



2014 PolarTREC Orientation and ShareFair
9 February – 14 February 2014
Westmark Hotel | Fairbanks, Alaska

Sunday, 9 February 2014

(All day at Westmark Hotel in Yukon & Minto Rooms)

Participants: *If you are using your own computer or other equipment for the expedition, please bring any items with you to the Yukon Room for the start of the orientation.*

6:00 a.m. – 9:00 a.m. BREAKFAST: Complimentary Continental Breakfast in Red Lantern Restaurant for Hotel Guests

PROGRAM INTRODUCTION AND OVERVIEW (Please meet in the Minto Room.)

10:00 a.m.	Introductions and Welcome <ul style="list-style-type: none"> • Agenda for the Week • Orientation Goals • Housekeeping Items: Breaks, Meals, Transportation, computers, etc... • Individual Introductions 	Janet Warburton <i>PolarTREC Project Manager</i>
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10:30 a.m.	Travel Policy & Substitute Reimbursement	Reija Shnoro <i>Project Manager</i>
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10:40 a.m.	Icebreaker Activity "Getting to Know You"	Sarah Bartholow <i>PolarTREC Project Manager</i>
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11:15 a.m.	Welcome & About ARCUS <ul style="list-style-type: none"> • Welcome Remarks • Presentation about ARCUS 	Dr. Mike Retelle <i>ARCUS Board of Directors - President</i>
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11:45 a.m. LUNCH: Buffet Lunch

1:00 p.m.	PolarTREC In-Depth <ul style="list-style-type: none"> • PolarTREC Program • 2014-2015 Project Overview 	Janet Warburton
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1:30 p.m.	Group Discussion What are your expectations and needs? Ground rules for a successful orientation	Sarah Bartholow
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2:00 p.m.	What makes a successful "PolarTREC" experience?	Janet Warburton & Sarah Bartholow
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2:30 p.m.	Reflections on the Experience (panel discussion) Teachers Presenting: John Wood, Susan Steiner, Jillian Worssam, Lisa Seff, Michelle Brown	PolarTREC Alumni
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3:00 p.m.	Questions and Discussions with Alumni	All Participants
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3:15 p.m. BREAK



TECHNOLOGY TRAINING - INTRODUCTION

3:30 p.m.	<p>A Guided Tour of Computers and Technical Resources</p> <ul style="list-style-type: none"> • What equipment are you being issued? • What software will you use? • What you will learn this week? (Checklist) 	Zeb Polly <i>Systems Administrator</i>
3:45 p.m.	<p>Technology Speak</p> <ul style="list-style-type: none"> • Webmail vs. email, IM, FTP, Plain text vs. RTF 	Ronnie Owens
3:55 p.m.	<p>About the Equipment Agreement</p>	Sarah Bartholow
4:00 p.m.	<p>Hands-On Technology Training</p> <p>Activity: Break into small groups for hands-on computer setup and application review.</p> <ul style="list-style-type: none"> • Issue PolarTREC equipment • Equipment Agreement • Computer Use and Setup • E-mail & Webmail • Instant Messaging • Text Wrangler • FTP Site <p>Goal: By the end of this activity you're working on checklist tasks 1-9.</p> <p>Group A: Sian, Regina, Lauren, Andre (Susan and Lisa trainers) Group B: Peggy, Russell, Armando (Michelle trainer) Group C: Emily, Tina, Lucy, Dominique, Jillian (John trainer)</p>	
4:35 p.m.	<p>Technology Questions & Issues</p> <ul style="list-style-type: none"> • Plain text email • Recap Text Editors • Questions, problems, etc. 	Zeb Polly & Ronnie Owens
4:45 p.m.	<p>Closing Discussion</p> <ul style="list-style-type: none"> • General Discussion and Questions • Daily Evaluation • Homework Assignment • Reminders for Tomorrow 	Sarah Bartholow
5:00 p.m.	Adjourn for the Day	
5:30 p.m.	Meet in Lobby to Walk to Dinner	
6:00 p.m.	DINNER: Group Dinner at Gambardella's Pasta Bella, 457-4992	

