

**TRAINING WORKSHOP PROGRAMME
LAKESIDE, NOTTINGHAM UNIVERSITY CAMPUS**

22 JUNE 2019

- 09.30-10.00 Arrival/registration/coffee/allocation to tables
- 10.00-10.15 Welcome/outline of the day/purpose of the workshops
- 10.15-10.45 Three ten minute talks on how real projects were planned:
 Debbie Frearson – Rutland field walking
 Peter Allen – Bingham test pitting
 Vicki Score – Hallaton excavation
- 10.45-11.30 Workshop: **Pre-project research**

*For this and all the other workshops, participants will be divided among six tables, each with a facilitator who has experience in the relevant activity. The purpose of this workshop is for groups to work out what they need to do **before** they begin fieldwork. Two tables each will cover field walking, test pitting and excavation. Included:*

- *historical research*
- *determination of strategies that will achieve the scientific objectives*
- *seeking permissions*
- *project planning*
- *management structure*
- *inclusivity*
- *search for funds*
- *planning for the long-term storage of finds and archives, including a discard policy*
- *costings including professional fees, insurance*
- *how to find mentors*

- 11.30-12.00 Panel Discussion

*This will be a Q&A session about **ONLY** pre-project research. There will be four panel members: David Ingham, Vicki Score, Dan Miles and Debbie Frearson. Peter Allen will chair the panel.*

- 12.00-12.45 Lunch

There will be small exhibitions in the foyer during lunch which participants will be encouraged to visit and talk to the experts on the tables.

- 12.45-13.00 Talk by the chairman of the day: Explanation of what the participants are expected to do in the next session.

- 13.00-13.45 Workshop: **Project design, execution and management for field walking, test pitting and excavation**

The participants will be divided in to three groups each covering one element only. They will be in different groups from the morning session. Aspects to be considered include:

Field walking

- *different densities of field walking*
- *cropping cycles*

- *how long it ought to take to do “x” hectares*
- *recording finds locations*
- *metal detecting*
- *using field record sheets for field walking*

Test pitting

- *test pitting protocols*
- *logging sections*
- *use of context sheets for test pitting*
- *recording methods*

Excavation

- *deciding how to start the dig*
- *whether or not to use machine removal of hand dig only*
- *how to deal with revealed features*
- *how to locate finds*
- *decide what finds to keep*
- *whether to call in mentors for specialist excavations*
- *drawing versus photographing*

13.45-14.15 Panel Discussion

Panel members return to answer questions ONLY about the design, execution and management of projects.

14.15-14.45 Tea (*in the foyer*)

14.45-15.30 Workshop: **Post-excavation**

Follow-up work for field walking, test pitting and excavation will be considered by all participants.

- *washing*
- *numbering*
- *bagging*
- *cataloguing*
- *finds identification (Note: no amateur should expect to become a specialist in Roman pottery ID. This session will stress the need to consult experts.)*
- *report writing and publishing results*
- *preparation of discard policies for the long-term storage of the collections*
- *places for long-term storage*

15.30-16.00 Talk: A retrospective look at completed projects.

The three speakers who gave talks about projects in the morning will have five minutes each to mention highlights and unforeseen problems. These will be followed by an open discussion with the Panel.

16.00-16.30 Talk: by Tim Evans of the Archaeology Data Service (ADS)

16.30-17.00 Review of the day/evaluation

Participants will be expected to complete an evaluation form before they leave. Most of the time will be spent in an open discussion designed to evaluate the course – did it meet objectives and what needs to be changed? Which topics should be dealt with in more detail? What further learning resources do participants feel are needed?