

## Welcome!

Welcome to the third annual iDigBio Summit! The Summit is a meeting of representatives from all TCNs, iDigBio, and other activities related to the Advancing Digitization of Biodiversity Collections (ADBC) program. The Summit will focus on discussions of shared goals, challenges and opportunities, and collaboration among stakeholders.

Get a copy of the agenda electronically on your smartphone: <http://my.yapp.us/IDBSUMMIT3>



## Contents

Welcome! .....	1
Contents.....	1
Remote Participation.....	1
Agenda for Monday, November 18, 2013 .....	2
Agenda for Tuesday, November 19, 2013 .....	2
Agenda for Wednesday, November 20, 2013 .....	4
Agenda for Thursday, November 21, 2013 .....	6
Map of Conference Center Location and Floor Plan .....	7
Information on Posters / Demos.....	7
Guided Field Trips .....	8
Other Field Trips (on your own) .....	8
Local Area Restaurants .....	9
Logistics .....	10
Contact for Questions or Problems.....	10
Travel to Tallahassee, Florida .....	10
Shuttle to and from Tallahassee Airport to the Aloft Hotel.....	10
Hotel and Conference Check-In.....	10
Wireless Network .....	10
Meals and Other Activities.....	10
Reimbursements .....	10

## Remote Participation



All summit sessions will be broadcast live via Adobe® Connect™ and will be recorded. The hosts will be monitoring the chat to address any questions or concerns.

1. Go to <http://idigbio.adobeconnect.com/summit3/>
2. Choose **Enter as Guest**.
3. Type your **first and last name** in the box provided.
4. Click **Enter Room**.

## Agenda for Monday, November 18, 2013

Depart 1:00pm Return 5:00pm	lobby	Guided Tour: St. Mark's National Wildlife Refuge ..... Gil Nelson / Deb Paul
4:00pm - 6:00pm	lobby	Registration / Check-In..... registration also available at the reception
6:00pm - 9:00pm	lounge / backyard	Informal Welcome Reception..... hors d'oeuvres will be provided

## Agenda for Tuesday, November 19, 2013

**\*\* Each TCN is reminded to send at least one member to the sessions marked with a double-asterisk.**

8:00am - 9:00am		Breakfast ..... continental breakfast will be provided
8:00am - 9:00am		Late Registration / Check-In
9:00am - 9:05am	tactic 3 **	Welcome and Orientation..... David Jennings
9:05am - 9:35am	tactic 3 **	iDigBio Lightning Presentations & Discussion iDigBio Overview, Progress, and Challenges ..... Larry Page iDigBio Research Coordination & Scientific Community Outreach..... Pam Soltis iDigBio Cyberinfrastructure, Partnerships, and Data..... José Fortes
9:35am - 10:30am	tactic 3 **	RDCN Lightning Presentations& Discussion VertNet ..... David Bloom Consortium of California Herbaria (CCH) ..... David Baxter Fishnet2 Collaborative Georeferencing ..... Hank Bart Mississippi Herbaria Consortium ..... Lucile McCook Consortium of Pacific Northwest Herbaria (CPNWH) ..... Ben Legler Texas Oklahoma Regional Consortia of Herbaria (TORCH) ..... Wayne Elisens
10:30am - 11:00am		Morning Break..... light refreshments will be provided
11:00am - 12:30pm	tactic 3 **	TCN Lightning Presentations& Discussion InvertNet ..... Chris Dietrich Tri-Trophic (TTD) ..... Rob Naczi / Rich Rabeler / Katja Seltmann North American Lichens and Bryophytes (LBCC) ..... Corinna Gries New England Vascular Plants (NEVP) ..... Patrick Sweeney PaleoNICHES ..... Una Farrell Macrofungi (MACC) ..... Barbara Thiers Southwest Collections of Arthropods Network (SCAN) ..... Neil Cobb Fossil Insect Collaborative ..... Dena Smith Animal Communication Signals..... Mike Webster Macroalgal Herbarium Consortium ..... Chris Neefus
12:30pm - 1:30pm		Lunch Break ..... boxed lunches will be provided
1:30pm - 3:00pm		Concurrent Presentation/Discussion Groups
	tactic 3 **	<b>Embarking on the Path to Sustainability</b> ..... Larry Page / Deanna Stouder Realizing the potential of biological collections as a source of "Big Data" through digitization is a long-term endeavor. The goal of this session is to consider the long-term sustainability of NIBA, the national digitization effort, and its component elements, including Thematic Collections Networks (TCNs) and iDigBio. We will address at least the following issues: (1) What effective economic models do you know of that that might be useful for sustaining NIBA? (2) Which funding agencies promote and support ongoing digitization activities, directly and indirectly, and how can these be leveraged more? (3) What are the most effective methods to secure institutional support for digitization and the staff and infrastructure required to underpin this work? (4) What is the long-term technological vision for the next generation of digitization activities? (5) Who and what organizations haven't we considered that might support our efforts?

