

Workshop on Field data collection and Digitization
Project BID-AF2015-0097-SMA
Planning (19th – 20th November)

Day	Workshop content	Objectives	Methodology/tools	Time	
19/11/2016 Module 1 and 2	<ul style="list-style-type: none"> • Introduction • Expression of expectations • Goals definition (module 1 and 2) • Workshop presentation • Presentation of experiences • Group distribution of participants 	<ul style="list-style-type: none"> • Orient the workshop • Situate participants in relation to the desired evolution 	<ul style="list-style-type: none"> • Oral • Interaction • Participation • Training support 	30 min	
	Recording field data: the field note book for insect collection	Show participants the best way to organize their note book and record field data	• Presentation	15 min	
	Recording field data: the field note book for plant collection			15 min	
	Field visit: collection of plant material	Build capacity of participants in data collection of plants specimens (Herbs, shrubs and trees) and their preservation	Practical session, field visits	1h30 min	
	Short break				15 min
	Field visit: collection of insect specimens	Train participants in data collection of insect specimens (Hymenoptera, Diptera and Lepidoptera), their preservation and mounting techniques	Practical session, field visits	1h30 min	
	Break				1h
	<ul style="list-style-type: none"> • Conservation of plant material • Herbarium preparation • Preservation techniques 	Build capacity of participants in plant part preservation and herbarium preparation	Practical session	1h45 min	
	Short break				15 min
	<ul style="list-style-type: none"> • Conservation of insect specimens • Mounting techniques • Preservation 	Train participants in insect preservation and mounting techniques	Practical session	1h45 min	
Closing remarks for day 1			15 min		

Day	Workshop content	Objectives	Methodology/tools	Time
20/11/2016 Module 3	Module 3			
	<ul style="list-style-type: none"> • Goals definition (module 3) • Introduction to GBIF and BID programme 	Orient the session	Presentation, interaction	15 min
	<ul style="list-style-type: none"> • Introduction to Biodiversity informatics • Data quality 	Master current standard terms	presentation	1h30 min
	Break			15 min
	<ul style="list-style-type: none"> • Data digitization • Introduction to data management 	<ul style="list-style-type: none"> • Get familiarized with data structure using MS Excel spreadsheet and Access • Get an overview of a data management tool (example with OpenRefine) 	<ul style="list-style-type: none"> • Presentation • Interactive discussion 	1h45 min
	Break			20 min
	Practical session on data digitization	Get familiarized commonly used soft wares	Interactive discussions	1h45
	Closing remarks			10 min