

Victoria Camera Club

Workshop Guidelines

To better manage registrations we are trying to give more advance notice of workshops.

We are also indicating workshop status as "Not yet Open for Registration", "Open", or "Closed/Full/Waitlist".

To ensure all members have the same opportunity when the status is "Open", we ask that you do not request registration when the status is shown as "Not yet Open for Registration".

Registration is required for all workshops. Please e-mail the workshop coordinator, workshops@victoriacameraclub.org. Non-members may attend at the discretion of the workshop coordinator if space is available as part of our "attend 3 meetings before joining" visitor policy.

Requests for registration will be accepted on a first come first served basis until the workshop is full. However, priority will be given to those wait listed from prior sessions.

You will be advised of your status as "Registered" or "Wait listed". If wait listed and a vacancy occurs, I will work through the wait list until the space is filled.

Cancellations: if you can't make a session for which you are registered please advise the presenter and myself ASAP so that your space can be taken by someone on the waitlist.

Repeats: if you miss a session in a multi-session workshop, you may be waitlisted for a subsequent session but will be given a lower priority than new registrants. We will try and accomodate you for the specific session that you missed.

Workshop Types

Club workshops fall into one of three categories: camera usage, and image processing (editing) presented by club members on a "no fee" basis, and paid workshops by external presenters or at rented locations. These guidelines are intended to assist users in determining the requirements and expectations for our workshops

Location: Workshops will be held either at Simply Computing (Saturday afternoons), or University Canada West (UCW - Monday or Tuesday evenings), see map on the website for location. Attendance limits for camera workshops will be 15 at Simply Computing, and 20+ at UCW. Attendance limits for computer-based workshops will be 8 at Simply Computing, and 12 at UCW. These limits may be altered depending on the availability of "helpers" to assist the presenter in working with individual attendees. A limited number of observers may also be accommodated. We may also offer "on-location" workshops from time to time.

Workshops are split into three different levels: basic, intermediate, and advanced. These levels are noted below.

Camera Workshops

These workshops are intended to guide members in the operation of their camera, flash or peripheral hardware, and in shooting techniques. In some cases separate Nikon and Canon workshops will be offered due to fundamental differences in camera menus and other controls. Unfortunately, at this time, we are unable to offer workshops focusing on other brands due to the small number of members using them. The three levels of these workshops are:

- **Basic:** Unless "no experience required" is stated, the expectation is that attendees are familiar with the function of basic camera controls such as aperture, shutter speed, and sensitivity (ISO setting).
- **Intermediate:** Attendees are expected to be familiar with most camera settings, the workshop will focus on one or more specific techniques.
- **Advanced:** Attendees are expected to be thoroughly familiar with all camera settings and the workshop will focus on shooting a specific subject or advanced technique.

Participants in these workshops are strongly encouraged to download the manufacturer's user manual from their website as it is much easier to search for keywords electronically than to thumb through the entire manual searching for the relevant material. You should bring your camera and appropriate accessories and the manuals with you to the workshop.

Shooting technique workshops may be held at either of the above locations or may be held as "Field Workshops" which will be similar to field trips but with a higher level of instruction provided.

Image Processing Workshops

Image processing workshops will cover the use of image editing software such as Photoshop CS, Photoshop Elements, and other specialist editing tools, plug-ins etc.

At the present time the club does not have any suitable computers for members use. For "hands on" workshops members should bring their own laptop (PC or Mac) with the appropriate software loaded and tested to confirm operation. Presenters may provide instructions for retrieving necessary image files, or they may be sent by e-mail, and must be copied to the computer to be used before the workshop. Members who do not have a laptop may attend as observers or may make arrangements with another member to share use of their laptop.

The three levels of these workshops are:

- **Basic:** Attendees are not expected to be familiar with the operation of the specific software at this level since the purpose is either a general overview, or an introduction to the basic function of the software.

"General overview" workshops will usually be presentations with question and answer sessions only. "Basic function" workshops will be "hands on" with participants working through examples during the course of the session.

Attendees are expected to be familiar with the basic function of their operating system to locate files, run the software, and download/open/save a file in a specific location including but not limited to your desktop location or a specific folder without further assistance.

If you do not know how to do this, please contact the workshop leader at least 5 days prior to the workshop for instructions or assistance.

- **Intermediate:** Attendees are expected to be familiar with the basic operation of the software and the workshop will focus on one or more specific techniques. These will generally be "hands-on" workshops.
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- **Advanced:** Attendees are expected to be thoroughly familiar with the software and the workshop will focus on a specific editing situation or advanced technique. These will be "hands-on" workshops.

Depending on content, workshops may be either multi-session (e.g. basic Photoshop) or may have repeat sessions if demand exceeds the capacity of the room available.

Paid Workshops

From time to time the club may arrange with outside presenters for workshops or use rented locations. These will be on a fee basis to cover the club's cost in arranging the presentation. In general, prepayment will be required with a cut-off date after which you are committed to attend, or may transfer your registration to another member, or forfeit the amount paid. In the case of out-of-town workshops it is the club member's responsibility to arrange for transportation and accommodation. Where appropriate, we may facilitate car-pooling and/or room sharing.

RAJ Sept 10 2010