	tactic 2	<p><b>Broadening Diversity</b> ..... <b>Gil Nelson</b></p> <p>The participation of underrepresented populations within careers of the biological sciences is woefully low. Of the 528 iDigBio-sponsored attendees during the first two years of the project, no participant self-reported as black or African American, less than 1% as American Indian, and just under 7% as Hispanic or Latino. Further, of the 6,918 PhD degrees conferred in 2008 in the biological sciences, 3,690 were awarded to white recipients, 595 to Asian/Pacific Islanders, 253 to Latinos, 241 to blacks, and only 17 to Native Americans. iDigBio has recently been funded to address this critical issue through a series of workshops targeted at undergraduate students in underrepresented populations. The discussion in this session will focus on suggested content for these workshops as well as strategies by which those of us in the biological sciences can ameliorate this deficiency.</p>
	tactic 1	<p><b>Research Applications I: Ecological Niche Modeling</b>..... <b>Neil Cobb / Pam Soltis</b></p> <p>Specimen data available through TCNs and iDigBio have tremendous potential for ecological niche modeling (ENM), for single species to regional biotas, and such studies are underway in several projects. In this session, we will discuss alternative methods for ENM and how developing workflows differ. We will also identify the specific data, software, computational, and cyberinfrastructure requirements for this set of research applications.</p>
3:00pm - 3:30pm		Afternoon Break ..... light refreshments will be provided
3:30pm - 5:00pm		Concurrent Presentation/Discussion Groups
	tactic 3 **	<p><b>iDigBio Nuts &amp; Bolts: How to Submit Data</b>.....<b>Alex Thompson / Greg Traub</b></p> <p>The goal of this session is to reduce the real and perceived barriers to data submission and ingestion with iDigBio. This session will cover all the steps needed to ingest data into iDigBio, including the explanation of expected information and formats, providing examples, detailing what is reported back to the provider and encouraging registration from those present in the session.</p>
	tactic 2	<p><b>Education, Outreach, and Public Participation</b> .....<b>Bruce MacFadden / Libby Ellwood</b></p> <p>Opportunities for education and outreach (E&amp;O) extend from the first steps in specimen digitization through to the many potential uses of digitized specimen data. This breakout group will discuss current HUB and TCN E&amp;O activities and look for new opportunities arising from previously untapped synergies. Come prepared to briefly discuss (few minutes, no slides) what you are doing, and would like to do with E&amp;O and related broader impact activities. We also will brainstorm about the upcoming E&amp;O workshop sponsored by iDigBio on 16-17 January 2014.</p>
	tactic 1	<p><b>iDigBio Nuts &amp; Bolts: iDigBio Workshops &amp; Resources</b> .....<b>Deb Paul / Gil Nelson</b></p> <p>Over the last 2½ years, iDigBio has put together over 25 workshops and symposia on topics proposed by iDigBio staff, our stakeholders, and the broader community. It's time to review what's been covered so far and make future plans. We need input about your needs that could be addressed in workshops. How can you propose a workshop? What workshops, hackathons, and/or courses are needed to continue the conversation about and development any aspects of sustainable digitization for the natural history collections community?</p> <p>Resources on the iDigBio Wiki specific to natural history collections digitization have grown considerably the last 2½ years. We'll briefly review what is available and where the material came into being. We would like to invite you to share your digitization materials and discuss what other materials you would like to see developed and/or collated.</p>
5:00pm - 5:30pm	tactic 3 **	Summary & Discussion
		Dinner ..... see Agenda Page 9 for local restaurants

