

**2020 PolarTREC Orientation**  
**16 March – 20 March 2020**  
**SEEL 303, University of Colorado | Boulder, Colorado**

<p><b>Participants:</b> <i>If you are using your own computer or other equipment for the expedition, please bring any items with you for the start of the orientation. Every day, we will be meeting in the hotel lobby, as a group, for our drive to the meeting location. If you plan to walk, it will take at least 30 minutes so plan accordingly. Please bring everything you need for the day and be on time.</i></p>		
<p><b>Monday, 16 March 2020</b>          (All day at SEEL 303; University of Colorado)</p>		
7:30 a.m. & 7:40 a.m.	<p>If you plan to walk to the meeting room leave at 7:30 a.m.          Meet in lobby at 7:40 a.m. for those who want a ride.</p>	
<p><b>PROGRAM INTRODUCTION AND OVERVIEW</b></p>		
8:00 a.m.	<p><b>Introductions and Welcome</b></p> <ul style="list-style-type: none"> <li>• Agenda for the Week</li> <li>• Orientation Goals</li> <li>• Housekeeping Items: Breaks, Meals, Transportation, computers, etc.</li> <li>• Individual Introductions</li> </ul>	<p>Janet Warburton  <i>PolarTREC Project Manager</i></p>
8:30 a.m.	<p><b>Forms &amp; Travel Information-</b></p> <ul style="list-style-type: none"> <li>• Orientation Travel Policy, Substitute Reimbursement</li> </ul>	<p>Kuba Grzeda  <i>Project Assistant, ARCUS</i></p>
8:45 a.m.	<p><b>Icebreaker Activity</b>          "Getting to Know You"</p>	<p>Judy Fahnestock  <i>Project Coordinator, ARCUS</i></p>
9:15 a.m.	<p><b>Group Discussion</b></p> <ul style="list-style-type: none"> <li>• What are your expectations and needs?</li> <li>• Ground rules for a successful orientation.</li> </ul>	<p>Everyone</p>
10:00 a.m.	<p>Break</p>	
10:15 a.m.	<p><b>PolarTREC In-Depth</b></p> <ul style="list-style-type: none"> <li>• PolarTREC Program</li> <li>• 2020-2021 Expedition Overview</li> </ul>	<p>Janet Warburton</p>
10:45 p.m.	<p><b>What makes a successful "PolarTREC" experience?</b></p> <ul style="list-style-type: none"> <li>• Balancing your outreach, PD, and science</li> </ul>	<p>Janet Warburton</p>
11:15 a.m.	<p><b>Reflections on the Experience</b>          (panel discussion)</p>	<p>PolarTREC Alumni</p>
11:45 a.m.	<p><b>Questions and Discussions with Alumni</b></p>	<p>All Participants</p>
12:00 p.m.	<p>Catered Lunch at CU</p>	
<p><b>TECHNOLOGY TRAINING – INTRODUCTION</b></p>		
1:00 p.m.	<p><b>A Guided Tour of Computers and Technical Resources</b></p> <ul style="list-style-type: none"> <li>• What equipment are you being issued?</li> <li>• What software will you use?</li> </ul>	<p>Zeb Polly</p>

