

World Digital Library

“Train the Trainer – Hands on Workshop” for Arab Peninsula Regional Group

Date: June 11-12, 2013
Time: 08:00 am to 4:30 pm
Location: Venue 1: Qatar Foundation, Education City, HBKU Student Center (Computer Lab), Doha
 Venue 2: Digitization Lab, Barzan Villa, near Heritage Library, Doha

Planned and facilitated by the Qatar National Library, Qatar Foundation and the World Digital Library (WDL)

TRAINERS

Yasner, Jason	WDL Operations Manager	Bostian, Sandy	WDL Content Manager
Masciangelo, Chris	WDL Digital Conversion Specialist	Fikri, Mohammed Hammam	QF Senior Heritage Specialist (Description Specialist)
Black, Kaleena	WDL Descriptions Coordinator		

PROGRAM

TUESDAY, JUNE 11

Time	Topic / Instruction	Trainer
07:15	Bus Departs Hotel – Registration on Arrival at QF HBKU Student Center	
08:00 – 08:45	Introductory Session: <ul style="list-style-type: none"> • 8.00 - 8.10: Welcome Address – QNL Director • 8.10 – 8.20 : 2013, An Overview and WDL Arab Peninsula Outreach Plans (Mark) • 8.20 – 8.30 : WDL Standards – New Introductions and Changes (Jason) • 8:30 - 8.45 : Participant’s Introduction (Sandy, Chris, Kaleena) 	
Coffee Break		
09:00 – 09:10	Content Identification and Selection – The Do’s and Don’ts.	Jason
09:10 – 10:45	File Management and Transfer of Files to WDL <ul style="list-style-type: none"> • 9.10 - 9.45 : Theoretical Session • 9.45 - 10.45 : Hands on Training 	Sandy
Coffee Break		

11:00 – 13:30	Metadata Creation - for various formats e.g. books, maps, manuscripts, photographs, sound recordings <ul style="list-style-type: none"> • 11.00 – 11.30 : Theoretical Session • 11.30 - 13.30 : Hands on Training 	Kaleena and Sandy
LUNCH BREAK		
14:15 – 16:30	Expert Descriptions: <ul style="list-style-type: none"> • 14.15 – 15:00 : Hands on Training: Preparing Expert Descriptions for Arab Heritage Resources • 15:00 - 16.30 : WDL Perspective 	Mr. Hammam; Kaleena and Jason
16:30	Group Photograph and departure to hotel	
18:30	Networking Dinner	
WEDNESDAY, JUNE 12		
Time	Topic / Instruction	Trainer
07:15	Bus Departs Hotel to QF HBKU Student Center	
08:00 – 08:45	Digitization, Processing and Quality Control: Theoretical Session	Chris
Departure to Barzan Villa QNL Digitization Lab (near Heritage Library)		
09:00 – 11:30	Digitization, Processing and Quality Control: Hands on Training	Chris and QNL IT Team Members
Return to QF HBKU Student Center and LUNCH BREAK		
12.45 – 14.30	Preparation of Metadata records, Descriptions, Files, and Transfer (Interactive Q & A Session)	All
Coffee Break		
14:30 – 15:30	Concluding Session: <ul style="list-style-type: none"> • 14.30 – 14.45 : Feedback Survey - QNL • 14.45 – 15.15 : Summarization and closing address – WDL (Jason) • 15.15 – 15.30 : Distribution of Certificates and Photographs 	
15.30	Departure to Hotel	
17:00 – 19:00	Tour of Doha	QNL