# Agenda for Wednesday, November 20, 2013

*\*\* Each TCN is reminded to send at least one member to the sessions marked with a double-asterisk.*

8:00am - 9:00am		Breakfast ..... continental breakfast will be provided
9:00am - 10:30am		Concurrent Presentation/Discussion Groups
	tactic 3 **	<b>The Art and Science of Project Management..... David Jennings</b> Effective project management requires a balance of “science” or technical skills with “artistic” or people skills. Technical skills include areas such as planning, estimating, measuring, and controlling. In contrast, people skills include areas such as leading, enabling, motivating, and communicating. Successful project managers are flexible in applying their knowledge and skills from both areas in the correct combination keep projects moving forward. This session will discuss the technical and artistic aspects of project management in relation to strategies and tactics for adapting to situations and driving things forward.
	tactic 2	<b>iDigBio Nuts &amp; Bolts: Appliances Present &amp; Future..... Renato Figueiredo</b> This session will overview iDigBio appliances, focusing on their use cases and briefly overviewing their underlying technology. The session will include a demonstration of current iDigBio appliance implementations to illustrate capabilities and motivate discussions on how users from the biocollections community can collaborate and contribute to the set of iDigBio appliances.
	tactic 1	<b>Community Building: Collaboration &amp; Opportunities ..... Rich Rabeler / Joanna McCaffrey</b> The ADBC effort has now funded 10 TCNs involving a diversity of collections - different sizes, preparation types, etc. While parts of the collections community are involved others, for a variety of reasons, are not. A “clearinghouse” for sharing information about getting involved in new proposals may be a way to assist expansion of the digitization efforts. Among the extant TCNs, there is little cross-TCN communication among participants, even among colleagues using similar methodologies; are there ways to enhance interactions? Come and discuss community concerns as well as opportunities to enhance the collections network.
10:30am - 11:00am		Morning Break..... light refreshments will be provided
11:00am - 12:30pm		Concurrent Presentation/Discussion Groups
	tactic 3 **	<b>Keeping the Sustainability Ball Rolling..... Larry Page / Deanna Stouder</b> This discussion will build on the previous day’s session, “Embarking on the Path to Sustainability,” by examining how each strategy for sustainability can be developed. Which constituencies, including providers and users of data, business specialists, sustainability experts, representatives of funding agencies, technologists, information scientists, and futurologists, need to be involved?
	tactic 2	<b>Taxonomic Names / Catalog Names..... Robert Lücking</b> This session will discuss strategies to remedy the problem of incorrectly identified specimens or outdated nomenclature by using automated approaches to identify geographic outliers or names not in current use. For example, georeferenced records corresponding to a single ID can be analyzed automatically by using nearest neighbor distances and identifying outliers with distances outside the range of variation. Besides identifying such outliers which represent potential misidentifications, approaches will be discussed to streamline efforts of taxonomic revision, for instance by specifically selecting outliers for specimen imaging and automatically alerting taxonomic experts of the existence of such images for initial revision. Based on existing taxonomic revisions, an evaluation system will be proposed that gives each taxonomic name a probability of correct identification. The score thereby depends on two main factors: global confirmed distribution of the species and likeliness of the taxon being confused with similar or related species. Such a scoring system will also alert experts to revise names with low scores and will provide quality scores for large-scale analyses of extensive data sets.
	tactic 1	<b>Research Applications II: Multidisciplinary Research Use Cases ..... Pam Soltis / Reed Beaman</b> The availability of specimen data on an unprecedented scale provides new frontiers for biodiversity research. In this session, we will discuss new opportunities for multidisciplinary research involving specimen data - with links to ecological, genetic, and other resources. For each use case considered, we will identify the data, software, computational, and cyberinfrastructure requirements, with the goal of developing an iDigBio computational research environment.
12:30pm - 1:30pm		Lunch Break ..... boxed lunches will be provided
1:30pm - 2:30pm	tactic 3 **	Summary & Discussion

