

iDigBio Small Collections Digitization Workshop Logistics

April 7-10, 2014

Presented by the National Resource (Home Uniting Biocollections, or HUB, at the University of Florida and Florida State University) for Advancing Digitization of Biodiversity Collections (ADBC) in collaboration with the Small Collections Network (SCNet) and Central Michigan University (CMU)

Contact for Questions or Problems :

If you encounter logistical issues prior to or upon your arrival in Mt. Pleasant and require assistance, we encourage you to contact Project Assistant Cathy Bester at 352.294.1949, Workshop Organizer Gil Nelson at 850.766.2649 (mobile), and Workshop Organizer Anna Monfils at 989.330.3965 (mobile) or 989.774.2492 (office).

Travel to Mt. Pleasant Michigan:

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.

Shuttles from the Saginaw (MBS) Airport to the Hotel:

If you are flying in and out of Saginaw, Michigan (MBS), you will be picked up by the Chippewa Cab Company at the airport. They have workshop participants' incoming and departing flight information and should be at the airport to transport you to the Comfort Inn and Suites in Mt. Pleasant. If you cannot locate the shuttle at the airport upon your arrival, please call (989) 779-2227. There will be no charge to you for these shuttles as iDigBio will be direct billed.

Hotel and Workshop Location:

Comfort Inn and Suites
2424 S. Mission St.
Mt. Pleasant, MI 48858
989.772.4000

Hotel Check-in:

A block of rooms has been reserved for workshop participants, and participant names have been provided to the hotel. Please notify the hotel that you are part of the iDigBio Workshop upon check-in. iDigBio will cover your lodging expenses via direct bill; you are only responsible for any incidental charges. Hotel information may be obtained from the following website: <http://mtpcomfortinn.com/>

Workshop Check-in:

Name tags and wireless information will be distributed at the reception or as participants arrive to the meeting room at the hotel on April 8. Power for laptops and wireless access information will be provided for all participants. Workshop materials, including Power Point presentations, this document, and associated collaborative documents, will be hosted on the workshop wiki (https://www.idigbio.org/wiki/index.php/Small_Collections) All speakers should plan to send a copy of their Power Point presentation to Gil Nelson (gnelson@bio.fsu.edu) or bring it with them on a thumb drive for conversion to pdf and posting on the wiki.

Meals and Other Related Activities:

Breakfast, lunch, and breaks will be provided each day at the workshop venue. In addition, there will be a welcome reception with food and drinks at the hotel from 6:30-9:00pm on April 7. There will be shuttle service available to transport participants to restaurants for dinners on both April 8 and April 9. These dinners will qualify for reimbursement from iDigBio after the workshop at our per diem rate (\$19/dinner), see below for reimbursement procedures.

Shuttles to the Saginaw (MBS) Airport:

I have arranged with the Chippewa Cab Company for shuttles to transport participants from the hotel to the airport for departure flights. Please confirm this with the driver who picks you up at the airport or call them prior to your departure date to confirm transport arrangements at (989) 779-2227. There will be no charge to you for these shuttles as iDigBio will be direct billed.

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, and baggage fees may 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 352.249.1949 or cbester@flmnh.ufl.edu.