DIGITIZATION TRAINING WORKSHOP AGENDA

On the next page, you will find the agenda for the workshop.

Digitisation Training Workshop Program plan	
Sunday afternoon	
13.00-17.00	Equipment set up and Software install Equipment test and brief look at database software
Monday Morning	
09.30-12.00	Introductions and facilities and collections tour
12.00-13.00	**Lunch**
Afternoon	
13.00-13.30 13.40-14.10	General introduction Hardware and imaging software considerations (Incl. Slides, botany, Insects, Books and Other
14.20-14.40	**Break**
14.40-15.00	Software Workflow
15.00-17.00	BioLink/Winisis and data ingest
Tuesday Morning	
09.00-10.30 10.30-10.50	Imaging setup Prep for Insects and Slides Insect and slide digitisation overview (incl. Standards, variation and challenges)
11.00-12.00	Digitisation training: Insects and slides
12.00-13.00	**Lunch**
Afternoon	
13.00-17.00	Digitisation training: Insects and slides Ingest protocol testing for insects and slides
Wednesday Morning	
09.00-10.30 10.30-10.50	Imaging setup Prep for Botany Botany digitisation overview (incl. Standards, variation and challenges)
11.00-12.00	Digitisation training Botany
12.00-13.00	**Lunch**
Afternoon	
13.00-17.00	Digitisation training: Botany Ingest protocol testing for Botany
Thursday morning	
09.00-10.30 10.30-10.50	Imaging setup Prep for Books Books digitisation overview (incl. Standards, variation and challenges)
11.00-12.00	Digitisation training: Books
12.00-13.00	**Lunch**
Afternoon	
13.00-17.00	Digitisation training: Books Ingest protocol testing for Books
Friday morning	
TBC	Wrap up Discussion
Afternoon	
TBC	Evaluation Next steps