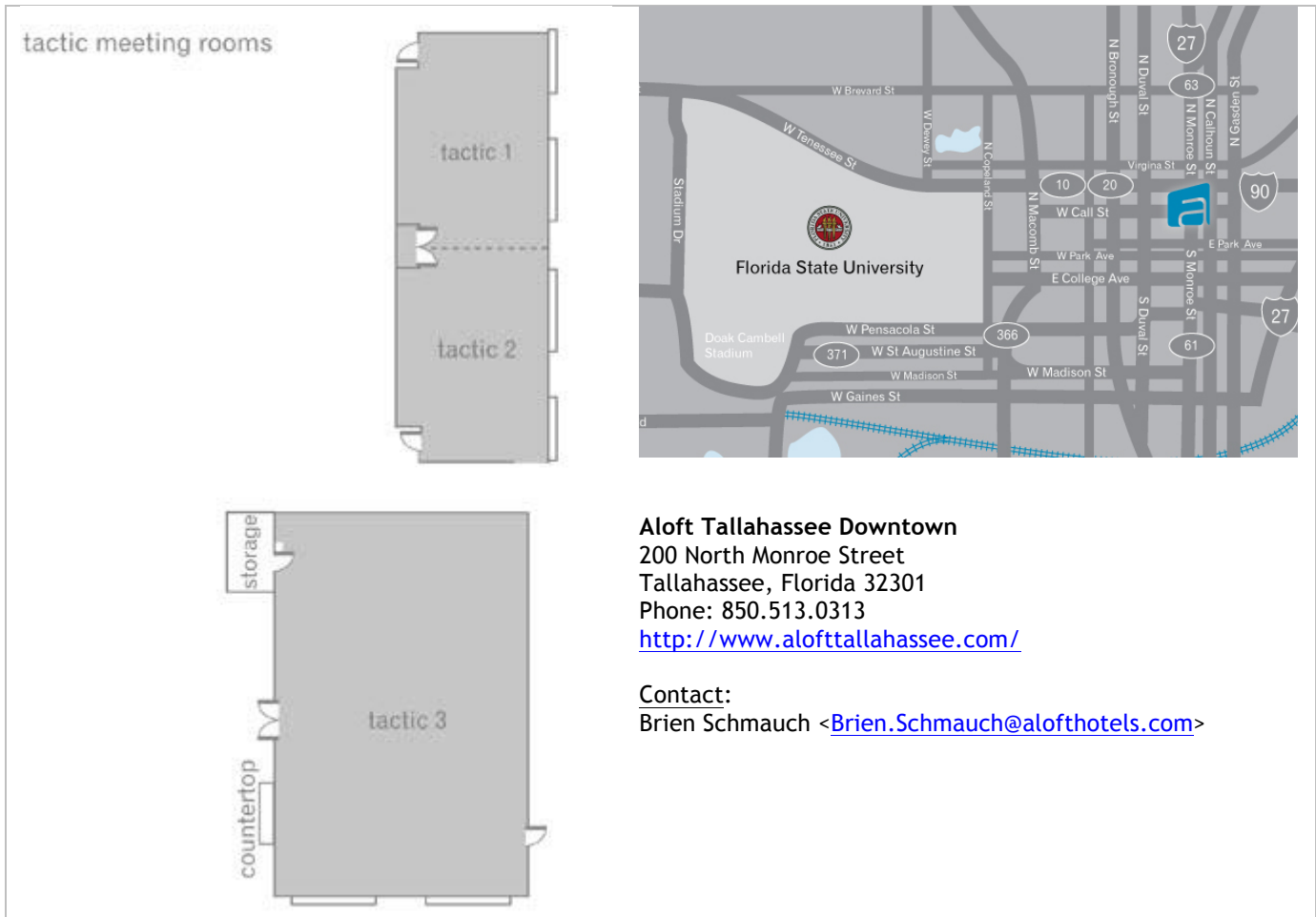
2:30pm - 3:00pm	tactic 3/2/1	Afternoon Break / Exhibit Set-Up.....light refreshments will be provided
3:00pm - 5:00pm		Concurrent Exhibit / Demo Sessions
	tactic 3	<p><b>iDigBio BETA Website Playground..... Joanna McCaffrey</b> Come play with the next release of the iDigBio Website (codename: Wakulla)! We invite you to test drive the website's new look and features. We welcome your feedback that will help us develop requirements for future updates.</p> <p><b>iDigBio BETA Portal Playground ..... Alex Thompson</b> Come play with the next release of the iDigBio Portal! We invite you to test drive the portal's new look and features. We welcome your feedback that will help us develop requirements for future releases.</p> <p><b>Georeferencing Localities to Track Fossil Communities Through Time ..... Una Farrell</b> The aim of the Paleoniches TCN is to collect data suitable for paleo-ecological niche modeling and paleo-biogeographic studies. Georeferencing locality data is therefore a key part of the project. At the University of Kansas we have recently finished georeferencing Kansas localities from the Pennsylvanian, one of the three key time periods covered by this grant. This poster illustrates the workflows and resources we used (in particular techniques for scanning locality cards in bulk and georeferencing through Specify) and explains some of the problems and bottlenecks encountered. We also present a sample two-day georeferencing training agenda tailored to a small group, and show sample pages from the 'Digital Atlases', currently being prepared at San Jose State and at Ohio University, with maps of taxa through different time periods.</p> <p><b>Addressing Broader Impacts with Specimen-based Learning Tools ..... Melody Basham</b> Specimen-based learning tools is a term introduced by NIBA. This exhibit will review NIBA's 2010 key objectives which encourage collection-based institutions to explore new ways of integrating biocollections into the STEM curriculum and in serving diverse learners in both formal and informal settings. Clearly, with the rise of new and recent technologies there is the potential to connect collections and their data with diverse learners in ways not previously possible. This exhibit will also demonstrate <i>InsectARium</i>, a specimen-based learning application using augmented reality technology which our department has been developing for the past year.</p>
	tactic 2	<p><b>Tri-Trophic TCN Interaction with Discover Life..... Rob Naczi / Rich Rabeler / Katja Seltmann</b> The Tri-Trophic TCN has multiple interactions with Discover Life which have proven very useful. We are utilizing Discover Life for three main points: (1) Locality data cleaning, (2) Demonstration pages of association data (useful for data discovery and error checking), and (3) Collection of metadata from images. A major strong point of our interaction is the ease at which participation occurs. Any project could utilize the resource with very low overhead. Secondly, utilizing Discover Life tools does not impede participation in any other resource as Discover Life is a data aggregator only for display. In other words, Discover Life does not repurpose the data to other aggregators, but does index all of GBIF data for comparison mapping.</p> <p><b>Using OCR/NLP Capabilities within the LBCC data portals .....Ed Gilbert</b> The LBCC has fully integrated OCR and NLP processing capabilities into the data entry modules of the lichen and bryophyte Symbiota data portals. This presentation will demonstrate the use of these features through the data entry form built into the Symbiota software platform. We will display how data entry personnel can use the basic online data entry form to OCR a label image to produce a raw text block and then parse the text into the targeted Darwin Core fields. This feature is further augmented with ability to create consensus records using duplicate collection event data obtained from other specimen records previously entered into the consortium database system. We will also discuss the challenges, limitations, and future possibilities of OCR/NLP technologies.</p> <p><b>Crowdsourcing Capabilities Built into the LBCC Symbiota Portals .....Ed Gilbert</b> The LBCC project has developed a data entry module specifically designed for crowdsourcing the digitization of label data directly from the mass of specimen images that has been made available through the project. A workflow has been established that allows a collection manager to submit a subset of their unprocessed specimen labels for data entry by the general public. These specimen label images are then available to the crowdsourcing data entry module built within the Symbiota software platform. Volunteers have access to enter specimen data from the label image through a simple online data entry form. A review process by the collection manager finalizes data entry and awards points and accreditation to the volunteer.</p>
	tactic 1	<p><b>MycPortal &amp; Notes from Nature Demo..... Matthew Foltz</b> Matthew Foltz will demonstrate the MycoPortal, which contains the data generated through the Macrofungi Collections Consortium TCN. He will show how the data and images, especially the images of ancillary data such as field notes and images are integrated with the specimen data. Matthew will also demonstrate the crowdsourcing application developed for this project through Notes From Nature, in which citizen scientist can help complete the transcription of specimen label</p>

