

Logistics

Contact for Questions or Problems:

If you encounter logistical issues prior to or upon your arrival in Gainesville and require assistance, we encourage you to contact Project Assistant Cathy Bester at 352-214-5043, or Project Manager David Jennings at 352-870-7562.

Travel to Gainesville, Florida:

Your travel arrangements have been coordinated and finalized by Cathy Bester; you should have already received all travel details in a separate email. If you have any remaining travel questions, please contact Cathy at cbester@flmnh.ufl.edu.

Shuttle from Gainesville Airport to the Hilton:

The Hilton will provide shuttle service from the Gainesville airport to the hotel. Shuttle pick-up times have been scheduled based upon your flight's arrival time at the Gainesville airport, rounded up to the nearest quarter-hour. If the shuttle fails to arrive on time, please call the Hilton at 352-371-3600 to inquire about the status and/or to request a pick-up. In the event of unexpected significant issues with the shuttle service availability, Bestway Cab is a local taxi service and they may be reached at 352-367-8222. If a taxi is required, please obtain a receipt for reimbursement purposes.

Hotel and Conference Location:

Lodging and conference facilities are located at the Hilton University of Florida Conference Center, 1714 SW 34th Street, Gainesville, Florida, 32607. The Hilton's telephone number is 352-371-3600, and the website is <http://www3.hilton.com/en/hotels/florida/hilton-university-of-florida-conference-center-gainesville-GVNCCHF/index.html>.

Hotel and Conference Check-in:

A block of rooms have been reserved for summit participants. Please notify the hotel that you are part of the iDigBio Summit upon check-in to receive a room from this block. Conference materials (including a printed agenda, name tag, wireless ID, and walking map to the dinner venue) may be picked up from David Jennings or Cathy Bester at the Hilton Conference Desk between 5:00 PM and 7:00 PM on October 22, or during the informal welcome reception at 2-Bits Lounge located inside the Hilton that evening. Late summit check-in will be available between 7:30 AM and 8:00 AM at the Hilton Century C Conference Room on October 23.

Wireless Network:

Wireless network access will be available onsite through the University of Florida. You will need the wireless ID included with your Summit materials to get started. Auto-configuration for your computer is available at <http://getonline.ufl.edu/>. Please read about the minimum security requirements for your computer at

<http://getonline.ufl.edu/faq.html>. IT personnel will be available onsite to help you get connected. We encourage you to bring your laptop to the Summit Check-In on Monday, October 23, to get connected.

Meals and Other Activities:

An informal welcome reception will be held at the Hilton's 2-Bits Lounge (cash bar) from 7:00 PM – 10:00 PM on October 22. Continental breakfast and buffet lunch will be provided at the Hilton on October 23 and 24 during the summit sessions. Dinner on October 23 will be individual choice, and transportation will be provided to downtown Gainesville; we will all meet at Tall Paul's Brew House at the end of the evening. A farewell dinner and reception (cash bar) will be provided on October 24 at the Florida Museum of Natural History (Powell Hall), which is within walking distance of the Hilton.

Shuttle from the Hilton to the Gainesville Airport:

Shuttle departures are scheduled two hours before your departing flight time. The shuttle schedule is available at the Hilton's front desk; you may confirm and/or reschedule your shuttle departure time with the Hilton's front desk personnel.

Reimbursements:

Project Assistant Cathy Bester will send out an email to all participants following the Summit regarding reimbursement procedures.