

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.

If you encounter technical issues and require assistance, we encourage you to contact iDigBio's IT Expert Kevin Love at 352-328-5538.

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 has 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, and walking map to the dinner venue) may be picked up from David Jennings or Cathy Bester in the Hilton Lobby between 5:00 PM and 7:00 PM on October 26, or during the informal welcome reception at 2-Bits Lounge located inside the Hilton that evening. Late Summit check-in will be available between 8:00 AM and 9:00 AM at the Hilton Century A Conference Room on October 27.

Wireless Internet

Wireless internet access will be available onsite through the University of Florida ("ufvisitor") or the Hilton ("hhonors"). Note that "ufvisitor" does not allow SMTP or VPN access, so use "hhonors" if you need these services. iDigBio IT personnel will be available onsite to help you get connected and to answer any questions you may have. We encourage you to bring your laptop to the Summit Check-In 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 – 9:00 PM on October 26. Continental breakfast and buffet lunch will be provided at the Hilton on October 27 and 28 during the Summit sessions. There will be a dinner reception (including cash bar) on October 27 at the Florida Museum of Natural History (Powell Hall), which is within walking distance of the Hilton. On October 28, dinner will be individual choice with transportation provided to downtown Gainesville; we will all meet at Tall Paul's Brew House at the end of the evening.

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.