

Paleo Workshop Participants,

The planning team (Susan Butts, Una Farrell, Austin Hendy, Talia Karim, Gil Nelson, Chris Norris, Jessica Utrup) is looking forward to the upcoming paleo digitization workshop to be held in collaboration with Yale Peabody Museum September 23–26, 2013. The agenda is nearly complete and the arrangements made. Here are a few last minute details. A pdf document outlining these details is also available on the workshop wiki.

**Travel.** Travel, including lodging and airfare, has been arranged by Oicenth Josephs ([ojosephs@FLMNH.ufl.edu](mailto:ojosephs@FLMNH.ufl.edu)), iDigBio's project assistant. We are using the Omni in New Haven for our hotel, which is also the workshop venue. Please contact Oicenth via the e-mail above if you have questions. Oicenth will also distribute requirements for meal reimbursement. You do not need to keep meal receipts as reimbursement is based on Florida's state reimbursement rates. Bear in mind that travel reimbursement is somewhat complicated by the fact that two meetings are occurring successively. Reimbursement arrangements for those participants attending the post-workshop TCN meeting vary from those for workshop-only attendees. Oicenth will send a reminder to everyone about their personal reimbursement plan.

**Wiki.** We will be using a wiki to support the workshop. All workshop documentation will be stored there, including logistics information. Navigate to it at [https://www.idigbio.org/wiki/index.php/Paleo\\_Digitization\\_Workshop](https://www.idigbio.org/wiki/index.php/Paleo_Digitization_Workshop). I have asked all speakers to provide me a copy of their presentation for conversion to pdf and upload to the wiki. Presentations can be sent any time, including after you arrive. However, some folks enjoy following along as a presentation is given, so the earlier speakers can provide me their PowerPoints, the better.

**Agenda.** A copy of the agenda is found on the wiki. It is essentially complete. Feel free to review it. A pdf version will be available by time of the workshop.

**Adobe Connect.** The workshop will be broadcast via Adobe Connect at <https://idigbio.adobeconnect.com/paleo>. Adobe Connect requires no special software outside of a browser. Attendees can follow along via their laptops. Please let your colleagues know about this opportunity. There are no restrictions to logging in and monitoring the workshop, and a chat box will be available for remote attendees to ask questions or make comments.

**Laptop.** Please bring your laptop. Wireless connectivity will be available and virtually all materials will be accessible only through the wiki.

**Collaborative Notes.** We will provide two or more collaborative notes documents accessible through the wiki, one or more for each day. These documents allow all participants to take notes and make comments, all for the community good. Collaborative notes documents remain available on the wiki as archives and have become a popular part of iDigBio's workshops.

**Paleo Workflows.** The paleontology digitization workflows team has made good progress on a set of modular paleo workflow documents. Although they are not likely to be complete by September 23, the drafts will be made available on the wiki during the workshop.

**Participant List.** I have posted the participant list in a Google spreadsheet, available at: <http://tinyurl.com/paleo-attendees>. Feel free to visit it and make any corrections. It should be editable

by anyone with the link. All folks on this list will also be included on iDigBio's digitization listserv to facilitate digitization-related communications following the workshop. You may unsubscribe if you don't find the listserv useful.

**Lightning Rounds.** Several of you received e-mails from Susan or Jessica regarding lightning round presentations. Please confirm with them and provide your slide at your earliest convenience to ensure that we have your Power Point queued, ready, and uploaded to the wiki. You will be getting reminders from them about this.

**Eating.** A link to some restaurants is available on the wiki. There are many near the Omni.

**Speakers.** Did I mention not to forget to send me your presentations at your earliest convenience?

In the meantime, if you need to contact me either before or after your arrival in New Haven, my cell is 850-766-2649. Feel free to call.

Best,

Gil