

**Spatial Metadata and Clearinghouse Training  
“Introduction to Metadata” Session  
Provided by the  
Center for International Earth Science Information Network (CIESIN)  
&  
New York City (NYC) Department of Health and Mental Hygiene  
(DOHMH)**

**13-14 February 2006  
NYC Fire Department (FDNY) Phoenix/GIS Unit  
9 Metrotech Center, Computer Training Room, 4<sup>th</sup> Floor  
Brooklyn, New York**

**Directions: <http://www.metrotechbid.org/directions.html>**

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**Agenda**

**Monday, 13 February**

10:00 Welcome  
10:15 Metadata – What, Why, Standards  
10:30 CSDGM Metadata Content (fields and values)  
11:30 Tools for Creating Metadata Records  
11:45 Metalite 1.75  
12:15 Lunch  
13:15 Metadata Record creation (2 exercises)  
14:00 Review Exercises  
14:15 Break  
14:30 Metadata Record creation with your data (exercise)  
15:30 Review; Questions/Answers  
16:00 Adjourn

**Tuesday, 14 February**

10:00 How to Use FGDC for Public Agency Records  
12:00 Lunch  
13:00 Standards, Gateways & Portals for Metadata  
14:45 Break  
15:00 Metadata Management: From Creation to Production  
15:30 Review; Questions/Answers  
16:00 Adjourn