

## **Integrated Digitized Biocollections (iDigBio) Specify Workshop Logistics** **May 19-23, 2014**

*Presented by the National Resource for Advancing Digitization of Biodiversity Collections (ADBC), in collaboration with the Biodiversity Institute, University of Kansas and the Specify Software team*

### **Contact for Questions or Problems :**

If you encounter logistical issues prior to or upon your arrival in Kansas City MO or Lawrence KS and require assistance, we encourage you to contact Project Assistant Cathy Bester at 352.294.1949, or Workshop Organizer Deb Paul at 850.510.7809. For additional information on planned activities, visit the workshop wiki page at: [https://www.idigbio.org/wiki/index.php/Specify\\_for\\_Paleo\\_Workshop](https://www.idigbio.org/wiki/index.php/Specify_for_Paleo_Workshop).

### **Travel to Lawrence KS (via Kansas City MO):**

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](mailto:cbester@flmnh.ufl.edu).

### **Shuttle from the Kansas City MO Airport to the Hotel:**

Shuttles will be pre-arranged from Kansas City to Lawrence with KCI BATS (<http://www.kcibats.com/>) based on your arrival flight times. An email will be sent out with the shuttle schedule to all participants. The shuttle ride is approximately 45-60 minutes from the airport to the Oread Hotel. The shuttle driver can be contacted at 913.634.5484 or 913.575.3185; the shuttle should be near the baggage claim area upon your arrival. If for any reason you are unable to utilize the shuttle and need to use alternate ground transport, be sure to retain receipts for later reimbursement by iDigBio.

### **Hotel:**

Oread Hotel  
2300 W 6th St.  
Lawrence, KS 66044  
(785) 830-3910

### **Workshop Locations:**

Dyche Hall (Museum)  
University of Kansas  
1345 Jayhawk Blvd

Spooner Hall/ The Commons (Workshop site)  
University of Kansas  
1340 Jayhawk Blvd

### **Hotel Check-in:**

Upon arrival, check in at the front desk of the Oread Hotel as part of the iDigBio room block. iDigBio will be covering your lodging expense via direct bill with the exception of any incidental charges which will be the responsibility of each guest. For more information, please visit <http://www.theoread.com/>.

### **Workshop Check-in:**

Name tags and wireless information will be distributed as participants arrive to the meeting room at the Commons on the morning of May 20.

### **Meals:**

Breakfast is available at the Oread Hotel in the Five 21 restaurant starting at 7:00am. Morning and afternoon break refreshments will be providing during the workshop. Lunches will be at the Union

across the street from the meeting venue. Evening activities and dinners will be determined during the workshop by participants and workshop organizers. Any meals not provided as workshop functions will qualify for reimbursement at our state per diem rates (no receipts needed). See below for more information on reimbursement procedures.

**Departure Shuttle to the Kansas City MO Airport:**

KCI BATS shuttles will be pre-arranged from the Oread Hotel back to the Kansas City airport for departure flights base on your departure flight times. An email will be sent out with the shuttle schedule to all participants.

**Reimbursement Procedures**

Any meals not provided as workshop functions will be reimbursed at the state per diem rate (breakfast \$6, lunch \$11, dinner \$19); no receipts are needed. Taxi fares, parking fees, mileage, and baggage fees also qualify for reimbursement – please retain your original receipts. Project Assistant Cathy Bester will send out an email to workshop participants with details on reimbursement procedures during the week following the workshop. If you have any questions, please contact Cathy at [cbester@flmnh.ufl.edu](mailto:cbester@flmnh.ufl.edu) or 352.294.1949.

Map of Lawrence KS including the locations of the Oread Hotel and the Hampton Inn along with Dyche Hall and Spooner Hall at the Commons (location of the workshop):

