We are delighted that you've chosen to participate in the upcoming herbarium digitization workshop to be held at Valdosta State, September 16–18. We have a great group of participants and are anticipating exceptional outcomes.

Below are several important points that will ensure your successful preparation for the workshop. Please take a few minutes to read through these points carefully and don't hesitate to contact me either by e-mail or phone (850-766-2649) if you have questions.

1) We have established a workshop Wiki at:
https://www.idigbio.org/wiki/index.php/Digitization_Training_Workshops
This Wiki contains links to all workshop materials and will serve as your source for information during the workshop. It also continues to expand almost daily. The Wiki is accessible now and will remain accessible in perpetuity. Please visit it at your convenience, but at least prior to the workshop. A copy of this e-mail is also stored there as Pre-Workshop Instructions under Workshop Logistics.

2) You are able to make additions to the Wiki by creating an account on iDigBio.org. You will find an account creation link on the right side of the Wiki page, under the heading Personal Tools. I encourage everyone to create an account. If you have difficulties with this process, feel free to contact Kevin Love (klove@flmnh.ufl.edu) or me for assistance.

3) Please carefully review the workshop logistics document (which includes reimbursement and travel information), also available through the Wiki.

4) You are strongly urged to bring a laptop with you to the workshop. Several sessions will include online components, for which a laptop will be essential. Valdosta State has created wireless access accounts for each of you to facilitate use of the Wiki and the online experiences.

5) We will also be using Google Docs to assist with collaborative note-taking. Two docs are available from links on the Wiki, one for Monday and one for Tuesday. These documents can be edited by anyone and will allow us to pool our notes, observations, and comments, and to maintain their availability for reference following the workshop. If you have not used collaborative note taking using Google Docs, feel free to visit either of these docs from the Wiki in advance of the workshop and make some test notes to see how they work. There is no need to save as you edit. Text you enter is saved to the document automatically.

6) Plans for the first full day of the workshop (17th) include a midday walk across campus (the equivalent of about 2 blocks) from one facility to another, followed by a late afternoon walking return. If you have physical limitations that might make this difficult, please let me know via e-mail (gnelson@bio.fsu.edu) and I'll be happy to accommodate.

That is about it, for now. Looking forward to seeing you all in September!

Best,

Gil