

Processing names from fieldwork

Prepare data for submission
to the Names Board meeting at 10 a.m.

1. Check data from fieldwork

- Transfer information from field sheet to more detailed data sheets/Excel file
- Add information for other data fields for some or all the records

2. Select 3 to 5 examples per group for submission to the Board for possible approval

- Make sure information is clear and correct
- Make sure that the name approval or name change is suitable for submission and that the feature is marked on the map

3. Select a spokesperson(s) to make the presentation to the Board

- If possible use Powerpoint to share your presentation / photos

Difficulties arising from field collection?

- Language and spelling
- Application of name to feature
- How many people supported the name
- Selecting location of coordinates
- Whether to propose a name change or spelling correction
- Names in indigenous language rather than Portuguese
- Other