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	<ul style="list-style-type: none"> <li>• What's in the dock?</li> <li>• What you will learn this week? (Checklist)</li> </ul>	<i>Systems Administrator, ARCUS</i>
1:30 p.m.	<b>About the Equipment Agreement</b>	Janet Warburton
1:35 p.m.	<p><b>Hands-On Technology Training</b></p> <p><b>Activity:</b> Break into small groups for hands-on computer setup and application review.</p> <ul style="list-style-type: none"> <li>• Issue PolarTREC equipment</li> <li>• Equipment Agreement</li> <li>• Computer Use and Setup</li> </ul> <p><b>Goal:</b> By the end of this activity you're working on <b>checklist tasks 1-3.</b></p> <p><b>Group A:</b>  <b>Group B:</b>  <b>Group C:</b></p>	
2:00 p.m.	<p><b>Technology Speak</b></p> <ul style="list-style-type: none"> <li>• E-mail &amp; Webmail</li> <li>• Mattermost</li> <li>• BB Edit</li> <li>• FTP Site</li> </ul>	Ronnie Owens <i>Information Technology Director, ARCUS</i>
2:30p.m.	<p><b>Here's your camera and how it operates (Virtual Presentation):</b></p> <ul style="list-style-type: none"> <li>• Camera accessories</li> <li>• Camera specs</li> <li>• How to open to access USP port, SD card, and battery</li> <li>• How to operate camera</li> </ul>	Joed Polly Video Production & Content Manager, ARCUS
3:00 p.m.	BREAK	
<b>TECHNOLOGY TRAINING – THE WEBSITE</b>		
3:15 p.m.	<p><b>PolarTREC Website Overview</b></p> <ul style="list-style-type: none"> <li>• Different views</li> <li>• Logging into the website</li> <li>• Options as a logged in user</li> <li>• Personal profiles</li> <li>• Project/Expedition Pages</li> <li>• Educator's Manual</li> <li>• Program Requirements</li> </ul>	Ronnie Owens
3:45 p.m.	<p><b>Hands-On Technology Training</b></p> <p><b>Activity:</b> Log into the PolarTREC website; become familiar with user home page, and check off program requirements. Practice login in with email &amp; login with name. Complete <b>tasks 1-13 on checklist.</b> Complete scavenger hunt.</p>	

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	<p><b>Goal:</b> By the end of this activity you have completed and reviewed tasks 1-12 in checklist. You will also have completed task 13 in checklist and completed the scavenger hunt.</p> <p><b>Group A:</b>  <b>Group B:</b>  <b>Group C:</b></p>	
4:30 p.m.	<p><b>Closing Discussion</b></p> <ul style="list-style-type: none"> <li>• General Discussion and Questions</li> <li>• Homework Assignment</li> <li>• Reminders for Tomorrow</li> </ul>	Judy Fahnestock
4:45 p.m.	Adjourn for the Day & Head to Hotel	
5:45 p.m.	Meet in Lobby to Drive to Dinner	
6:00 p.m.	DINNER: Group Dinner (Location TBD)	
<p><b>HOMEWORK:</b></p> <ol style="list-style-type: none"> <li>1. Using BBEdit, start drafting a short reflective essay (200-300 words) about being selected for PolarTREC and your first day of orientation. <b>Do not post this as a journal. We will use it Wednesday for journal posting training.</b></li> <li>2. Log into the website and check out your portfolio page, expedition page, and explore the Educators Manual.</li> <li>3. Take a couple of photos with your ARCUS camera and play around with the settings.</li> <li>4. Write out your questions regarding logistics and gear for your expedition</li> </ol>		

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**Participants** *Please bring:*

- *Coat, hat, gloves, closed-toe shoes for the tour of NSF-USGS Ice Core Facility*
- *Water bottle & snack if needed. There is no food provided before lunch.*
- *Note-taking materials for logistics discussions*
- *ARCUS and/or personal camera for practice*
- **Bring your ID – Passport or Driver's License for field trip**

**Tuesday, 17 March 2020**

(All day away from Hotel and Meeting Room; Field trip day!)

8:00 a.m.	<b>Meet in hotel lobby to go Denver</b>	
8:15 a.m.	<b>Plan of the Day (POD)</b> and Introductions of New Participants <ul style="list-style-type: none"> <li>• Homework review, questions, answers, and clarifications about tech training, logistics questions</li> <li>• Reminder: Balancing your outreach, PD, and science</li> </ul>	Janet Warburton
<b>SCIENCE BREAK</b>		
9:30 a.m.	<b>Tour of the US Geological Survey Ice Core Facility</b>	NSF-ICF Tour Guide
<b>FIELD LOGISTICS AND RESEARCH SUPPORT</b>		
11:00 a.m.	<b>Travel to Antarctic Support Contract (ASC) Facility</b>	
11:30 a.m.	<b>Overview of PolarTREC Logistics Support and Processes</b> <ul style="list-style-type: none"> <li>• Who are our logistics providers?</li> <li>• What is their role?</li> <li>• Pre and Post Field Calls</li> <li>• Evacuation Insurance</li> </ul>	Judy Fahnestock
12:00 p.m.	LUNCH at ASC	
1:00 p.m.	<b>Field Research Support &amp; Logistics</b> <ul style="list-style-type: none"> <li>• Polar Field Services (PFS) &amp; US Antarctic Program (USAP/ASC)</li> <li>• Introduction to Clothing</li> </ul>	Rachel Murray, Alaska Science Project Manager, Polar Field Services & Elaine Hood, ASC Communications
1:30 p.m.	<b>Travel:</b> Arctic Folks Depart for Polar Field Services Office	
2:00 p.m.	<b>Arctic/Antarctic-Specific Logistics</b> Break into groups for discussion on field locations and logistics. Address any questions and concerns related to project logistics and preparation. <ul style="list-style-type: none"> <li>• Antarctica folks continue logistics at ASC</li> <li>• Arctic folks travel to Polar Field Services office</li> </ul>	Rachel Murray & Elaine Hood