HOMEWORK: Mastering Text Editors
 Using Text Wrangler, write a short reflective essay (200-300 words) about being selected for PolarTREC, traveling to Alaska, and your first day of orientation. **Do not post this as a journal. We will use it tomorrow for journal posting training.** Send this essay as a plain text email, not as an attachment, to Janet and Sarah at staff@polar trec.com

Monday, 10 February 2014

(All day at Westmark Hotel, Yukon & Minto Rooms)

6:00 a.m. BREAKFAST: Complimentary Continental Breakfast in Red Lantern Restaurant for Hotel Guests

Participants: Bring apparel for embroidery with the PolarTREC logo. It will not be accepted after this morning.

8:00 a.m. Plan of the Day (POD) and Introductions of New Participants Janet Warburton

- Collect clothing to take to Trademark

PROGRAM REQUIREMENTS – TAKING THE EXPERIENCE TO THE CLASSROOM & BEYOND

8:20 a.m. **Polar Regions Overview – Arctic and Antarctic speakers Steve Okkonen and Heidi Roop** Steve Okkonen
PolarTREC Researcher

Heidi Roop
PolarTREC Alumni &
Science Liaison

9:30 a.m. **Alumni Highlight: Lessons Learned** Steve Okkonen
Maintaining Successful Long-Term Collaborations: and Lisa Seff
Researcher & Teacher Presentation

10:00 a.m. BREAK

10:15 a.m. **Overview of Education and Outreach Plan** Janet Warburton

- Introduction to the PolarTREC Education and Outreach Plan
- Purpose of the Plans
- Components of the Plans
- Examples of Plans

10:45 a.m. **PolarTREC Program Evaluation** Angela Larson
Goldstream Group

- About the PolarTREC Orientation
- Pre-Test Reminder and Instructional Survey

11:15 a.m. **PolarTREC Program Requirement Overview** Sarah Bartholow

- What are the requirements?
- How will they be tracked?
- What happens when they are completed?

11:45 a.m. LUNCH: Buffet Lunch

TECHNOLOGY TRAINING – INTRODUCTION

12:45 p.m.	Group Technology Check-in	Ronnie & Zeb
1:00 p.m.	PolarTREC Website Overview Ronnie Owens <ul style="list-style-type: none"> • Different views • Logging into the website • Options as a logged in user • Personal profiles • Project Pages • Teacher's Manual • Program Requirements 	Ronnie Owens
1:30 p.m.	Hands-On Technology Training Activity: Log into the PolarTREC website; become familiar with user home page, and check off program requirements. Practice login in with email & login with name. Review tasks 1-9 on checklist. Goal: By the end of this activity you have completed and reviewed tasks 1-9 in checklist. You will also have completed task 10 in checklist. Continued Work: Find and read Alumni expeditions journals to seek out models. Make note of exceptional models. Group A: Sian, Regina, Lauren, Andre (Susan and Lisa trainers) Group B: Peggy, Russell, Armando (Michelle trainer) Group C: Emily, Tina, Lucy, Dominique, Jillian (John trainer)	
2:00 p.m.	Communicating from the Field: What is Realistic for Me? The Realities of Journaling from the Field	Janet Warburton
2:15 p.m.	Journaling to Communicate Science and Excitement	<i>Sarah Bartholow</i>
2:30 p.m.	Alumni Highlight Making your journal entry your own	John Wood <i>PolarTREC Alumni</i>
2:45 p.m.	Field communications: Alumni Words of Advise	PolarTREC Alumni
3:15 p.m.	BREAK	



3:30 p.m. **PolarTREC Website Overview: Journaling** Ronnie Owens

- Posting a journal entry

4:15 p.m. **Hands-On Technology Training**

Activity: Break into small groups. Log into the VBC and post the journal entry you wrote the night before. Use markdown formatting to enhance the text.

Goal: By the end of this activity you should be able to check off tasks 16 & 17.

