



TRAINING WORKSHOPS

TO-DO CHECKLIST FOR HOST ORGANISATIONS

When hosting a National Waterbug Blitz (NWB) Introductory and/or Advance Training workshop in your local area, there are a few things that need to be arranged in order to host a great event, and get people there on the day.

TRAINING WORKSHOP(S) PRE-EVENT TO-DO-LIST:

- Use the **NWB Training workshop flyer** template to create your own publicity to promote the events in your local area.
- Use the **NWB Media Pack** (media release, MP letter and key messages) to contact and invite local media and politicians/councillors to promote your event and the National Waterbug Blitz.
- Collect RSVPs** for the event – numbers for each workshop are limited to 25 participants. This is to make sure everyone gets the best training and experience with experts on the day.
- Advise participants to be *Sun Smart*, wear a hat and bring gumboots. Ask participants if they have any accessibility needs or medical conditions that may affect their participation.
- Advise participants to download the National Waterbug Blitz App prior to the event.
- Site selection** – ideally it should have good safe access with a range of habitats to sample (pools, riffles, instream vegetation). It would also be preferable to ensure there are toilet facilities on, or close to the site, and plenty of parking available for staff and participants.
- Complete your organisation's **Risk Assessments** for outdoor events at the chosen training site on a freshwater stream. The event must be covered under your organisation's Public Liability Insurance.
- Confirm all details and arrangements with the National Waterbug Blitz experts via enquiries@waterbugblitz.org.au or call John on 0447 893 519, and provide them a map or longitude/latitude for the site.

TRAINING WORKSHOP (S) – WHAT TO BRING:

- 3-4 **folding tables** for participants to sit at after dip-netting/sampling in the waterway.
- Some **extra chairs** – in case some people forget them.
- Participant sign-on sheet** – for your Health and Safety records, and insurance purposes.
- Copies of the Agreed Level Taxonomy Keys (v1.5) for participants - available for download at <http://www.thewaterbug.net/ALT.html>

- Any waterbug sampling equipment you may have, you'd like to use e.g. nets, trays, magnifying glasses, USB magnifiers
- Refreshments** - Tea, coffee, drinks if you are happy to provide them for participants on the day. [Optional]
- Catering** – as standard (and to keep costs down) we suggest people bring their own food for the day. If you wish to arrange catering for your group, please do so.
- Spare sunscreen and insect repellent and a first aid kit.
- Water and soap or antibacterial liquid for washing hands would be great, if a tap isn't available nearby.
- Consider environmental hygiene and only use clean equipment – this will help prevent the spread of weeds, pest species and fungus.

WHAT THE NATIONAL WATERBUG BLITZ TEAM WILL PROVIDE ON THE TRAINING WORKSHOP(S):

- ALT Method training** - One to two experts for "walking" the group through sampling, identification and use of The Waterbug App. They're able create a relaxed learning environment for participants, and demonstrate Health and Safety requirements and best practice techniques for the National Waterbug Blitz events.
- Sampling equipment** – buckets, trays, nets, ice-cube trays, pipettes, spoons, ID charts.
- Informal assessment of each participant for their **Level of Accreditation** at the training workshop. More information on Accreditation levels at <http://www.thewaterbug.net/ALT.html> A group of certificates will be sent to you for distribution after the event, for each participant to receive.
- Additional books and resources for participants to use in their identification of the waterbugs.

TRAINING WORKSHOPS – FOLLOW-UP

- Enter your data using the National Waterbug Blitz App
- Arrange payment of invoice(s)** from National Waterbug Blitz Team for workshops held in your area, and travel costs for experts.
- Purchase any Waterbug Blitz Kits** or equipment you may need from www.thewaterbugshop.com.au for your community to run Blitz events on their local waterway
- Help promote the National Waterbug Blitz** from September to October on your organisation's social media channels, and tag us **@waterbugblitz** in your posts.
- Send through some good news stories** about Blitz event from your local area to enquiries@waterbugblitz.org.au