

# **ORGANIZERS' INFORMATION**

## **FOR VOLUNTEERS HOSTING THE SW IDAHO GIS (SWIG) USER GROUP MEETINGS**

(Rev. 1/9/07)

### **SWIG Purpose:**

The Southwest Idaho GIS Users Group was formed to provide a venue for information sharing, professional communication, ongoing education, vendor presentations, and outreach to the GIS community located in Southwest Idaho and nearby areas. The meetings are open to all users and persons having interest in Geospatial Technologies (Geographic Information Systems, Land Information Systems, Remote Sensing and Land Survey) in the public and private sectors, as well as all levels of education or professional involvement. Currently attendance at the SWIG meetings is free of charge, with the occasional exception of a small fee for lunch, and all labor, equipment, and facilities are provided free to the group on a volunteer basis.

### **ORGANIZER INFO**

#### **General Info:**

Typically SWIG meets three times each year; usually on the first Tuesday of February, June, and the last week in October. The October SWIG will be held in conjunction with the Idaho Geospatial User Meeting (IGUM); further information specific to the October meeting is included later in this document. The SWIG meetings generally run for most of one day, with a variety of topics on the agenda. Each meeting is hosted by a volunteer, or group of volunteers, who are responsible for securing a location, making sure that the necessary equipment is available and working, setting the agenda and finding speakers, determining how lunch will be handled, and notifying all previous and potential attendees of the meeting details.

**Location and Equipment:** In the past there have been approximately 50-75 attendees at the SWIG meetings. Therefore potential meeting locations need to be able to seat at least that number of people. Parking and restroom facilities for that number of people should also be considered. Typically at least some of the speakers need access to a computer linked to a projection system in order to show slide shows or do software presentations; additionally, some speakers may need internet access.

**Agenda and Lunch Arrangements:** Topics for the agenda are truly wide open – anything even remotely related to geospatial technologies is possible. The organizers of the meeting are responsible for setting the agenda – use your imagination! – and finding speakers to fill the agenda. Past organizers have found it advisable to start contacting potential speakers as early as possible, as it can take a bit of time and effort to get the agenda filled.

Typically there is a morning and an afternoon session; each running about 3 – 3.5 hours long. Generally, a chunk of time at some point in the day is allotted to ‘the current state of GIS’ topics from local, state, and federal government, and sometimes private business representatives. See the sample agenda at the end of this document for an example.

In addition to the sessions, some kind of lunch arrangements need to be considered. Past organizers have handled lunch in a variety of ways including a lunch sponsored (paid for) by URISA, delivery of sandwiches which were ordered ahead of time and paid for by attendees at registration, and “on your own” lunches where each person was responsible for their own meal. If lunch is to be “on your own,” it is advisable to select a meeting location where restaurants are nearby.

**Notifications:** Outreach to attendees is primarily handled via email. The SWIG steering committee holds the latest list of attendees and email addresses; all communication with the general SWIG membership is done via the steering committee. The notification emails can be prepared and when it is time to send them out, they should be sent to the steering committee (currently Charlla Adams is managing the SWIG contact list). Typically organizers send a series of email notifications to attendees at roughly the following intervals:

- 1 month prior to the meeting – the first notice containing the date, location, and a tentative agenda if one is available
- 2 weeks prior to the meeting – a complete packet containing the agenda, maps and/or directions to the meeting location, parking info, lunch info, and any other necessary details
- 1 week prior to the meeting – a reminder with all of the same info as above

In addition to the email notification system, there is a SWIG website (currently at: <http://www2.state.id.us/itrmc/swig/gis.htm> ); notifications and agendas for upcoming SWIGs can be posted there by contacting Nathan Bentley at [nathan.bentley@adm.idaho.gov](mailto:nathan.bentley@adm.idaho.gov). Also, SWIG organizers contact Nathan Bentley to post notices for upcoming meetings and the agendas on the geotech webpage, and distribute the same information via the geotech email list.

### **Other Details:**

*Registration:* Typically, a registration desk is set up at the entrance of the meeting room/location. Having people to register when they first come in allows the organizers to collect attendee contact info, including email addresses allowing us to add them to the SWIG notification list; calculate attendee numbers to help in planning future SWIG meetings; have people fill out and put on name tags to help break the ice when meeting new people; and document attendance for GISP points. The registration desk also provides opportunities for: signing up and paying for lunch; collecting info about future topics people would like to see on the SWIG agenda; collecting business cards for drawings for door prizes; and any other such business as the organizers see fit.

*Coffee & Water & Snacks:* Past volunteers who have hosted the SWIG meetings have provided on-site coffee, hot and cold water, tea, and sometimes snacks. The cost for the coffee and snacks may be donated by the organizers, or a donation jar may be placed nearby to collect money to help pay for the supplies. The meeting organizers will be responsible for managing these funds; any excess money should be delivered to the Steering Committee to help defray future costs.

