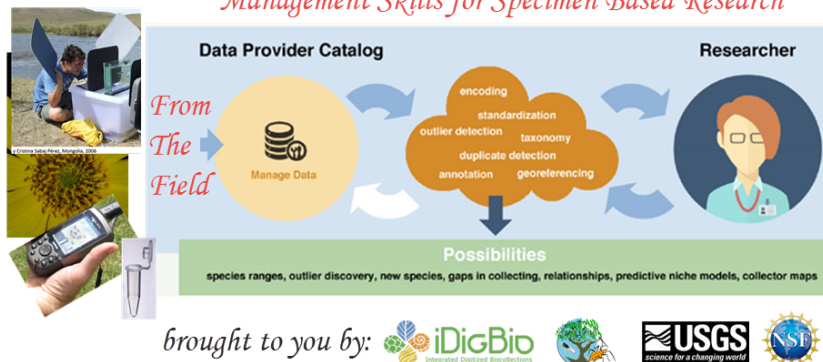


*Field to Database: Biodiversity Informatics and Data Management Skills for Specimen Based Research*

Logistics for  **iDigBio**  
Integrated Digitized Biocollections  
**Field to Database Workshop**  
**@iDigBio March 9-12, 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 Tri-Trophic TCN, USGS - BISON, UF - FLMNH, and FSU.*

### Schedule brief

Monday, 9 March; workshop 830 am to 5:30 pm (Building 105, 105 NW 16th Street)  
Tuesday, 10 March; workshop 830 am to 5:30 pm (Building 105, 105 NW 16<sup>th</sup> Street)  
Wednesday, 11 March; workshop 830 am to 5:30 pm (Building 105, 105 NW 16th Street)  
Thursday, 12 March; workshop 830 am to 5:30 pm (Building 105, 105 NW 16th Street)

### 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:

Cathy Bester, Project Assistant at 352-294-1949 [cbester@flmnh.ufl.edu](mailto:cbester@flmnh.ufl.edu)  
David Jennings, Project Manager at 352-273-1906 [djennings@flmnh.ufl.edu](mailto:djennings@flmnh.ufl.edu)  
Kevin Love, IT Communications at 352-294-1924 [klove@flmnh.ufl.edu](mailto:klove@flmnh.ufl.edu)  
Deb Paul, Technology Specialist at (Cell) 850-510-7809 [dpaul@fsu.edu](mailto:dpaul@fsu.edu)

### Travel to Gainesville, FL - for those not based in Gainesville

You've made your travel arrangements and shared them with Cathy Bester; If you have any remaining travel questions, please contact Cathy at [cbester@flmnh.ufl.edu](mailto:cbester@flmnh.ufl.edu) and Deb Paul [dpaul@fsu.edu](mailto:dpaul@fsu.edu).

### Shuttle from Gainesville Airport to the Hotel:

The Holiday Inn will provide free shuttle service from the Gainesville airport to the hotel. When you reach the Gainesville airport, if the shuttle is not already onsite, call the Holiday Inn at 352-376- 1661 to request a shuttle pick-up. If the shuttle is unavailable, Bestway Cab is a local taxi service and they may be reached at 352- 367-8222. There is no reimbursement for taxis.

**Hotel and Workshop Locations: Hotel Address:** Holiday Inn University  
Center 1250 W. University Avenue Gainesville, Florida 32601  
Phone Number: 352-376-1661

**Workshop Address:** 105 NW 16<sup>th</sup> Street, Gainesville, FL 32603 (3<sup>rd</sup> Floor, Main Conference Rm.)

The distance is 1/3 mile from the Hotel to the workshop location. A walking map is provided below.

### **Hotel Check-in for non-Gainesville-based participants**

A block of rooms have been reserved for Workshop participants, and participant have registered. 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 website: <http://www.theuniversityhotel.com/index.html>

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

Name tags and wireless information will be distributed as participants arrive at the workshop location on Monday 9 March. The Agenda and all other materials will be available on the workshop Wiki. Power for laptops and University of Florida (UF) wireless access will be provided for all participants. *Please plan to arrive at 8:00am to enable a prompt start time at 8:30 am.*

### **Technology**

Please bring a wireless-enabled laptop to the workshop. You must have administrative privileges on your laptop so that any software installs needed are possible. We will be using a wiki ([https://www.idigbio.org/wiki/index.php/Field\\_to\\_Database](https://www.idigbio.org/wiki/index.php/Field_to_Database)) to track all workshop materials. All presentations are archived for future referral, and to allow participants to follow along during the workshop. PDF versions of presentations go to the wiki as the workshop progresses. We will also be using collaborative notes documents, also available through the wiki. This will allow participants to “pool” their notes and comments for richer reading, and to record questions left unanswered that can be posed to presenters and workshop staff.