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4:00 p.m.	<b>Closing Discussion</b> <ul style="list-style-type: none"> <li>• General Discussion and Questions</li> <li>• Homework Assignment</li> <li>• Reminders for Tomorrow</li> </ul>	Judy Fahnestock
4:15 p.m.	Adjourn for the Day	
6:00 p.m.	DINNER: Group Dinner (TBD)	
<b>HOMEWORK:</b> <ul style="list-style-type: none"> <li>• Using BBEdit, finish drafting a short reflective essay (200-300 words) about being selected for PolarTREC and your first couple of days at orientation. <b>Do not post this as a journal. We will use it Wednesday for journal posting training.</b></li> <li>• Login into the website and check off of your requirements on the website.</li> <li>• View online and materials about posting journals in the Virtual Base Camp.</li> <li>• Read a few journals from past alumni and think about what you like about them (or don't) and how this would translate to your style of journaling. Be prepared to share these thoughts tomorrow.</li> </ul>		

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<p><b>Wednesday, 18 March 2020</b>          (All day at SEEL 303; University of Colorado)</p>		
7:30 a.m. & 7:40 a.m.	If you plan to walk to the meeting room leave at 7:30 a.m. Meet in lobby at 7:40 a.m. for those who want a ride.	
8:00 a.m.	<p><b>Plan of the Day (POD)</b> and Introductions of New Participants</p> <ul style="list-style-type: none"> <li>Homework review, questions, answers, and clarifications about tech training, logistics questions</li> </ul>	Judy Fahnestock
8:15 a.m.	<p><b>Alumni Highlight: Professional Goals and Balance</b></p> <ul style="list-style-type: none"> <li>Professional Goal Alignment homework review</li> <li>Balancing outreach, PD, and science</li> </ul>	Sarah Bartholow, Contract,ARCUS & PolarTREC Alumni Mike Penn
8:45 a.m.	<b>Group Activity:</b> Professional Goals of the Experience	All Participants
<b>SCIENCE BREAK</b>		
9:00 a.m.	<b>Polar Regions Overview – Arctic and Antarctic</b>	Tasha Snow, Researcher, <a href="#">CIRES</a> Earth Science and Observation Center
10:00 a.m.	Break	
<b>PROGRAM REQUIREMENTS, EDUCATION &amp; OUTREACH</b>		
10:15 a.m.	<p><b>PolarTREC Program Requirements Overview</b></p> <ul style="list-style-type: none"> <li>What are the general requirements?</li> <li>Journaling as a requirement</li> <li>How will they be tracked?</li> <li>What happens when they are completed?</li> </ul>	Janet Warburton
10:30 a.m.	<b>The Evaluation and Your Role</b>	Jen Danielson Goldstream Group Evaluation Team
10:45 a.m.	<p><b>PolarTREC Education and Outreach Plan</b></p> <ul style="list-style-type: none"> <li>Introduction, Purpose, Components and Examples of Plan</li> <li>Informal and Formal Educators</li> <li>Tracking Progress &amp; Deliverables</li> </ul>	Sarah Bartholow