Group A: Sian, Regina, Lauren, Andre (Susan and Lisa trainers)

Group B: Peggy, Russell, Armando (Michelle trainer)

Group C: Emily, Tina, Lucy, Dominique, Jillian (John trainer)

4:45 p.m. **Closing Discussion** Sarah Bartholow

- General Discussion and Questions
- Daily Evaluation
- Homework Assignment
- Reminders for Tomorrow

5:00 p.m. Adjourn

6:00 p.m. DINNER: On your own

HOMEWORK: Mastering Journals

Check off of your requirements on the website. View online and printed materials about posting journals in the Virtual Base Camp. Post a new journal entry online addressing a topic of your choice. NO PHOTOS. Share your expedition page with others and promote your latest journals. (email, social network, etc.)

Tuesday, 11 February 2014

(Morning at Westmark Hotel, Yukon & Minto Room; Afternoon Field Excursions)

Participants: Gulliver's Bookstore is next door to ARCUS, so bring your wallet if you are interested in shopping. Remember to bring warm clothes for afternoon excursions.

6:00 a.m. BREAKFAST: Complimentary Continental Breakfast in Red Lantern Restaurant

8:00 a.m. Plan of the Day (POD) and Introductions of New Participants Janet Warburton

- Check in on Tech Progress

TECHNOLOGY TRAINING – CAMERA AND PHOTO MANAGEMENT

8:15 a.m. **This is your camera and this is how it works...** Zeb Polly

8:30 a.m. **Basics of Good Photography** Bill Schmoker
(Virtual Presentation) PolarTREC Alumni

9:00 a.m. **Photo Management and Uploading** Ronnie Owens & Joed Polly

- Getting Photos/Videos on/off the Computer
- Deleting Photos
- Photo/Video Documentation & Organization
- iPhoto Methods to Resize Photos
- How ARCUS Uses Photos
- Photo Permissions and Photo Ethics
- ARCUS Internet Media Archive

9:30 a.m. **Hands-On Technology Training**

Activity 1. 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.

Goal: By the end of this activity you should be able to check off tasks 11-15.

Activity 2: Add 2 photos to the journal entry you posted last night.

Goal: By the end of this activity you are able to check off tasks 18-22.

Group A: Sian, Regina, Lauren, Andre (Susan and Lisa trainers)

Group B: Peggy, Russell, Armando (Michelle trainer)

Group C: Emily, Tina, Lucy, Dominique, Jillian (John trainer)

10:00 a.m. Break

10:15 a.m. **Continuation of Photo Training and Open Training Time.**

Use this time to finish tasks from before break as well as any technology activities that you need extra time on.



10:45 a.m.	Using Multimedia in Journals	Ronnie Owens
11:00 a.m.	Overview of Multimedia Journaling	Zeb Polly
	<ul style="list-style-type: none"> • Creating Structure and Content (scripts) • Creating Audio Journals 	Joed Polly
	Videography and Music	
	<ul style="list-style-type: none"> • Rule: No Copyright Music • Approved Music: Where to find it • Uploading to YT 	Zeb Polly
	Overview of iMovie	
	<ul style="list-style-type: none"> • iMovie training 	
11:50 a.m.	Closing Discussion	Janet Warburton
	<ul style="list-style-type: none"> • General Discussion and Questions • Daily Evaluation • Homework Assignment • Reminders for Tomorrow 	
12:00 p.m.	Break to go get gear for tour.	
12:15 p.m.	Meet in Westmark Hotel Lobby to drive to ARCUS, Museum of the North, and for UAF Hibernation Presentation.	
12:30 p.m.	LUNCH @ ARCUS Office	
2:00 p.m.	Gear up to drive to Museum.	
2:15 p.m.	Field Excursion: Museum of the North and UAF Hibernation Presentation	
	Presenter: PolarTREC Researcher Jeanette Moore, University of Alaska Fairbanks	
	<i>** Take a short video (with storyboarding and composition in mind) while on field excursions. Do not upload to YouTube or add to journal yet, for use in tomorrow night's homework. **Checklist task 28.</i>	
4:30 p.m.	Depart Museum for Reindeer/Musk Ox Viewing	
5:30 p.m.	DINNER: Group Dinner at The Pump House, 479-8452	

HOMEWORK: Mastering Photos

Review documentation about file management and posting photos and videos in journals. Take 5 photos. Properly transfer images from your camera to your computer, document photos, and resize to be Web-Ready using iPhoto for your next journal. Find 1 photo in the ARCUS Internet Media Archive (<http://media.arcus.org>). Download high-res, resize, and add to one of your journals. Use appropriate credits.

