

ICA Workshop Running Sheet

Workshop:	Workshop 24 - Implementing AtoM (advanced) - ENGLISH		
Date:	Friday 24 August		
Time:	1.30pm to 5.00pm		
Registrations	11	Maximum	24
Location / Venue:	Room M7&M8, Brisbane Convention and Exhibition Centre, South Brisbane		
Venue information	Room M7&M8 are on the Mezzanine level. Take the escalator from the main foyer, and follow the corridor to the left.		
Delegate requirements			
To make the most of this workshop, each participant should bring a laptop with administrator rights (for a single-user installation of software)			
Delegates should also:			
1. Test the software before the training session on the demo site (http://ica-atom.org/demo/)			
2. Bring examples:			
<ul style="list-style-type: none"> • EAD or EAC-CPF files, or non-structured descriptions; • XML files can be downloaded <ul style="list-style-type: none"> ○ on the platform of the Digital Library of California (http://voro.cdlib.org/oac-ead/prime2002/), ○ on the website of the Archives of Geneva (http://www.ville-ge.ch/geneve/archives/) and ○ on the Spanish gateway Censo Guia (http://censoarchivos.mcu.es/CensoGuia/portada.htm) 			
3. Go through the wiki and the online documentation (guidelines) at (http://ica-atom.org/doc/Main_Page)			

Name	Position	Organisation
Presenters		
Claire Sibille-de Grimouard		
Jean-François Moufflet		
Workshop assistant(s)		
Sponsor and other acknowledgements		

Speaker profiles
Claire Sibille-de Grimouard
Since January 2010, Claire Sibille – de Grimoüard has been responsible for arrangement and description, digitisation and preservation in the Archives of France. In this capacity she has to coordinate the development of standards in these areas, to validate the implementation of these standards, to provide expertise to agencies which implement electronic archiving and to exert control over buildings construction projects of local archives. Claire is also a member of the SAA Technical Sub-Committee on EAD and the secretary of the ICA Committee on Best Practices and Standards.

Jean-François Moufflet

Jean-François Moufflet has been working since July 2008 in the Archives of France where he is in charge of the questions regarding the digitisation of the archives, the born-digital records collection, the long-term preservation of the data and the software used within archival institutions. For all these fields, he is monitoring the evolution of the national and international standards and giving technical advice for the archival institutions and the government services.

Draft Running Sheet

Time	Activity	Notes
1.30pm	Workshop commencement time	
1.35pm	Workshop assistant invites first presenter to speak	
3.00pm	Break for afternoon tea	
3.15pm	Workshop assistant calls participants back to the workshop room.	
5.00pm	Workshop assistant thanks the presenter, advises participants to collect certificates, and closes the workshop.	