Also, if you have relevant materials, protocols, links, papers, or other documentation, please feel free to post them to the Workshop Wiki yourself (see last section of Wiki):  
[https://www.idigbio.org/wiki/index.php/Field\\_to\\_Database#Links\\_from\\_You](https://www.idigbio.org/wiki/index.php/Field_to_Database#Links_from_You)

Please note that the workshop will be broadcast and recorded in this Adobe Connect room. Remote participants will be joining us via Adobe Connect.

Curious about other iDigBio Workshops, see: [https://www.idigbio.org/wiki/index.php/IDigBio\\_Workshops](https://www.idigbio.org/wiki/index.php/IDigBio_Workshops).

**Meals and Other Related Activities:**

There will be an informal dinner on Sunday night, March 8th, 2015. 630 PM at Piesano's, NW 13th St. and 1250 W. University Ave. in Gainesville, next to the Holiday Inn.

**Breaks:**

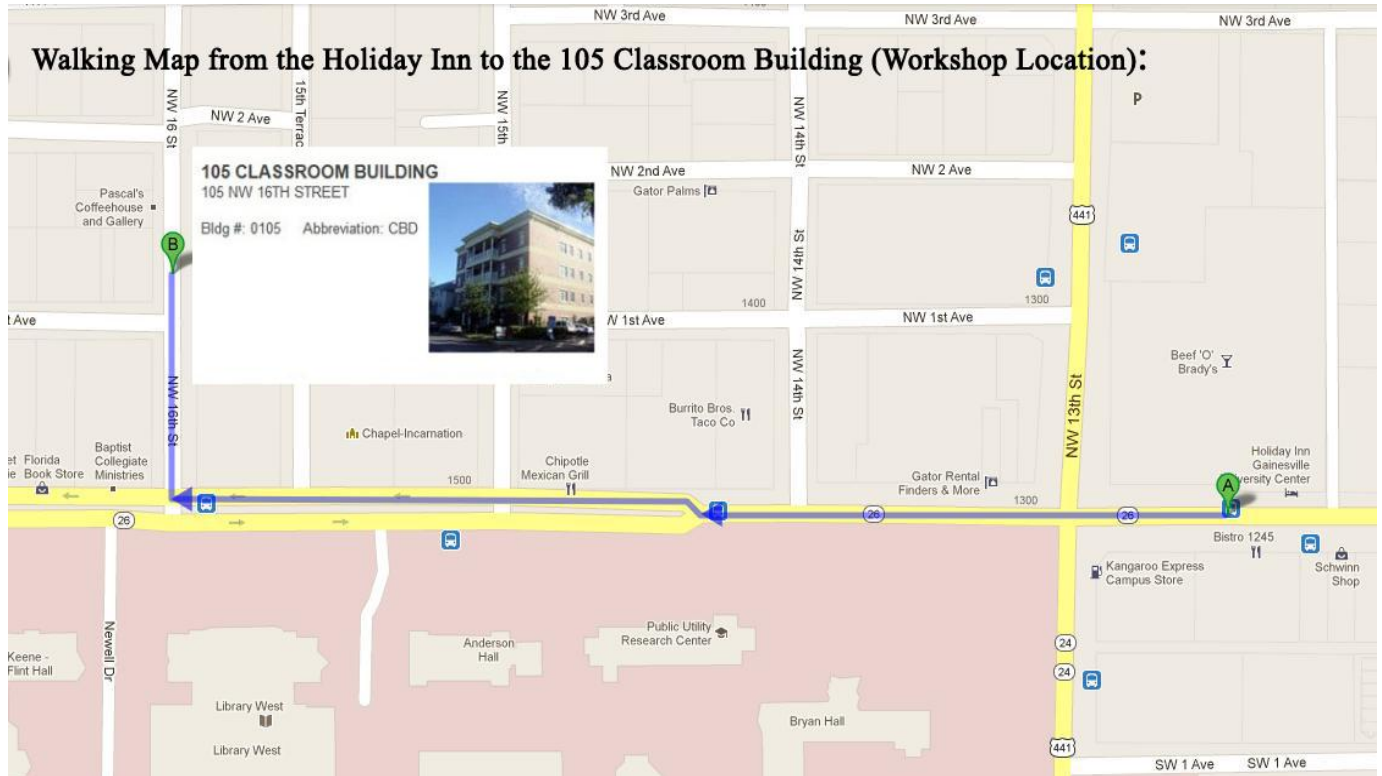
Snacks will be provided at the Workshop Mon - Thursday. Vegetarian options will be available. Sack Lunch is provided on Monday. All other breakfasts, lunches, and dinners will be “on your own”. There are a number of other restaurants within the immediate vicinity of the hotel and the workshop location. Check with the front desk at the Holiday Inn for their recommendations. Per diems are provided for traveling instructors only.

**Shuttle to the Gainesville Airport:**

During your stay at the Holiday Inn University Center, schedule the shuttle for your return to the airport at the front desk.

**Reimbursement Procedures:** (instructors)

For invited speakers, and instructors (not from Gainesville) 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.



Field to Database Workshop at iDigBio