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11:00 a.m.	<b>Small Group Activity</b> <ul style="list-style-type: none"> <li>Circles of Impact: Defining your Audience(s) and Creating a Network</li> </ul>	All Participants
11:45 a.m.	<b>Alumni Highlight: Successful Journaling</b>	John Wood & Katie Gavenus; PolarTREC Alumni
12:00 p.m.	Lunch at CU	
<b>COMMUNICATION TRAINING – JOURNALING</b>		
1:00 p.m.	<b>Journaling to Communicate Science and Excitement</b>	Janet Warburton
1:20 p.m.	<b>Taking Your Best Shot – photo and video tips</b>	Bill Schmoker, PolarTREC Alumni
1:40 p.m.	<b>Managing Your Photos</b> <ul style="list-style-type: none"> <li>Importing into the Photos application</li> <li>Organizing</li> <li>Exporting to your HIGH-RES folder</li> <li>Exporting to your WEB-READY folder</li> </ul> <b>Your Photos in the Internet Media Archive:</b> <ul style="list-style-type: none"> <li>Photo ownership and photo usage</li> <li>Overview of the Internet Media Archive</li> <li>Using the Internet Media Archive to find past photos for use</li> <li>How PolarTREC and ARCUS use your photos</li> </ul>	Joed Polly
2:00 p.m.	Break	
2:15 p.m.	<b>PolarTREC Website Overview: Journaling</b> <ul style="list-style-type: none"> <li>Posting a journal entry through VBC</li> <li>Inserting photos</li> </ul>	Ronnie Owens
2:45 p.m.	<b>Hands-On Technology Training – posting and editing a journal, inserting photos, and photo documentation</b> <p><b>Activity 1:</b> Break into small groups. Log into the Virtual Base Camp (VBC) and post the journal entry you wrote on Tuesday night. Use markdown formatting to enhance the text.</p> <p><b>Activity 2.</b> Take at least two photos with your digital camera. Load them onto your computer, properly name, and document them. Resize your photos following Web-Ready instructions.</p> <p><b>Activity 3:</b> Add 2 photos to the journal entry you posted today.</p> <p><b>Goal:</b> By the end of this activity you should be able to <b>check off tasks 14-23.</b></p> <p><b>Group A:</b>  <b>Group B:</b></p>	

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	<b>Group C:</b>	
3:30 p.m.	<b>Journaling via Email</b> <ul style="list-style-type: none"> <li>• Posting a journal entry via email</li> <li>• Emailing photos</li> </ul>	Ronnie Owens
3:45 p.m.	<b>Hands-On Technology Training – emailing a journal &amp; emailing photos.</b>  <b>Activity 1:</b> Break into small groups. Using same journal and photos from today's activity, follow email instructions for sending journals and photos.  <b>Goal:</b> By the end of this activity you should be able to <b>check off task 24.</b>  <b>Group A:</b> <b>Group B:</b> <b>Group C:</b>	
4:30 p.m.	<b>Alumni Highlight: Successful Journaling</b> <ul style="list-style-type: none"> <li>• Journaling remotely and discussion on what you like in journals and what you think is your personal style</li> </ul>	Sarah Bartholow &/or Katie Gavenus
4:45 p.m.	<b>Closing Discussion</b> <ul style="list-style-type: none"> <li>• General Discussion and Questions</li> <li>• Homework Assignment</li> <li>• Reminders for Tomorrow</li> </ul>	Janet Warburton
5:00 p.m.	Adjourn for the Day & Head to Hotel	
Dinner on your own		
<b>HOMEWORK:</b> <ul style="list-style-type: none"> <li>• Post a new journal entry online addressing a topic of your choice with photos.</li> <li>• If you are interested, take a short video with camera.</li> <li>• Properly document the photos and multimedia on your spreadsheet.</li> <li>• Using the Polar Media Archive, find 5 photos and download them to computer so that you use in your future journals.</li> <li>• Share your expedition page with others and promote your latest journals (email, social network, etc.).</li> <li>• Check off of your requirements on the website.</li> </ul>		



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**Reminder: Short walking field trip in afternoon – bring a coat, if needed.**

**Thursday, 19 March 2020**

(All day at SEEL 303; University of Colorado)

