

NPS Vegetation Mapping Completion Meeting Content and Agenda

(Revised October 31, 2005)

Objective: Delivery of the final products to the Park; product contents briefing and demonstrations; summary of findings and quality; answer process and development questions from the park, network, region, or other partners.

Goals: 1. Delivery of products meeting national standards. 2. Understanding and acceptance of work products; 3. Client knowledge and use of products; 4. Case studies or applications examples of digital product uses.

Facilitator Role: Delivery of the goals and meeting emcee. Emcee opens the meeting at start time with introductions, house rules, restroom locations, break times, and snack details. Schedule and complete lunch orders if available. Direct presenters on pace and time slots and facilitate off-line or later day coverage of lengthy discussions.

Park and Network Role: Attendee list; invitations to park, network, region, WASO and interagency partners; meeting room reservations (full day) and preparation. Arrange for snacks, coffee, water, and lunch ordering options if available.

Partnership Contacts: Park, Network, Regional, and National as developed by the project environs and local political opportunities

Materials: Reports, field keys, cartographic example outputs

Meeting Site: Conference room style and seating; PowerPoint compatible for lighting and power; reserved and scheduled for full day.

Tone and Setting: Temperature controlled; casual; professional; emcee directed agenda and breaks.

Split Day Format: The Executive Summary should be first, designed to hit the high points quickly, and allow Chiefs and Assistant Superintendents a two hour window to absorb the summary and findings. This 2 hour window is best between 9 and 11 AM (0900-1100), and may also involve the attendee introductions as well from 0830 to 0900.

Presentation Guidelines:

Mixed media, Powerpoint, cartographic mounts, hard copy reports and handouts for all final products. Powerpoint contrast text colors bright versus dark work better in non-dark meeting rooms that are typical at parks.

A summary and closure statement is needed from each presenter / topic on how it helps the park with management questions.

Follow-up Roles:

The Park and Network coordinate the final product delivery GIS support; cartographic output; park distribution and access to products, backup, and archiving issues.

Hard copy field forms, AA point notes, and other project records must be managed and an archiving or custodial assignment arranged with the curator staff or other protection and management arrangements.

Suggested Agenda:

0830 Start

Introductions, meeting timing, house rules, lunch plans

0900 Executive Summary

1000 Break

1015 Summary of plot photos and fire and fuels data if developed with Veg

1045 Management questions and summary completion

1100 List details for afternoon session and take general questions on afternoon content, process, and follow-up.

1200-1300 Lunch

1300 Detailed Type descriptions and map classes

1400 Summary

1415 Break

1430 Accuracy Assessment; binary, fuzzy, and accuracy interpretations

1545 Break

1600 Discussion of applications, queries, and digital photo uses

1700 Adjourn

Applications and optional 2nd day topics:

(Research and follow-up work)

1. Geodatabase workshop on design and migration - Encourage the presenters to do a quick run through of a sample park-specific application of the database as it pertains to a high priority item. For example use ArcMap to find all of the whitebark pine or query lodgepole pine polygons that are over -- height, ---density for fire issues etc... Or have ArcMap all loaded in case something comes up during the discussion of application and queries so you could run through it. These all

- might help to spark interest and get the Park folks thinking about how to use the products.
2. Encourage the participants to discuss future issues such as how to revise and update the map, address short-comings in the map (e.g. modeling to get at the fire fuel data), and talk about lessons learned.

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