

# DIGITAL SOLUTIONS CONSULTATION PROCESS

- Introduction of the consultation process.
- Introduction of your project and its data.
- Assessment of data and other needs.
- Organisation of an RDM workshop.

**1.1**

- Data clarification.
- Introduction to the Metadata Excel Template.
- Discussion of timetable data intake.

**1.2**

- Introduction to data input.
- Further explanation of the Metadata Excel Template.

**2.1**

- Revise your sample metadata input.
- Clarification of further technical queries.

**2.2**

## CONTACT INFORMATION

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OFFICE HOURS:

- Every Thursday from 10:00 am to 12:00 pm

WHERE TO FIND US

- Universität Bayreuth, Nürnberger Str. 38, Zapf Haus 3, Bayreuth
- MS Teams