7:30 a.m. & 7:40 a.m.	If you plan to walk to the meeting room leave at 7:30 a.m. Meet in lobby at 7:40 a.m. for those who want a ride.	
8:00 a.m.	<b>Plan of the Day (POD) and Introductions of New Participants</b> <ul style="list-style-type: none"> <li>• Homework review, questions, answers, and clarifications about tech training, logistics questions</li> <li>• Reminder: Balancing your outreach, PD, and science</li> </ul>	Janet Warburton
8:15 a.m.	<b>Technology Check-in</b> Questions and Clarifications on Previous Training	All Participants
8:30 a.m.	<b>Overview of Multimedia Journaling</b> <ul style="list-style-type: none"> <li>• Creating Structure and Content (scripts)</li> </ul>	Zeb Polly
8:45 a.m.	<b>Videography and Music</b> Tips for camera, tripod, lighting, audio, framing, and zooming <ul style="list-style-type: none"> <li>• Using music in your videos</li> <li>• Rule: No Copyrighted Music</li> <li>• Free YouTube music that you can use</li> </ul>	Joed Polly
9:00 a.m.	<b>Using Multimedia in Journals</b> <ul style="list-style-type: none"> <li>• Inserting a video into a journal</li> </ul>	Ronnie Owens
9:30 a.m.	<b>Open Training Time</b> This is time for educators to go over everything to date, ask questions, get one-on-one time. Work on homework and/or help others.	
10:00 a.m.	Break	
10:15 a.m.	<b>Technology from the Field:            What is Realistic for Me?</b> <ul style="list-style-type: none"> <li>• The Realities of Journaling from the Field</li> <li>• Technical Challenges</li> <li>• Strategies for dealing with issues</li> </ul>	Janet Warburton

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10:45 a.m.	<b>Remote Communication</b> <ul style="list-style-type: none"> <li>• Review sending journals and photos via email</li> <li>• Asking questions</li> <li>• Answering questions online and via e-mail</li> </ul>	Ronnie Owens
10:30 a.m.	<b>Open Training Time</b>  <b>Activity 1:</b> Practice responding & posting comments to journals both through email and on the VBC.  <b>Activity 2:</b> This is time to go over everything to date, ask questions, get one-on-one time. Work on homework and/or help others.  <b>Activity 3:</b> Get a jumpstart on evening homework.	
11:45 a.m.	<b>Alumni Highlight Words of Wisdom</b> <ul style="list-style-type: none"> <li>• Feeling Overwhelmed!?! </li> </ul>	Amy Osborne, PolarTREC Alumni
12:00 p.m.	Lunch at CU (Short lunch today so we can get to NCAR by 1PM.)	
<b>SCIENCE BREAK</b>		
1:00 p.m.	<b>Field Trip</b> to US National Center for Atmospheric Research Visitor Center and Weather/Nature Trail	
2:15 p.m.	Break	
<b>SCIENCE BREAK</b>		
2:30 p.m.	<b>Climate Change Science</b>	Mark Serreze and/or Mistia Zuckerman, National Snow and Ice Data Center
3:30 p.m.	<b>Alumni Highlight: Climate Change &amp; Education</b>	Melissa Lau, PolarTREC Alumni & Sarah Bartholow
4:30 p.m.	<b>Closing Discussion</b> <ul style="list-style-type: none"> <li>• General Discussion and Questions</li> <li>• Homework Assignment</li> <li>• Reminders for Tomorrow</li> </ul>	Judy Fahnestock
4:45 p.m.	Adjourn for the Day & Head to Hotel	
5:45 p.m.	Meet in Lobby to Drive to Dinner	
6:00 p.m.	DINNER: Group Dinner (Location TBD)	

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**HOMEWORK:**

- Review documentation about file management and posting photos and videos in journals.
- Create a new journal about your week and/or edit a previous journal. Include photos from your camera (properly transfer images from your camera to your computer, document photos, and resize to be Web-Ready for your journal); use one of the photos from the Polar Media Archive (<http://media.arcus.org>) and download high-res, resize, and add to your journal and use appropriate credits; and add a resource from the internet (maps, etc.) to include in your journal. This journal can be a draft and not published, if you choose.
- Post a question or comment on someone's journal.

