

**DIRETORIA DE GEOCIÊNCIAS**

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**THE UNITED NATIONS GROUP OF EXPERTS ON GEOGRAPHICAL NAMES INTERNATIONAL  
COURSE ON TOPONYMY****PROGRAMME**

SCHEDULE	ACTIVITIES	INSTRUCTORS
<b>Monday, 15 May 2017</b>		
9:00	Opening (IBGE Auditorium)	President - IBGE Director of Geosciences – IBGE Moema Augusto – Vice-Chair Portuguese-speaking Division Helen Kerfoot Cecille Blake
9:30	Coffee Break	
9:40	Introduction (Classroom)	UNGEGN and CRNG Instructors
10:00	Naming principles	Ferjan Ormeling
11:00	Terminology, the UNGEGN webcourse	Ferjan Ormeling
<b>LUNCH (12:00 – 14:00)</b>		
14:00	Standardization of geographical names	Helen Kerfoot
15:00	Coffee Break	
15:10	National agencies, Functioning of geographical names bureaus	Helen Kerfoot
16:15	Standardization of statistical area names - CETE	Miriam Barbuda
<b>Tuesday, 16 May 2017</b>		
9:00	Managing a national names programme	Pier-Giorgio Zaccheddu
10:00	Support provided by UNGEGN in standardizing geographical names	Helen Kerfoot Cecille Blake
11:00	Coffee Break	
11:10	Place name history of Rio de Janeiro state	Paulo Menezes (UFRJ)
<b>LUNCH (12:00 – 14:00)</b>		
14:00	Names collecting techniques	Ferjan Ormeling
15:00	Name forms	Helen Kerfoot Ana Cristina Resende Beatriz Souza Vânia Nagem
16:00	Coffee Break	

16:10	Description of the fieldwork area	Beatriz Souza
17:00	GPS demonstration	Rafael Balbi
<b>Wednesday, 17 May 2017</b>		
8:00 – 17:00	Fieldwork	Helen Kerfoot CRNG Staff Pier-Giorgio Zacchedu Ferjan Ormeling IBGE Fieldwork Staff (José Carlos Correa, Jurandir Constantino Américo Ferreira)
<b>Thursday, 18 May 2017</b>		
9:00	Processing geographical names and preparing names collected for submission to the bureau	Helen Kerfoot Ferjan Ormeling CRNG Staff
10:00	Coffee Break	
10:10	Name bureau meeting simulation	Helen Kerfoot Ferjan Ormeling CRNG Staff
11:00	Database creation	Pier-Giorgio Zacchedu
<b>LUNCH (12:00 – 14:00)</b>		
14:00	Building the database – hands on experience	Pier-Giorgio Zacchedu
16:00	Coffee Break	
16:10	Developing derived products from the database: gazetteers	Pier-Giorgio Zacchedu
<b>Friday, 19 May 2017</b>		
9:00	Labelled maps (how to insert the names collected on a map)	Pier-Giorgio Zacchedu
10:00	Exercise in map lettering	Ferjan Ormeling
10:30	Coffee Break	
10:40	Exercise in map lettering	Ferjan Ormeling
11:00	Names dissemination programmes National Standardization of Geographical Names	Helen Kerfoot Participants
<b>LUNCH (12:00 – 14:00)</b>		
14:00	Names servers	Pier-Giorgio Zacchedu
15:00	Atlas databases	Ferjan Ormeling
16:00	Coffee Break	
16:10	Toponyms as cultural heritage	Helen Kerfoot Ferjan Ormeling
17:00	Presentation of Diplomas Closure	