Wednesday, 12 February 2014

(Morning at Westmark Hotel, Yukon & Minto Room; Afternoon Field Excursion)

6:00 a.m.	BREAKFAST: Complimentary Continental Breakfast in Red Lantern Restaurant for Hotel Guests	
8:00 a.m.	Plan of the Day (POD) and Introductions of New Participants	Janet Warburton
8:15 a.m.	Questions, Answers, and Clarifications about Tech training	Ronnie Owens, Zeb Polly
8:45 a.m.	Alumni Highlight: Words of Wisdom Time Management and Keeping a Balance	Lisa Seff

Science Break:

9:00 a.m.	The Scientific Process in Practice	Julie Brigham-Grette <i>PolarTREC Researcher</i>
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10:00 a.m. Break

FIELD LOGISTICS AND RESEARCH SUPPORT

10:15 a.m.	Overview of PolarTREC Logistics Support and Processes <ul style="list-style-type: none"> • Who are our logistics providers? • What is their role? • Pre and Post Field Calls • Evacuation Insurance 	Janet Warburton
10:25 a.m.	ABC's of Field Safety	Janet Warburton & Sarah Bartholow
10:45 a.m.	Field Research Support with CH2M HILL Polar Services (CPS) and US Antarctic Program	Robbie Score <i>CH2M HILL Polar Services</i>
		Elaine Hood <i>Antarctic Support Contract</i>
11:15 a.m.	Small Group Discussions: Logistics	
	Break into groups for discussion on field locations and logistics. Address any questions and concerns related to project logistics and preparation.	
	Arctic – Led by Robbie Score and Julie Brigham-Grette	
	Antarctic – Led by Elaine Hood (Virtually)	
12:00 p.m.	LUNCH: Buffet Lunch	



- 1:00 p.m. **Satellite Phones: How They Work & How to Use Them** Roy Stehle
 - Including hands-on satellite phone practice*CH2M Hill Polar Services*

- 2:15 p.m. Break to go get gear for tour.
- 2:30 p.m. Meet in Westmark Hotel Lobby to Travel to CPS Warehouse

- 3:00 p.m. **FIELD EXCURSION: CH2M HILL Polar Services Warehouse** Robbie Score &
CH2M HILL Polar Services Staff

 An Introduction to Clothing, Packing, and Preparing for Safe Work in the Polar Regions.

- 4:00 p.m. **Closing Discussion (at Warehouse)** Sarah Bartholow
 - General Discussion and Questions
 - Daily Evaluation
 - Homework Assignment
 - Reminders for Tomorrow
- 4:15 p.m. Adjourn for the Day; Travel Back to the Westmark Hotel

DINNER: On Own

HOMEWORK: Mastering Multimedia in Journals
 Review documentation on journaling. Write a script for an audio or video journal. Write a new journal entry and put it online. Add photos to the new journal entry. If you have time, add one photo to previously written journal (editing).

Load video for yesterday's field trip onto your computer, properly name, and document the video. 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 26 - 31

Thursday, 13 February 2014

(Morning at Westmark Hotel, Yukon Room; Afternoon Field Excursion)

6:00 a.m. BREAKFAST: Complimentary Continental Breakfast in Red Lantern Restaurant for Hotel Guests

8:00 a.m. Plan of the Day (POD) Sarah Bartholow

- Introductions
- Progress Report from each Participant

8:30 a.m. **Alumni Highlight: Slow and Steady – Polar Regions to the Classroom** Michelle Brown
PolarTREC Alumni

TECHNOLOGY TRAINING – E-Mail Journaling and Ask the Team Forum

8:45 a.m. **Introduction to E-Mail Journaling and Ask the Team** Ronnie Owens

- Sending journals and photos via email
- Asking questions
- Answering questions online and via e-mail

9:00 a.m. **Hands-On Technology Training**

Activity 1: Send a journal entry and two photos using the e-mail journaling protocols using plain text.

