In-House Tutorial Plan & Blurb for Community

Mission: To prepare users adequately to submit strong Early Science Proposals.
Timeframe: 1—2 days (2nd day is optional)

REQUIREMENTS FOR THE PARTICIPANTS:
- Install and verified that the OT works on own laptop.
- Install and verify that CASA works on own laptop.

GOALS FOR THE WORKSHOP:
- Learn the process of applying for ALMA Early Science and user tools available to the users.
- Learn about the available information and help (helpdesk) provided by the NAASC/NRC.
- Learn how to use OT-Phase I and submit a proposal
- Learn how to use SIMDATA to simulate an early science observation

Day 1

Time	Title of Session	Content	Presenter
0900-0930	ALMA Overview	This brief welcome session will familiarize the community with the project, the role of the NAASC and the ES capabilities and timelines. Welcome – a brief overview of the ALMA project, ES capabilities, timelines, NAASC intro etc.	
0930-1015	User Tools & Proposal Process Overview	Give users an overview of all the tools and a flowchart of the steps they need to follow to get ready for ALMA and proposals: Website(s), Primer, Mousepad,HelpDesk, OT, CASA / SIMDATA, Splatalogue.	
1015-1030	Coffee Break		
1030-1200	ALMA-lite	A hour presentation introducing the novice users to interferometry basics and considerations for mm/submm observations.	
1200-1400	Lunch		
1400-1530	OT Demo/Splatalogue	On-screen walk through of a simple example from the Science Primer cases for the users. Users will already have downloaded the OT and the science primer	

		examples will be available as aot files for the user to walk through. Take users through all the basic steps of using the OT which are: - Set PI, CO-Is - Abstract, putting in sci-just, tech just - Target list / source entry - Setting up correlator, choosing a line, setting the LO etc. (this will be important for us to simulate and practice ahead of time) This will be quite fast for some users so only some may be able to really grasp everything but that is ok. After this we give them the chance to do this for their own proposal ideas. We need to tell them to come prepared for simulating how they might propose for ALMA time BEFORE they come to the tutorial. Preferably having thought through the science and technical cases after reading the primer.	
1530-1700	Hands-on OT time	Start playing with the OT on your own (NAASC Staff walks around to help).	
		END of DAY 1	
0900-0930	What is CASA?	Overview of CASA - what is CASA, organization, syntax / python, finding help. What CASA will allow them to do. Give them the basic functionality associated with CASA that there is a lot of power in CASA and they will have to read through the CASAGUIDES in more detail as they work through examples. Segue into the SIMDATA talk.	
0930-1030	SIMData Demo	SIMData overview. How it works. Show them a couple of basic examples - i.e. take a fits file, make sure headers are reasonable for CASA to read them, put in a configuration and simulate	
1030-1230	SIMData hands-on	Users use their own favorite object and try and simulate it. They may fail in some cases in which case we should use canned examples of what they can do.	

Depending on the participants and schedules, we can also do this as two parallel sessions.

Day 2 (Afternnon / Optional)

Time	Title of Session	Content	Presenter
1400-1700	Hands-On OT / Splatalogue	More OT hands on for anyone who needs help putting together their proposal	
1400-1700	Hands on CASA / Simdata	Hands on individual cases for Simdata and CASA reductions.	

The Blurb:

The North American ALMA Science Center would like to announce the opening of pre-registration for ALMA Early Science Preparation Tutorials in Charlottesville, Virginia. The first one will take place on February 24-25, 2011 and two other tutorials are planned for April 26-27, and May 9-10.

The tutorials will concentrate on providing an overview of ALMA tools (Observing Tool, Splatalogue, Simdata, Helpdesk) and NAASC resources needed by the users to prepare Early Science Observing Proposals through the use of talks and demos. The workshop will include some hands-on sessions in which the participants can prepare a sample observing proposal or simulate observations with ALMA during Early Science. The likely program for this workshop is posted here: http://

Pre-registration will close one month prior to each tutorial. For the first tutorial, pre-registration closes on January 24th, 2011. Registration with a nominal fee of $50 to cover basic costs of the workshop will close two weeks prior to the tutorial – only pre-registered participants may register. Because of limited space, priority will be given to XXX. Note that in addition to these tutorials, the NAASC is also accepting proposals for Community Events days (see URL). The dates and locations of these events will be announced on February 7th.

My original text was as follows – not sure if this needs to be in the blurb - comments?: These events are different from the Charlottesville tutorials in that the regional events are community-driven events where the local community will organize a science program to discuss possible investigations in Early Science and the NAASC will support the event by providing an overview of ALMA capabilities and tools – at the present time, we do not envision a significant amount of time for hands-on sessions at the Regional Community Days Events.

If DOABLE – WE CAN ADD THIS PART AS WELL: For the Charlottesville tutorials, we will likely allow users to watch the workshop via a video stream for those that cannot attend in person.

AND FINALLY SHOULD WE ADD THE FOLLOWING: ?

For users who will be granted time during Early Science, the NAASC plans to announce several Data Processing Schools in the coming months to provide support for those who need it. We are also providing other on-line resources, including video tutorials, on-line manuals and web-based tutorial guides to allow remote users to process their data when the time comes. For more information please see: http://www.nrao.edu/science/alma.