

TORCH VI Specify 6 Workshop Information and Call for Registrants

Please note this is time-sensitive!

Specify Workshop Information

The workshop will be led by Andy Bentley, who is the principal trainer for the Specify Software Project. The workshop starts at 1:00 pm on Thursday May 17 and ends at noon on Saturday May 19, and will be conducted at the OU Biological Field Station on Lake Texoma. Due to space considerations and the personal attention necessary in a Specify workshop, **space is limited to 20 and will be filled in the order registrations are received**. Registrants will be provided with more workshop preparation information several weeks prior to the meeting. A generic Specify 6 workshop agenda is available at www.TORCHherbaria.org on the "Meetings" page.

Deadlines & Dates

- ASAP** 15 curator Specify workshop registrations available, in the order registration forms and checks are received (see Registration Payment section below). If more than 15 curator registrations are received, the remainder will be notified and placed on a waiting list (waiting list checks will not be deposited).
- 6 April** Deadline for application for five competitive student registration and travel stipend awards (see Student Travel Awards section below). If fewer than five competitive student applications are received, the remaining spots will be awarded to curators on the waiting list.
- 13 April** Waiting list curators notified of placement.
- 27 April** Deadline for OU BioStation lodging registration & payment. Deadline for Friday-night-only registration.
- 17-19 May** TORCH VI Specify 6 Workshop, 1pm 5/17- noon 5/19
- The TORCH business meeting and BBQ will be held from 5-11pm Friday evening **May 18** and is open to everyone (see second option in Registration fee schedule)

Registration restrictions and fee rationale

Because space is limited, **registrations at first must be limited to one individual per herbarium (including students)**. If fewer than 20 spots are filled, then a second call for registrants will be issued, and will be opened to more than one registrant from the same institution.

Most workshop staging fees are being offset by surplus TORCH 2011 workshop grant funds. However, registration fees are required to pay for station utility fees, coffee breaks, and meals. To assist the OU BioStation in covering costs, and to facilitate TORCH networking opportunities, we encourage workshop attendees to stay at the BioStation.

Registration fee schedule

There are 2 levels of registration fees.

1. **\$75. Workshop registration and full meal plan.** This fee schedule allows attendees full participation in the workshop, and a full meal plan (2 breakfasts, 3 lunches, 2 dinners) plus coffee break materials. You are encouraged to also register for lodging at the OU BioStation (see below). Registration costs do not include lodging. Dinners are BYOB.
2. **\$15. Friday evening only.** This fee schedule does not allow participation in the Specify workshop, but is made available in anticipation that many TORCH members would like to attend the TORCH business meeting (5-6pm Friday) and socialize with friends and colleagues

at the BBQ (6-11pm Friday). You are responsible for arranging your own lodging, if desired. The BBQ is BYOB.

Registration payment

Registration fees must be submitted by check or money order and made out to “*University of Oklahoma*.” The registration form and check should be forwarded to Wayne Elisens, Department of Botany & Microbiology, University of Oklahoma, 770 Van Vleet Oval, Norman, OK 73019-6131.

Specify Workshop space is limited to 20 on a first-deposit-received, first-served basis, so we encourage rapid registration. The deadline for Friday-evening-only registration is **April 27**.

Student Travel Awards

Surplus TORCH 2011 workshop grant funds are available for **five competitive student travel & registration stipends** this year. Please encourage promising undergraduate or graduate students who wish to participate in the Specify workshop to e-mail Amanda Neill at aneill@brit.org with a letter explaining their background, reasons for wishing to attend the workshop, and the contact information for the TORCH member recommending them for consideration. The deadline for student applications is **April 6**. The stipend covers the workshop registration and full meal plan, two nights' double occupancy at the field station, and up to \$372.40 travel cost reimbursement (with mileage and/or receipts, much like last year). Please note the **registration restrictions** and fee rationale section at the top of this document—students are included in the limit of 20 participants.

Lodging

The OU BioStation is located on the shore of Lake Texoma, and it is distant from most amenities. Two campsites are available within one mile of the station in TX and OK, but the closest motels are located in Whitesboro, TX (16 mi), Kingston, OK (13 mi), or Madill, OK (18 mi). To assist the BioStation with the costs of hosting TORCH and to continue the camaraderie experienced at the TORCH Digitization Workshop in 2011, we encourage participants to stay at the Biological field station.

TORCH attendees have a block of 16 modern apartments reserved in Buildings B and C at double occupancy only. Rooms have 3-4 beds, refrigerator, desk, couch, and full private bath. The cost is **\$26.30 per person per night, double occupancy only (\$52.60 total for Thursday + Friday nights)**. Guests are responsible for providing their own bed linens, blankets, towels, and toiletries. Sleeping bags are recommended.

Housing registration forms and payment must be made directly to the BioStation. Links and PDF housing registration forms are available on the TORCH website at www.TORCHerbaria.org on the “Meetings” page. The deadline for OU BioStation lodging registration and payment is **April 27**. Be sure and indicate you are attending TORCH at the top of your housing registration form.

The OU Biological Field Station on Lake Texoma

The physical address of the Field Station is 2 miles east of Hwy. 377/99 on Biological Station Road, Willis, OK. The mailing address, “15389 Station Road, Kingston, Oklahoma 73439” also produces the correct map point in Google maps.

Information about the field station, lodging, and facilities can be found here:

http://www.ou.edu/uobs/station_tour.html

A map and directions can be found here: <http://www.ou.edu/uobs/map.html>

Questions?

Contact Wayne Elisens at elisens@ou.edu or Amanda Neill at aneill@brit.org.

Registration form on the next page. We look forward to seeing you there!



TORCH VI and Specify 6 Workshop Registration Form 17-19 May 2012

Each registrant should complete a form.

Name: _____ Title: _____

E-mail address: _____ Phone: _____

Mailing address: _____

Herbarium acronym or name: _____

Are you a student? Yes___ No___

Are you applying for the student travel award (Deadline April 6)? Yes___ No___

I wish to register for (select one or the other):

____ Two-day Specify workshop registration and full meal plan (includes BBQ social)
\$75

____ Friday-evening-only option (TORCH business meeting and BBQ social)
\$15

Early registration is encouraged!
Please note lodging registration is separate.

Please make registration fee checks out to "*University of Oklahoma.*"

Please return this page with your registration fee check to:

Wayne Elisens, Department of Botany & Microbiology,
University of Oklahoma, 770 Van Vleet Oval,
Norman, OK 73019-6131