Goal: By the end of this activity you should be able to check off task 23.

Activity 2: Respond to the questions from Janet & Sarah on your forum. Post a question on two other teacher's forums. Respond to questions from each other using the online response method and the e-mail response method.

Goal: By the end of this activity you should be able to check off task 24-25.

Group A: Sian, Regina, Lauren, Andre (Susan and Lisa trainers)

Group B: Peggy, Russell, Armando (Michelle trainer)

Group C: Dominique, Jillian (John trainer)

* **Group D:** Emily, Tina, Lucy (Roy, Zeb, Janet trainers)

Meet with Janet and go to ARCUS office. We will work one-on-one with Roy Stehle on satellite phone setup and use during this session.

9:30 a.m. **Open Training Time**
This is time for teachers to go over everything to date, ask questions, get one-on-one time.

10:00 a.m. BREAK

10:15 a.m. **Open Training Time**
This is time for teachers to go over everything to date, ask questions, get one-on-one time.



11:30 a.m. **Closing Discussion** Janet Warburton

- General Discussion and Questions
- Daily Evaluation
- Homework Assignment
- Reminders for Tomorrow

12:00 p.m. LUNCH: Buffet Lunch

1:00 p.m. Break to get gear for field excursion

1:15 p.m. **Depart for Field Excursion**
Meet in Westmark Hotel Lobby to travel for afternoon field excursion. Wear warm clothes!

2:00 p.m. **Field Excursion:** United States Army Cold Regions Research and Engineering Laboratory (CRREL) permafrost tunnel

Presenters: Pat Druckenmiller, *University of Alaska Fairbanks*

5:30 p.m. DINNER: Group dinner at Bobby's Downtown, 456-3222

HOMEWORK: Outreach Planning
Come prepared to share your ideas on outreach before, during, and after your expedition. Find 1-2 local media contact emails for use in tomorrow's activity.

Friday, 14 February 2014

(All Day at Westmark Hotel, Yukon Room and Minto Room)

Participants: If you are checking out today, you can keep your luggage checked at the front desk or bring it to the conference room.

6:00 a.m. BREAKFAST: Complimentary Continental Breakfast in Red Lantern Restaurant for Hotel Guests

8:00 a.m. Plan of the Day (POD) Janet Warburton

PROGRAM REQUIREMENTS – Effective Outreach Strategies

8:15 a.m. **PolarTREC Education and Outreach Plan** Sarah Bartholow
 • Public Outreach
 • Professional Outreach

8:30 a.m. **Working with Media Discussion** All Participants
 Led by Janet Warburton
 • Media worksheet
 • Complete expedition press release
 • Send PR to media contacts

9:15 a.m. **Preparing & Presenting Real-Time PolarConnect Events** Sarah Bartholow

9:45 a.m. **PolarConnect Events: Communicating The experience and science.** Susan Steiner
 PolarTREC Alumni

10:00 a.m. Break

10:15 a.m. **THINK BIG! Highlights of Alumni Outreach** All Alumni

10:45 a.m. **Education and Outreach Plan Review & Creating a Personal Program Requirements Timeline** Janet Warburton

11:00 p.m. **Small Group Activity on Outreach** All Participants

11:45 a.m. Lunch

12:45 p.m. **Effective and Tasty Outreach!** Alex Eilers
 PolarTREC Alumni
 (Virtual)



BRINGING IT ALL TOGETHER: Next Steps

1:30 p.m.	You Are Not Alone! <ul style="list-style-type: none">• Next Steps• Pre/Post Field Calls• Partner Teachers• Travel Assistance Forms• Networking Groups	Janet Warburton
2:00 p.m.	Alumni Highlight: Beyond PolarTREC	Jillian Worssam <i>PolarTREC Alumni</i>
2:15 p.m.	Orientation Reflections	All Participants
3:15 p.m.	Closing Discussion <ul style="list-style-type: none">• General Discussion and Questions• Individual Troubleshooting• Wrap-Up	Sarah Bartholow
3:30 p.m.	Complete Online Orientation Evaluation Form	All Participants
3:45 p.m.	Adjourn and Room Breakdown DINNER: On Your Own	