

## Handouts and other needs for the foundation workshop

- 1) Delegate programme (should be sent out 2 weeks before the course to delegates and a few copies should be available on the day).
- 2) Course leader programme, with detailed information about the different sessions. (1 copy for the course leader and one copy for the course organiser if different from leader).
- 3) Handout showing girth/age illustration from the new handbook slide 15 (one for each participant)
- 4) Exercise 2: Habitats on trees handout (slide 23) without any labels (one for each participant)
- 5) Habitats on trees with text and numbers from Lonsdale, 2013 with descriptions of the different habitats on old trees to give as the answer sheet to exercise 2 (one for each participant) and can also be used as a crib sheet for the course leader to take out in the field.
- 6) Exercise 3: Field form for use in the field visit (one for each participant)
- 7) Dead wood management handout (one for each participant).
- 8) Exercise 4: Roots fact sheet printed out very large so that each paragraph can be cut up and put up round the room (one copy on A3 and large font).
- 9) True/False answer sheets for roots exercise (one for each participant)
- 10) Root information sheet to hand out after the exercise (one for each participant)
- 11) Root true/false questionnaire with correct answers for course leader (one copy).
- 12) Exercise 5: Sheets with the tree examples on for the last exercise. Two A4 copies of each of the 5 selected trees (one for each group, plus an extra).
- 13) Sheet about the protection and legislation in relation to veteran trees in each country, as handout. (one for each participant).
- 14) Evaluation forms (one for each participant).
- 15) Certificates of attendance (one for each participant, prepare these with the names individually beforehand).
- 16) Powerpoint presentation as a print out (without the handouts and answers). (one for each participant).
- 17) Front page for the handouts for delegates to use in a plastic wallet or folder (optional).
- 18) Delegates list (one for each participant).

### What to else to bring:

Something to pin roots paragraphs up on the walls (pins, bluetack or similar)

Flip chart and spare sheets of paper and pens for doing the various exercises (alternatively a white board).

Scissors (to cut up roots sheet)

Projector and screen

Extension cables

Chocolate for prizes

### Other things to think about when planning

Important to see venue first and check all facilities

Check all equipment works or take your own

Prepare handouts in advance and hand out as you go along through the course

Do a visit to the field site in advance and pick the trees for the exercise.