

Workshop participants:

First and foremost, Margaret, Petra, Joanna, and I are delighted that you'll be at the dried insects digitization workshop. Here are a few important details about the workshop, beyond those provided in my last e-mail.

1. Please carefully review the logistics document posted on the workshop wiki (https://www.idigbio.org/wiki/index.php/Dried_Insect_Digitization_Workshop) and attached. It addresses important meal, transportation, hotel, and reimbursement issues, etc.

2. Several modes of public transportation are available in Chicago (<http://www.transitchicago.com/maps/>). The distance from the hotel to the Field Museum is short (see map in logistics document), a 10–20-minute walk. You are responsible for getting from your arrival airport (MDW or ORD) to the hotel and back (see transportation notes in the logistics document). The hotel address is: 1100 S Michigan Ave. Keep your original receipts for reimbursement (copies of receipts will not work).

3. We will be using the wiki for collecting and storing workshop content, materials, and related documents. The Wiki can also be accessed via a link from https://www.idigbio.org/wiki/index.php/Digitization_Training_Workshops, our digitization resources umbrella wiki. There are numerous digitization-related items there and more to be added. **Speakers:** Please upload and link your presentation or send it to me for posting. This will ensure that the points made in your talk remain available for review following the workshop. **Everyone:** Please feel free to send me protocols, workflows, imaging techniques, equipment configurations, etc. to add to this growing collection of digitization resources. Or, feel free to create an iDigBio.org account and add them yourself. I have just established a new workflow/protocol wiki to which folks can contribute. Contributions don't have to be pretty or perfectly formatted. Even working documents you use as protocols or workflows for training technicians are often extremely helpful to those getting started. The new wiki can be accessed via https://www.idigbio.org/wiki/index.php/Collections_Digitization_Workflows. Help us grow this resource.

4. In addition to the logistics document, the wiki also includes the workshop agenda and a growing list of related materials. Visit it and the parent wiki often. They change regularly.

5. The wiki also includes links to two Google docs (Day 1 Notes and Day 2 Notes) that we will use for collaborative note taking (and a little chit chat). We are hopeful that folks will record questions and observations throughout the workshop to become fodder for our discussions and wrap up on Thursday afternoon. These documents will remain active on the wiki and can be referred to following the workshop. If you've never used a collaborative Google doc, I encourage you to go the wiki, click on one of these docs, and make and delete some notes. Both docs are open for editing to anyone with the link. Additions and deletions are saved immediately. You can't hurt anything. Let me know if you have problems.

6. As you might have surmised from the first 5 points, it is important--indeed, a necessity--to bring a wireless-enabled laptop to the workshop. We will lock up the facility for security when

we are out of the room for demonstrations, etc. Unfortunately, we are unable to provide computers for participants, but wireless access will be available.

7. We will be broadcasting (and recording) the workshop via AdobeConnect at <https://idigbio.adobeconnect.com/entomology>. Please advise colleagues of this. They can access the wiki, peruse agenda topics, and log in at a time appropriate to their interests. AdobeConnect is easy to use; nothing more than a Flash download is usually required to make a connection and view or hear the proceedings.

8. Keep watching the wiki. The final agenda is still in a bit of flux.

Looking forward to seeing everyone in Chicago!

Gil

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