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 as needed
   - Add information for other data fields

1. Select 1 example 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

2. Select a spokesperson(s) to make the presentation to the Board
   - If possible use Powerpoint to share your presentation / photos

TASKS OF PRESENTERS OF NAMES FOR APPROVAL AND OF THE BOARD

PRESENTERS

- You are submitting names that appear clear for approval (not for Board research):
  - ❖ Name & correct spelling
    - • Variant names
  - ❖ Feature type
  - ❖ Coordinates
  - ❖ Location/extent on map
  - ❖ Other details …
    - • Photos
    - • Name origins/meaning
    - • Pronunciation

BOARD MEMBERS

- The Board reviews the information presented for each name for possible approval
  - ❖ Does the name fit the principles?
  - ❖ Is the information convincing and complete?
  - ❖ Is more research needed by the presenter?
- After discussion:
  - ❖ Approve
  - ❖ Reject
  - ❖ Return for further work

Meeting of the Geographical Names Board

Location: ....
Date: Thursday, 22 March, 2018   Time: 10:00

A G E N D A

1.   Welcome by the Chairperson

2.   Introduction of Board members

3.   Adoption of the agenda

4.   Statement of some Guiding Principles to be followed in approval of submitted names

5.   Presentation for possible approval: new names and name changes collected during fieldwork

6.   Closing by the Chairperson

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 languages

- Other ......