OPTIONAL: If you feel comfortable, make a video journal using the elements (intro, body, end plate). Properly name and document video on multimedia sheet. Upload the video into PolarTREC YouTube channel. If you have a journal ready, you can insert video into journal and embed it.

**Goal:** By the end of this activity you should be able to check off tasks 25 – 33.

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***If you have an early evening flight, be sure to check out of your room before you leave for the meeting.***

**Friday, 20 March 2020**

(All day at SEEL 303; University of Colorado)

7:30 a.m. & 7:40 a.m.	If you plan to walk to the meeting room leave at 7:30 a.m. Meet in lobby at 7:40 a.m. for those who want a ride.	
8:00 a.m.	<b>Plan of the Day (POD)</b> and Introductions of New Participants <ul style="list-style-type: none"> <li>• Homework review, questions, answers, and clarifications about tech training, logistics questions</li> <li>• Reminder: Balancing your outreach, PD, and science</li> </ul>	Judy Fahnestock
8:15 a.m.	<b>Technology Check-in &amp; Review</b> Questions and Clarifications on Previous Training	All Participants
<b>EDUCATION AND OUTREACH: In-Depth</b>		
8:45 a.m.	<b>PolarTREC Education and Outreach Plan</b> <ul style="list-style-type: none"> <li>• Outreach Strategies</li> <li>• Tracking &amp; Deliverables</li> <li>• Polar Literacy Principles &amp; NGSS</li> </ul>	Sarah Bartholow
9:15 a.m.	<b>Small Group Activity</b> <ul style="list-style-type: none"> <li>• Linking your expedition to Polar Literacy Principles and NGSS</li> </ul>	All Participants
9:45 a.m.	<b>#PolarTREC: Using Social Media</b> <ul style="list-style-type: none"> <li>• Introduction, Parameters, &amp; Strategies</li> <li>• Journaling vs. Social Media</li> </ul>	Sarah & Janet
10:00 a.m.	Break	
10:15 a.m.	<b>Outreach from the Field:</b> <b>Real-Time PolarConnect Events</b> <ul style="list-style-type: none"> <li>• Presenting and preparing</li> <li>• Different delivery systems</li> </ul>	Janet & Judy
10:45 a.m.	<b>Working with your Education &amp; Outreach Plan</b> <ul style="list-style-type: none"> <li>• Group work on plans</li> <li>• PR for expeditions</li> <li>• Use of social media</li> </ul>	All Participants

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	<ul style="list-style-type: none"> <li>• Creating timelines for requirements</li> </ul>	
12:00 p.m.	Lunch at CU & Grab Snacks for Afternoon	
<b>BRINGING IT ALL TOGETHER: Next Steps</b>		
1:00 p.m.	<b>You Are Not Alone!</b> <ul style="list-style-type: none"> <li>• Next Steps</li> <li>• Pre/Post Field Calls</li> <li>• Partner Educators</li> <li>• Travel Assistance Forms</li> <li>• Alumni/Mentors</li> </ul>	Janet Warburton
1:30 p.m.	<b>Making a Plan</b> <ul style="list-style-type: none"> <li>• What's YOUR next steps</li> <li>• What are your challenges to implement?</li> <li>• Additional questions you have</li> </ul>	All Participants
2:00 p.m.	<b>Beyond the First Year:</b> <ul style="list-style-type: none"> <li>• Continuing the journey</li> <li>• International connections</li> <li>• Words of Wisdom from Alumni</li> </ul>	Janet Warburton & Alumni
2:15 p.m.	<b>Orientation Reflections</b>	All Participants
2:45 p.m.	<b>Closing</b> <ul style="list-style-type: none"> <li>• Wrap-Up &amp; Thank-You</li> </ul>	Janet Warburton
3:00 p.m.	<b>Complete Online Orientation Evaluation Form &amp; Orientation Checklist</b>	All Participants
3:30 p.m.	<b>Drive participants back to hotel/ other staff take down room.</b>	
Dinner: On Your Own		