

# **Integrated Digitized Biocollections (iDigBio) Wet Collections Digitization Workshop Logistics**

**March 4 (Informal Reception 6:00 PM) – March 6, 5:00 PM, 2013**

*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 Biodiversity Institute, University of Kansas*

## **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 Gil Nelson at 850-766-2649.

## **Travel to Kansas City, MO**

If you are receiving funding, 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:**

Project Assistant Cathy Bester will be making arrangements for shuttle service from the Kansas City airport to the hotel in Lawrence KS. This trip will take 45-60 minutes. You should have received an email indicating the shuttle schedule, please try to use the shuttle if possible. Otherwise you will need to take a taxi and retain receipts for later reimbursement.

## **Hotel and Workshop Locations: Most of you will be staying at the Oread, with the Hampton Inn serving as the overflow hotel.**

Oread  
1200 Oread Ave.  
Lawrence, KS 66044  
(785) 830-3910

Hampton Inn  
2300 W 6th St.  
Lawrence, KS 66049  
(785) 841-4994

Dyche Hall (Museum)  
University of Kansas  
1345 Jayhawk Blvd

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

## **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 to verify that you are receiving a room from this block. Hotel information may be obtained from the following websites: <http://www.theoread.com/>  
<http://hamptoninn3.hilton.com/en/hotels/kansas/hampton-inn-lawrence-LWRKSHX/index.html>

## **Workshop Check-in:**

Workshop materials will be available on the wiki prior to the workshop. Power for laptops and hotel wireless access will be provided for all participants. A laptop with wireless connectivity is a necessity.

**Meals and Other Activities:** (Note: the caterer has been made aware of any dietary restrictions that you emailed to Project Assistant Cathy Bester)

**Monday, March 4** – Travel day for most participants. Reception, 6:30pm at the Panorama Gallery at Dyche Hall, University of Kansas. Dinner will be on your own with suggestions from the workshop organizers.

**Tuesday, March 5** – Breakfast will be available at Five 21 Restaurant located in the Oread and the free hot breakfast provided at the Hampton Inn from 6:00-8:00am. Lunch will be served at the workshop (located at The Commons, Spooner Hall) from 12:30-1:30pm, provided by KU Catering service. Dinner will be on your own from 6:00-8:00pm with workshop organizers making suggestions. Workshop participants will purchase their dinners and later be reimbursed (see reimbursement information to follow).

**Wednesday, March 6** - Breakfast will be available at Five 21 Restaurant located in the Oread and the free hot breakfast provided at the Hampton Inn from 6:00-8:00am. Lunch will be served at the workshop (located at The Commons, Spooner Hall) from 12:15-1:15pm, provided by KU Catering service. Dinner will be on your own from 6:00-8:00pm with workshop organizers making suggestions. Workshop participants will purchase their dinners and later be reimbursed (see reimbursement information to follow).

**Thursday, March 7** – Travel day for most participants.

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

Project Assistant Cathy Bester will be making arrangements for shuttle service to the Kansas City airport from the hotels in Lawrence KS. This trip will take 45-60 minutes. You should have received an email indicating the shuttle schedule, please try to use the shuttle if possible. If you cannot locate the shuttle, please contact them at: (913) 634-5484 or (913) 575-3185. Otherwise you will need to take a taxi and retain receipts for later reimbursement.

**Reimbursement Procedures**

Following the completion of the workshop, you can submit the following for reimbursement:

Ground transport fees (cab/taxi fares)

Baggage fees

Meals not included as workshop functions (two breakfasts and three dinners during the actual workshop plus meals during travel) – receipts are not required as you will be reimbursed at our per diem rate of:

Breakfast \$6, Lunch \$11, Dinner \$19. Be sure to note any meals for reimbursement in your

reimbursement submittal. (To receive breakfast travel must begin before 6 am and extend past 8am ; to receive lunch travel must begin before 12:00pm and extend past 2pm; and to receive dinner travel must begin before 6pm and extend past 8pm .)

