

iDigBio/Cornell Lab of Ornithology: Strategies for Vertebrate Digitization Workshop

May 4-6, 2015

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 Cornell Lab of Ornithology, Cornell University

Contact for Questions or Problems :

If you encounter logistical issues prior to or upon your arrival in Ithaca and require assistance, we encourage you to contact Project Assistant Cathy Bester at 352-294-1949, or Workshop Organizers Gil Nelson at 850-766-2649 (mobile) or Mike Webster at 607-254-2493 (office) or 607-216-7475 (mobile).

Workshop Wiki:

The workshop will utilize a wiki for sharing agendas, content documents, and related information. The wiki URL is https://www.idigbio.org/wiki/index.php/Strategies_for_Vertebrate_Digitization_Workshop.

Travel to Ithaca NY:

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.

Ground Transport from the Ithaca Airport to the Hotel(s):

If you are flying in and out of Ithaca, please either call your hotel for the complimentary airport shuttle or take a taxi. Be sure to retain taxi receipts showing form of payment for later reimbursement by iDigBio.

Hotel Locations:

Courtyard Ithaca 29 Thornwood Dr. Ithaca, NY 14850 (607) 330-1000	Ramada Ithaca 2310 N. Triphammer Rd. Ithaca, NY 14850 (607) 257-3100	Homewood Suites Ithaca 36 Cinema Dr. Ithaca, NY 14850 (607) 266-0000
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Workshop Location:

Cornell Laboratory of Ornithology
159 Sapsucker Woods Rd.
Ithaca, NY 14850

Hotel Check-in:

You have been notified of your hotel assignment via email from Cathy. A block of rooms has been reserved for workshop participants, and participant names have been provided to each 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 incidental charges. Hotel information may be obtained from the following websites:

Courtyard Ithaca

<http://www.marriott.com/hotels/travel/ithcy-courtyard-ithaca/>

Ramada Ithaca

<http://www.ramada.com/hotels/new-york/ithaca/ramada-ithaca-executive-conference-center/hotel-overview>

Homewood Suites Ithaca

<http://homewoodsuites3.hilton.com/en/hotels/new-york/homewood-suites-by-hilton-ithaca-ITHHWHW/index.html>

Workshop Transportation and Check-in:

We will have several vans to pick up participants from each hotel and transport them to the meeting site (Cornell Lab of Ornithology) or to an alternative site for activities on each morning. A schedule of morning events and van pick-up times will be sent separately. In addition, for those who might elect to skip a morning activity, each hotel has a shuttle that can bring you to the meeting site at the appropriate time. If you find yourself stranded, call one of the numbers listed above.

Meals and Other Related Activities:

Complimentary hot breakfast is available at the Homewood Suites; there are in-house restaurants at the Courtyard Ithaca and the Ramada where breakfast is available for purchase (to be reimbursed at our per diem rate). Break refreshments and lunches will be provided each day at the workshop venue.

There will be a group reception at the Museum of the Earth (<http://www.priweb.org/index.php>) on Wednesday night (7:00-9:00), serving heavy hors d'oeuvres, with the remaining dinners on your own (list with dining options close to the hotels, plus other relevant information, will be provided). Meals not provided as workshop functions will qualify for reimbursement at our per diem rate, see below for reimbursement procedures.

Ground Transport from the Hotel to the Ithaca Airport:

Reserve the complimentary airport shuttle at the hotel's front desk prior to your departure. You may wish to ride-share with other workshop participants. If the airport shuttle is not available, please take a taxi and be sure to retain receipts showing form of payment for later reimbursement by iDigBio.

Reimbursement Procedures:

Any meals not provided as workshop functions will be reimbursed at the state of Florida per diem rate (breakfast \$6, lunch \$11, dinner \$19); no receipts are needed. Mileage, taxi fares, parking fees, and baggage fees may qualify for reimbursement – please retain your original receipts showing form of payment. 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.