Calcutta	UTC+05:30	UTC+05:30
Nepal Time	51	Asia/Katmandu	UTC+05:45	UTC+05:45
Myanmar Time	54	Asia/Rangoon	UTC+06:30	UTC+06:30
Indochina Time	55	Asia/Bangkok	UTC+07:00	UTC+07:00
Indochina Time	89	Asia/Ho_Chi_Minh	UTC+07:00	UTC+07:00
West Indonesia Time	104	Asia/Jakarta	UTC+07:00	UTC+07:00
Krasnoyarsk Time	56	Asia/Krasnoyarsk	UTC+07:00	UTC+07:00
Novosibirsk Time	53	Asia/Novosibirsk	UTC+07:00	UTC+07:00
Hong Kong Time	82	Asia/Hong_Kong	UTC+08:00	UTC+08:00
Irkutsk Time	57	Asia/Irkutsk	UTC+08:00	UTC+08:00
Malaysia Time	58	Asia/Kuala_Lumpur	UTC+08:00	UTC+08:00
Philippines Standard Time	98	Asia/Manila	UTC+08:00	UTC+08:00
China Standard Time	81	Asia/Shanghai	UTC+08:00	UTC+08:00
Singapore Time	80	Asia/Singapore	UTC+08:00	UTC+08:00

Time zone name	LMS Timezone ID	Region	UTC Offset (SDT)	UTC Offset (DST)
China Standard Time	97	Asia/Taipei	UTC+08:00	UTC+08:00
Australian Western Standard Time	78	Australia/Perth	UTC+08:00	UTC+08:00
Australian Central Western Standard Time	59	Australia/Eucla	UTC+08:45	UTC+08:45
Korea Standard Time	92	Asia/Seoul	UTC+09:00	UTC+09:00
Japan Standard Time	61	Asia/Tokyo	UTC+09:00	UTC+09:00
Yakutsk Time	60	Asia/Yakutsk	UTC+09:00	UTC+09:00
Australian Central Standard Time (South Australia)	62	South Australia; Australia/Adelaide	UTC+09:30	UTC+10:30
Australian Central Standard Time (Northern Territory)	63	Northern Territory; Australia/Darwin	UTC+09:30	UTC+09:30
Vladivostok Time	66	Asia/Vladivostok	UTC+10:00	UTC+10:00
Australian Eastern Standard Time (Queensland)	64	Queensland; Australia/Brisbane	UTC+10:00	UTC+10:00
Australian Eastern Standard Time (New South Wales)	65	New South Wales; Australia/Canberra	UTC+10:00	UTC+11:00
Australian Eastern Standard Time (Tasmania)	134	Tasmania; Australia/Hobart	UTC+10:00	UTC+11:00
Australian Eastern Standard Time (Victoria)	79	Victoria; Australia/Melbourne	UTC+10:00	UTC+11:00
Australian Eastern Standard Time (New South Wales)	103	New South Wales; Australia/Sydney	UTC+10:00	UTC+11:00
Chamorro Standard Time	133	Pacific/Guam	UTC+10:00	UTC+10:00

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Lord Howe Standard Time	67	Australia/Lord_How e	UTC+10:30	UTC+11:00
Magadan Time	69	Asia/Magadan	UTC+11:00	UTC+11:00
Vanuatu Time	68	Pacific/Efate	UTC+11:00	UTC+11:00
Norfolk Time	70	Pacific/Norfolk	UTC+11:00	UTC+12:00
Petropavlovsk- Kamchatski Time	73	Asia/Kamchatka	UTC+12:00	UTC+12:00
New Zealand Standard Time	71	Pacific/Auckland	UTC+12:00	UTC+13:00
Fiji Time	72	Pacific/Fiji	UTC+12:00	UTC+12:00
Chatham Standard Time	74	Pacific/Chatham	UTC+12:45	UTC+13:45
Phoenix Is. Time	75	Pacific/Enderbury	UTC+13:00	UTC+13:00
Line Is. Time	76	Pacific/Kiritimati	UTC+14:00	UTC+14:00