		<p>data from images, and have the opportunity to learn more about fungi at the same time.</p> <p><b>Zooniverse Microplants Project</b> ..... <b>Robert Lücking</b>  Presentation of LBCC’s Zooniverse Microplants project &lt;<a href="http://microplants.zooniverse.org">http://microplants.zooniverse.org</a>&gt;, which is a novel approach spearheaded by Matt von Konrat to crowdsource quantitative analysis of phenotype data combined with citizen science. The project allows researchers to upload a large number of calibrated images that require quantitative measurements for statistical analysis, such as leaf size, lobe size, cell size, or any kind of counts. People then can log on to the website and work on images doing the measurements, which are recorded into a database. For reliability tests, the same image can be measured more than once by different people. This project has been very successful and has allowed us to analyze thousands of images in short time. In relation to our specimen digitizing projects, this has countless implications, from analyzing images of actual specimens to crowdsourcing label databasing, georeferencing, etc.</p> <p><b>Biodiversity Information Serving Our Nation (BISON)</b> ..... <b>Elizabeth Martín</b>  Biodiversity Information Serving Our Nation (BISON) is a web-based information system that allows users to find, explore, and download species occurrence records from participating data providers for species that occur in the United States and U.S. territories. BISON offers over 111 million occurrence records including data from natural history museum collections, monitoring programs, research studies, citizen science programs, and the peer-reviewed literature. Elizabeth Martín will provide a demo of BISON’s functionality and capabilities, which are accessed via the BISON web portal &lt;<a href="http://bison.usgs.ornl.gov/">http://bison.usgs.ornl.gov/</a>&gt; and web services.</p>
		<p>Dinner ..... see Agenda Page 9 for local restaurants</p>

