The European archival community
on its way into the Archives Portal Europe

Workshop and Training

Pisa (IT), 29 - 30 January 2013

As the Country Managers for the Archives Portal Europe are the pivotal contact points for dissemination and consolidation work of the portal, this workshop will, on the one hand, give them the opportunity to get acquainted with the Archives Portal Europe's Country Managers team and, on the other hand, function as a tool to accurately acquaint the Country Managers with their upcoming tasks.

Within this workshop the Country Managers will have the time and space to share experiences, raise questions/concerns/suggestions etc. and finally learn hands-on about upload, processing and processing procedures of date into the portal.

Learn from each other, grow with shared experiences

and circulate the knowledge!

1st Day (29/01/2013)

INTRODUCTION and THE COUNTRY MANAGERS' ROLE

13.00 – 13.15	Welcome
13.15 – 13.45	Aims of the meeting and introduction of participants
13.45 – 14.30	Keynote: "Archives in the Digital Era: Experiences, challenges, visions"
14.30 – 15.00	*Coffee Break*
15.00 – 17.30	Introduction on the Country Managers' role

- I am Country Manager – what is it all about
- The importance of Being Country Manager – for your institution, for the project, for the sustainability of the Archives Portal Europe
- Country Manager's diary – what you can do and how to do it
  The Help – how the project and the Country Managers network can support you
- Back to the Future – what is next

17.30 – 18.00	Visit to the Pisa State Archives (optional)
19.30	Dinner (restaurant)

2nd Day (30/01/2013)

FROM THEORY TO PRACTICE – THE APE HANDS-ON

09.00 – 12.00   Guided Workshop

1. Standards:
   a) Current state at the Archives Portal Europe
   b) Outlook on future developments within the APEx project

2. Data processing and preparation procedures
   a) First steps – the archival landscape
   b) Information for content providing archives – the EAG-file
   c) Conversion and validation of archival descriptions –
      the EAD-files for finding aids and holdings guides
   d) Uploading data into the portal – Preview and download
      functionalities
   e) Indexing and publishing on the portal
   f) Further data management – Updates, deleting and transmission
      to Europeana

12.00 – 13.00   *Lunch Break*

13.00 – 15.30   Parallel sessions – Make your pick

   Session 1: Practical exercises on data processing
   Bring your own data!

   Session 2: Improving the tools
   Let us know what you think!

15.30 – 16.00   *Coffee Break*

16.00 – 17.00   Closing session

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Venue: Scuola Normale Superiore, Pisa: Palazzo della Carovana, Sala degli Stemmi,
        piazza dei Cavalieri 7, http://www.sns.it/scuola/luoghi/sedi/palazzodellacarovana/

Hotels: www.grandhotelduomo.it (~95 €/night), www.hotelleonardopisa.it (~55 €/night)
        www.hotelariston.pisa.it (60-80 €/night, www.gorkij.it (50 €)

Registration until 21 December 2012:
(http://www.apex-
project.eu/index.php/component/eventbooking/?task=individual_registration&event_id=1&Ite
mid=0)

Further information: kerstin.muff@icar-us.eu

Mobility Grant Programme by ICARUS: those, who need it, can apply for support of travel and
        accommodation costs here: http://icar-us.eu/?page_id=920. A max. amount of 300€ can be
        reimbursed for travelling costs, max. 70€/night for accommodation is reimbursable.

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Organized by: With financial support by:

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