I am looking forward to the upcoming Small Herbarium Digitization workshop to be held at Florida State University, December 9-12, 2014. By now, Oicenth has been in touch with each of you and is busy getting flight itineraries firmed up. She should be in touch shortly with your individual arrangements.

This will likely be the first of several e-mails leading up to December 9.

One of the outcomes of the workshop will be a Symbiota portal with an established node for each workshop participant to enter or upload data and to upload images. Ed Gilbert will be making this happen via the new (and still being created and edited) North American Network of Small Herbaria portal. To effect this prior to the workshop, please help us with the following:

1. Please send the Index Herbariorum acronym for your herbarium,

2. Please send the preferred name of your institution,

3. Please send or point to a logo for your institution to be used to brand your portal node, and

4. Please create a portal account at http://symbiota.org/seinet/smcollections/portal/profile/newprofile.php. This will allow Ed to upgrade you to admin status for managing your node at the workshop.

The logo and acronym can be sent to Ed Gilbert at egbiodiversity@gmail.com. You can also let Ed know when you have created your account.

We will also eventually need a brief 1-2 paragraph description of your herbarium for the main page of your node. You can peruse what others have done from links on the portal.

The workshop will depend on a wiki for storing and serving workshop materials. The direct link to the wiki is https://www.idigbio.org/wiki/index.php/Small_Herbarium_Workshop_FSU. Alternatively, the wiki can be accessed from the iDigBio home page from the Digitization Resources link (Digitization menu), or from the Digitization Resources page at https://www.idigbio.org/wiki/index.php/Digitization_Resources, You'll find a draft workshop agenda on the wiki as well as other resources. If you have items you'd like to add, you can either create an iDigBio account or just them to me for posting. I am happy to help you get items on the wiki yourself, or do it for you.

We will also use a collaborative notes document to allow for a permanent store of shared notes and perceptions.This has been a popular part of many of our workshops. A link to the notes document is included on the wiki.

Please feel free to email me or Oicenth with questions or concerns.

Looking forward to seeing you in December.

Gil