### **Business Details:**

*Mailing List:* Because all outreach and notifications for the SWIG meetings are handled via email, keeping the contact list (with email addresses) up-to-date is very important to the long-term health of the SWIG. The SWIG steering committee is responsible for storing the email list between meetings; the meeting organizers are responsible for giving the SWIG the sign-up sheets so that new attendees can be added to the permanent contact list.

*Arranging the Next SWIG:* SWIG is run entirely by volunteers. One of the tasks at each SWIG meeting is to line up one or more volunteers to host the next SWIG meetings. This can be handled in a variety of ways, but however it is handled, by the end of each SWIG meeting one or more people should be identified as the volunteers to organize the next SWIG meeting.

### **The SWIG Website:**

As mentioned above, Nathan Bentley is currently hosting a website for SWIG at <http://www2.state.id.us/itrmc/swig/gis.htm>. The website is used to post the details for upcoming SWIG meetings. In addition, presentation materials (when available) from past SWIG meetings are posted there for anyone to download and review. One of the tasks of the volunteers hosting a meeting

is to collect the presentation materials from the presenters and forward the materials to Nathan for posting to the website; Nathan's email is [nathan.bentley@adm.idaho.gov](mailto:nathan.bentley@adm.idaho.gov)

### **Further Details Regarding the Joint SWIG/IGUM Meeting in October**

The October SWIG meeting will be held in conjunction with the state IGUM meeting. The IGUM will be held one day and the SWIG meeting will be held the next day; training workshops may be held on adjacent days either before or after the users meetings – but the organizers for the October SWIG will not be responsible for arranging the training; the steering committee will take the lead on organizing the training sessions . Nathan Bentley is the lead organizer for the IGUM, and SWIG organizers will need to work closely with Nathan to:

- ensure that the content for the two meetings is complimentary and not overlapping (SWIG content should focus on local/regional or more technical topics, while the IGUM will focus on state and national topics)
- develop a joint agenda that will be mailed out to attendees
- secure a location used for both meetings (Nathan will take the lead on this)
- implement combined marketing/notification for the two meetings

### **The Role of the Steering Committee:**

The SWIG steering committee was formed to provide a core of people who administer (update, store, and distribute) the email contact list; assist volunteers, as needed, with organizing the quarterly meetings; help keep the user group going; and provide some long-range vision and organization. While individuals on the steering committee may also serve as volunteer meeting organizers, the steering committee itself is not meant to be the body that is responsible for organizing the user meetings. Any questions or issues regarding the organization of the SWIG meetings should be directed to the members of the steering committee – one of the main functions of the committee is to help volunteers to be successful in organizing the SWIG meetings.

### **TEMPLATE/SAMPLE SWIG AGENDA**

A sample agenda for SWIG meetings is included as a template for organizers to use. Because we want to support the GISP, we think the following items should be on every SWIG agenda:

- all presenter's names
- all organizer's names

## **SW Idaho GIS User Group (SWIG) Meeting**

Tuesday, February 7<sup>th</sup>, 2005  
Nampa City Hall – Council Chambers  
Nampa, ID

*The Southwest Idaho GIS Users Group serves to provide a venue for information sharing, professional communication, ongoing education, vendor presentations, and outreach to the GIS community located in Southwest Idaho and nearby areas. The group is open to all users and persons having an interest in Geospatial Technologies (Geographic Information Systems, Land Information Systems, Remote Sensing and Land Survey, and other fields) in the public and private sectors, as well as all levels of education or professional involvement.*

8:30am-9:00am	Registration
9:00am-9:10am	Welcome and Facility Information
9:10am-9:30am	Informal News of Interest – Activity Reports from Participants
9:30am-9:50am	Jason Carr (CH2M Hill)- Application of GIS Technology at CH2M Hill
9:50am-10:10am	Break
10:10am-10:30am	Nick Nydegger (Idaho Military Division)- Integration of NAIP imagery into ESRI SDE on Microsoft Sql Server - Problems and Solutions
10:30am-10:50am	Nick Nydegger (Idaho Military Division) – State of Idaho NAIP on SDE Demonstration and Discussion
10:50am-11:10am	Break
11:10am-11:30am	Paul Flatt (NOAA Weather Service – NIFC) – Weather Forecasting and GIS
11:30am-1:00pm	Lunch - Brown Bag (Eating facilities also available on Site and Nearby)
1:00pm-1:10pm	Welcome Back from Lunch
1:10pm-1:30pm	Tracy Fuller (USGS) – USGS Activities – Imagery Cooperatives
1:30pm-1:50pm	SWIG Discussion – To formalize or not to formalize
1:50pm-2:10pm	Break
2:10pm-2:50pm	Nathan Bentley (Idaho State GIS Coordinator) – Federated GIS - A Facilitated Discussion
2:50pm-3:10pm	Break
3:10pm-3:30pm	Nancy Glenn (ISU Department of Geosciences - Boise Extension) GIS Activities and ISU.
3:30pm-4:00pm	Open Session

Registration for the day is free

We would like to thank the following people for volunteering their time and energy to organize and host this user group meeting:

Sharon Anderson – Ada County Highway District  
Ken Pidjeon – Idaho Military Division  
Jacob Mundt – Ada County Weed and Pest Control