Agenda

This agenda lists the topics that we'll cover in this two-day workshop. The timing of the workshop is designed to be fluid; the length of the sections will vary, depending on which exercises we choose to do and what kinds of questions arise during the course of the sessions. We have exercises and handouts that correspond with the topics and that are designed to help you practice what we discuss in class. Several of the handouts will be useful to you when you begin to write your own metadata on the job.

We'll schedule breaks and lunch at appropriate times, but the course content is ambitious, so we'll move as quickly as we can to make sure that you get a solid foundation about geospatial metadata.

❑ **What's Metadata?** What metadata is and why you need to know about it

❑ **Why Bother with Metadata?** Why metadata is essential for the long term

❑ **What Does Good Metadata Look Like?** Metadata at its best

❑ **Why Share Your Metadata?** Why clearinghouses are necessary to our work

❑ **Why Have a Standard?** What the standard is and how it helps us all

❑ **All About the Green Book** Details about the sections and terms of the standard

❑ **How Do You Write Good Metadata?** Rules and tips for creating quality metadata files

❑ **Tools to Help You** Tools that you can use to create quality metadata

❑ **Using the Clearinghouse** Using the clearinghouse to distribute your data

❑ **Where Do You Go from Here?** Where to find help when you're back at work

Don't Duck Metadata