## Agenda for Thursday, November 21, 2013

By 11:00am	lobby	Check-Out
		Breakfast ..... see Agenda Page 9 for local restaurants
Depart 9:00am Return 1:00pm	lobby	Guided Tour: Boat Ride at Wakulla Springs ..... Gil Nelson / Deb Paul

## Map of Conference Center Location and Floor Plan



## Information on Posters / Demos

All posters and demos will occur simultaneously to allow people can move from station-to-station and not miss anything due to time conflicts. Here is some information about what is available in the rooms:

- All three rooms have A/V equipment: projectors, microphones, sound
- Everyone will have access to Wi-Fi provided by the conference facility (see Agenda Page 10)
- iDigBio will be bringing one projector as a spare and will have one 24" monitor (mainly for use during the main sessions for PowerPoint presenter notes)
- The main room (tactic 3) will have a wired Ethernet connection for the presentation computer
- Poster size is at the presenter's discretion.
- Posters CANNOT be hung or tacked to the walls in the rooms.
- iDigBio will bring three standard size easels, but we suggest you consider a tabletop solution such as:
  - <http://www.globalindustrial.com/p/office-school-supply/Educational-Supplies/classroom-boards/foots-project-board-display-tri-fold-board-36-inch-x-48-inch-white>
  - [http://www.zerbee.com/Products/Easel-Backed-Board--22x28--White--1each\\_\\_GEO26880.aspx](http://www.zerbee.com/Products/Easel-Backed-Board--22x28--White--1each__GEO26880.aspx)

## Guided Field Trips

Field Trip / Tour	Notes	Date / Time	More Information
St. Marks Wildlife Refuge	<ul style="list-style-type: none"> <li>Guided by Gil Nelson &amp; Deb Paul</li> <li>iDigBio will provide transportation</li> <li>All other fees/costs are your responsibility</li> </ul>	Mon, Nov 18 Depart: 1:00pm Return: 5:00pm	<a href="http://www.fws.gov/saintmarks/">http://www.fws.gov/saintmarks/</a> <b>St. Marks Fees / Costs / Rates:</b> A \$5/car entrance fee is collected at the St. Marks Unit of the National Wildlife Refuge. Fees for bicyclists & pedestrians are \$1/day. An annual pass into the St. Marks NWR can be purchased for \$15/12 months. Federal passes are accepted and are sold & issued at the Refuge Visitor Center. Commercial Tour buses and/or van rates are as follows: Bus or Van: 20 visitors or less is \$25.00 and 21 visitors or more is \$50.00. Note: Charter tour bus companies need to make arrangements with Refuge management prior to bringing their tours to St. Marks NWR. A user fee for the boat ramp is collected at the Aucilla River Unit.
Wakulla Springs Boat Tour	<ul style="list-style-type: none"> <li>Guided by Gil Nelson &amp; Deb Paul</li> <li>iDigBio will provide transportation</li> <li>All other fees/costs are your responsibility</li> </ul>	Thurs, Nov 21 Depart: 9:00am Return: 1:00pm	<a href="http://www.floridastateparks.org/wakullasprings/">http://www.floridastateparks.org/wakullasprings/</a> Group Rate (for >=20) otherwise \$8.00 each 850-561-7286 Jeff Hugo 850-561-7278 Boat House