You will need to submit original receipts – photocopies and scanned receipts will not be accepted - to:

Cathy Bester/iDigBio

Dickinson Hall

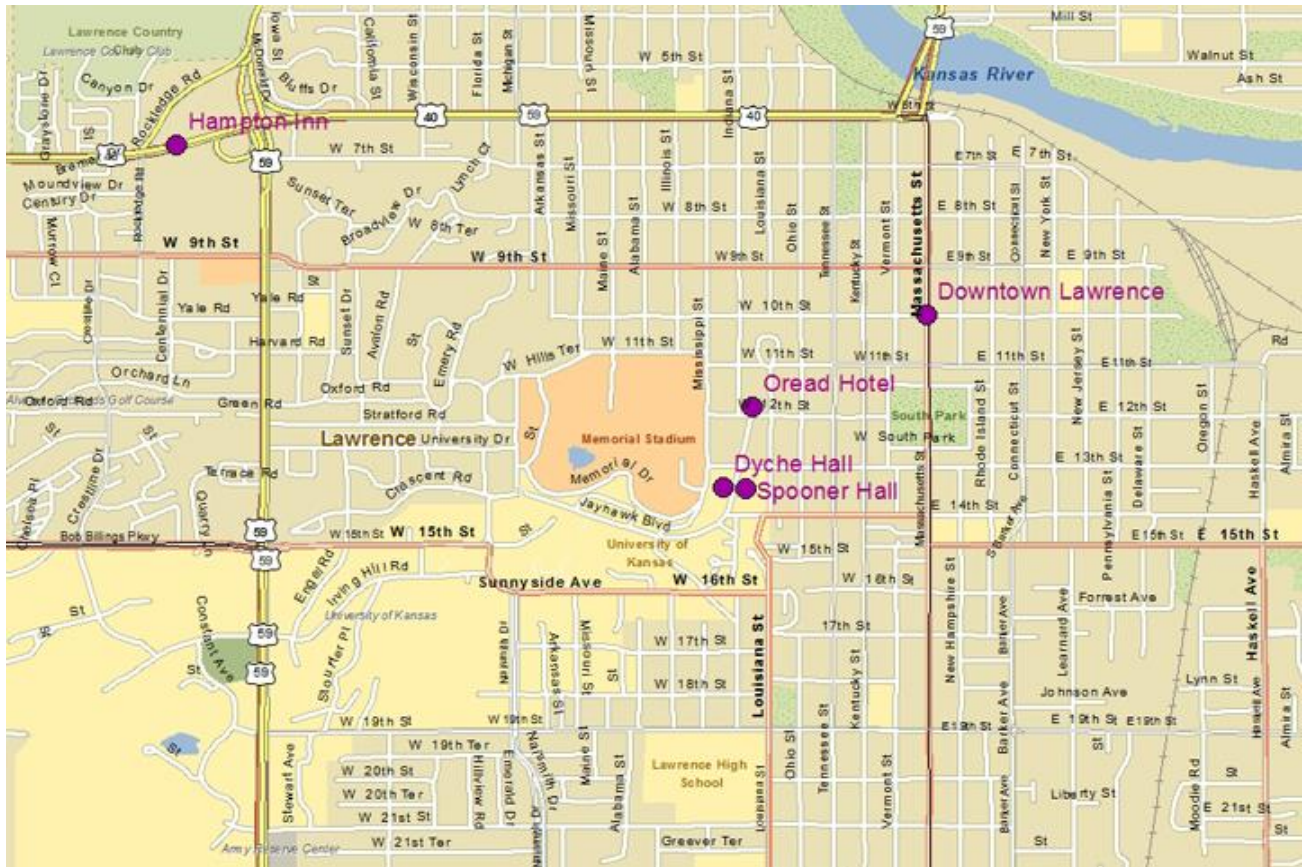
Florida Museum of Natural History

University of Florida

Gainesville, FL 32607

If you have any questions, please contact Cathy at 352.249.1949.

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



**Shuttle Schedules:** Shuttle service will be provided by Better Alternative Transportation Services (BATS), contact: 913-634-5484 or 913-575-3185/www.kcibats.com

Mario from BATS has your contact number along with flight schedules and will be arranging for pickup and drop-off. He may call your cell number if he cannot locate you at the airport; be sure to have your cell phone easily accessible and turned on.

(More information will be forthcoming)