## Other Field Trips (on your own)

Field Trip / Tour	Notes & More Information
<a href="#">Apalachicola National Forest</a> Canoe/Kayak on the <a href="#">Wacissa River</a> or <a href="#">Wakulla River</a>	<ul style="list-style-type: none"> <li>Driving distance within 25 minutes of Tallahassee</li> <li>Driving distances within 30-40 minutes of Tallahassee</li> </ul>
<a href="#">Tall Timbers Research Station</a> & Birding and <a href="#">the Wade Tract</a>	<ul style="list-style-type: none"> <li>Driving distance within 30 minutes of Tallahassee</li> <li>Tall Timbers is a widely regarded information resource for the areas of fire ecology, game bird management, vertebrate ecology and forestry. The Research Station is recognized as the home of the study of fire ecology and is an advocate to protect the right to use prescribed fire for land management. And, the Land Conservancy is recognized as one of the nation's leading land trusts, as it has protected traditional land uses in north Florida and South Georgia by conserving more than 160,000 acres in this region through conservation easements.</li> </ul>
<a href="#">Mission San Luis</a>	<ul style="list-style-type: none"> <li>Driving distance less than 10 minutes from the hotel</li> <li>A visit to Mission San Luis transports you back to 1703. Your destination is a community where Apalachee Indians and newcomers from Spain lived together.</li> </ul>
<a href="#">FSU Herbarium</a> <a href="#">Torreya State Park</a> 850-643-2674	<ul style="list-style-type: none"> <li>15-20 minute walk from the hotel; driving 5 minutes</li> <li>1 hour drive from Tallahassee</li> <li>High bluffs overlooking the Apalachicola River make Torreya one of Florida's most scenic places. The park is named for an extremely rare species of Torreya tree that only grows on the bluffs along the Apalachicola River.</li> </ul>
<a href="#">Bike Trail to St. Marks Wildlife Refuge</a> 850-519-6594	<ul style="list-style-type: none"> <li>Open 8 am to sundown 365 days a year</li> <li>16 miles, paved</li> </ul>
<a href="#">Apalachicola</a> <a href="#">St. George Island</a> Fossil Collecting	<ul style="list-style-type: none"> <li>1 hour 45 minute drive from Tallahassee</li> <li>2 hour drive from Tallahassee</li> <li>"<a href="#">A Fossil Hunter's Guide to the Geology of Panhandle Florida</a>"</li> <li>"<a href="#">Collecting fossils in Florida: what you need to know</a>"</li> </ul>
<a href="#">Museum of Florida History</a>	<ul style="list-style-type: none"> <li>Daytime hours only (closes at 4:30pm)</li> <li>Within walking distance of the hotel.</li> </ul>



Field Trip / Tour	Notes & More Information
<a href="#">25th Arts in Gadsden</a> 850-875-4866	<ul style="list-style-type: none"> <li>October 25-December 21 in Gadsden, Florida</li> <li><a href="http://www.tallahasseemagazine.com/Events/index.php/name/25th-Art-in-Gadsden/event/7888/">http://www.tallahasseemagazine.com/Events/index.php/name/25th-Art-in-Gadsden/event/7888/</a></li> <li><a href="http://maps.google.com/maps?q=13%20N.%20Madison%20Street,+Quincy,%20FL%20%202032351,+FL,+United%20States+&amp;hl=en">http://maps.google.com/maps?q=13%20N.%20Madison%20Street,+Quincy,%20FL%20%202032351,+FL,+United%20States+&amp;hl=en</a></li> </ul>

## Local Area Restaurants

Restaurant / Bar	Phone	Walk (w) / Car (c)	Cost
<a href="#">101</a> (Nouvelle Fusion) 215 W College Ave	850.391.1309	(w)	(\$\$\$)
<a href="#">Harry's Seafood Bar and Grille</a> 301 S Bronough St	850.222.3976	(w)	(\$-\$\$\$)
<a href="#">Avenue Eat and Drink</a> (Nouvelle Fusion) 115 East Park Avenue	850.224.0115	(w)	(\$\$\$)
<a href="#">Jasmine</a> (Asian) 109 E College Ave	850.681.6868	(w)	(\$\$)
<a href="#">Andrews Capital Grill and Bar</a> (Burger Joint) 228 S Adams St	850.222.3444	(w)	(\$\$)
<a href="#">Andrews 228</a> (American Italian Fusion) 228 S Adams St	850.222.3444	(w)	(\$\$\$)
<a href="#">Shula's 347 Steakhouse</a> 415 North Monroe St (in Hotel Duval)	850.224.6005	(w)	(\$\$\$)
<a href="#">Fermentation Lounge</a> (Brew Pub) 415 All Saints St #113	850.727.4033	(c) (long walk)	
<a href="#">Kool Beanz</a> (Nouvelle Fusion) 921 Thomasville Rd	850.224.2466	(c)	(\$\$\$)
<a href="#">Masa</a> (Asian Fusion) 1001 N Monroe St	850.847.0003	(c)	(\$-\$\$\$)
<a href="#">Cypress</a> (Nouvelle Fusion) 320 E Tennessee St	850.513.1100	(c) (long walk)	(\$\$\$)
<a href="#">Miccosukee Root Cellar</a> (Farm to Table) 1311 Miccosukee Rd	850.597.7419	(c)	(\$\$\$)
<a href="#">Sahara</a> (Middle Eastern, Greek / Lebanese) 1241 E Lafayette St	850.656.1800	(c)	(\$\$)
<a href="#">New Leaf Market and Deli</a> (Organic, Vegetarian, Buffet style) 1235 Apalachee Pkwy	850.942.2557	(c)	(\$-\$\$\$)
<a href="#">Mayuri</a> (Indian) 1108 S Magnolia Dr	850.402.9993	(c)	(\$\$)
<a href="#">Vertigo</a> (Burgers - Bison, Lamb, Beef, Veggie) 1395 E Lafayette St	850.878.2020	(c)	(\$\$)
<a href="#">Grain</a> 112 All Saints Street (next door to Fermentation Lounge)	850.320.6176 closed Sun and Mon	(c) (long walk)	(\$\$)

## Logistics

### Contact for Questions or Problems

If you encounter logistical issues prior to or upon your arrival in Tallahassee 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 Tallahassee, Florida

Your travel arrangements have been coordinated and finalized by Cathy Bester or Oicenth Josephs; 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](mailto:cbester@flmnh.ufl.edu).

### Shuttle to and from Tallahassee Airport to the Aloft Hotel

You will need to call American Transportation at 850.228.9669 to arrange for a shuttle from the airport to the hotel and vice versa. You may wish to call them before you arrive in Tallahassee as it takes 20+ min for the shuttle to arrive at the airport from town. The flat fee is \$16, which can be paid via credit card or cash. If you pay with credit card, request an electronic receipt; if you pay with cash, request a business card receipt. This ground transportation expense qualifies for reimbursement.

### 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 and name badge) may be picked up from Cathy Bester or David Jennings at the informal welcome reception on Monday, November 18, or during breakfast on Tuesday, November 19.

### Wireless Network

Wireless network access will be available onsite in all guest rooms and meeting space. No login information is required; the network name is “Aloft”. We encourage you to bring your laptop to the Summit Check-In on Monday, November 18, or during breakfast on Tuesday, November 19, to get connected prior to the start of the sessions.

### Meals and Other Activities

An informal welcome reception will be held at the W XYZ Lounge located within the Aloft Hotel (cash bar) from 6:00-9:00pm on Monday, November 18. Continental breakfast will be served in Tactic 3 from 8:00-9:00am on Tuesday and Wednesday, November 19 and 20, during the summit sessions. Boxed lunches will be provided in Tactic 3 from 12:30-1:30pm on of these both days as well. Dinner will be “on your own” (see the agenda for local restaurant information and locations) and will be reimbursed at the state per diem rate (no receipts are necessary).

### Reimbursements

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