

Integrated Digitized Biocollections (iDigBio) Education and Outreach Workshop Logistics January 15-18, 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)

Schedule brief

Wednesday, 15 January: travel day; evening reception 6 to 8 pm (Powell Hall, FLMNH, 34th Street and Hull Road; SW corner of UF campus))

Thursday, 16 January; meeting, 8 am to 5 pm (Building 105, 105 NW 16th Street)

Friday, 17 January; meeting 8 am to 5 pm (Building 105, 105 NW 16th Street)

Saturday, 18 January; (optional morning field trip, Paynes Prairie), travel day

Organizers

Bruce J. MacFadden, Betty Dunckel, Libby Ellwood

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:

Project Assistant Cathy Bester at 352-294-1949 cbester@flmnh.ufl.edu

Project Manager David Jennings at 352-273-1906 djennings@flmnh.ufl.edu

IT Expert Kevin Love at 352-294-1924 klove@flmnh.ufl.edu

E&O Director Bruce MacFadden at (Cell) 352-262-3072 bmacfadd@flmnh.ufl.edu

Travel to Gainesville, FL

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.

Shuttle from Gainesville Airport to the Hotel:

The Holiday Inn will provide 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. Retain taxi receipts for reimbursement.

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 16th Street, Gainesville, FL 32603 (3rd Floor, Main Conference Room)

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

Hotel Check-in

A block of rooms have 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 website: <http://www.theuniversityhotel.com/index.html>

Workshop Check-in:

Name tags, wireless information, and meeting schedule will be distributed as participants arrive at the workshop location on Thursday, 16 January. All other written 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

Foremost, it is important to bring a wireless-enabled laptop to the workshop. We will be using a wiki (<https://www.idigbio.org/wiki/index.php/Education-and-Outreach-Workshop>) to store workshop material including presentations, related materials, logistics documents, etc. There will be little in the way of paper distributions. All presenters are asked to submit their presentations to be archived for future referral, and to allow participants to follow along during the workshop. We will be adding pdf versions of presentations 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. This has turned out to be a great way for all of us to benefit from everyone else’s perceptions and highlights.

The tentative (almost complete) updated agenda is also available on the wiki. Feel free to check it out.

The wiki is a little sparse at the moment, but will grow rapidly as we get closer to the workshop. Ours is one of numerous workshop wikis, all of which can be accessed via the workshop summaries wiki at: https://www.idigbio.org/wiki/index.php/IDigBio_Workshops . There may be resources relevant to your needs in some of the other links.

Also, if you have relevant materials, protocols, links, papers, or other documentation, please feel free to send them to Kevin Love, who will post them for everyone to peruse.

Note that the workshop will be broadcast and recorded via Adobe Connect at <http://idigbio.adobeconnect.com/eoworkshop> . Feel free to tell colleagues and students who might want to listen in. Direct them to the wiki for the agenda. We will attempt to follow the

times listed on the agenda as closely as possible. We'll post the recordings for later review, or for those who could not make the remote broadcast.

Optional Field trip to Paynes Prairie State Park, Saturday, 17 January, 7:30 to 10:30

Transportation will be provided, including Hotel pickup at 7:30 and dropoff at GNV airport by about 11 am. This is a wonderful 3-mile walk along the La Chua Trail and we will see beautiful Florida prairie landscapes, alligators, and birds. Admission fee is \$2, please have correct change. Bring water, binoculars, bird ID guide, hat, sunglasses etc. For more information contact Bruce MacFadden bmacfadd@flmnh.ufl.edu

Meals and Other Related Activities:

There will be a reception at the Florida Museum of Natural History –Exhibits Facility at Powell Hall on Wednesday evening Jan 15 from 6-8:00pm. A University (FLMNH) van will be waiting in the parking lot of the Holiday Inn at 5:45 pm to take you to the reception (it will leave the FL Museum at 8:00 pm to return you to the hotel). If you arrive to the hotel after 5:45 and would like to attend the reception, you will need to make other arrangements (e.g., taxi) for your travel to the reception. The location of the reception is indicated on the campus map. Which is attached.

Lunch and snacks will be provided at the Workshop location on Jan 16th (12:00pm-1:00pm) and Jan 17th (12:00pm-1:00pm). Vegetarian options will be available. Breakfasts and dinners will be “on your own”; a per diem will be paid for all meals not included as workshop functions. Beef O'Brady's, located within the Holiday Inn University Center, opens each day at 7:30 AM for breakfast. 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.

Breaks:

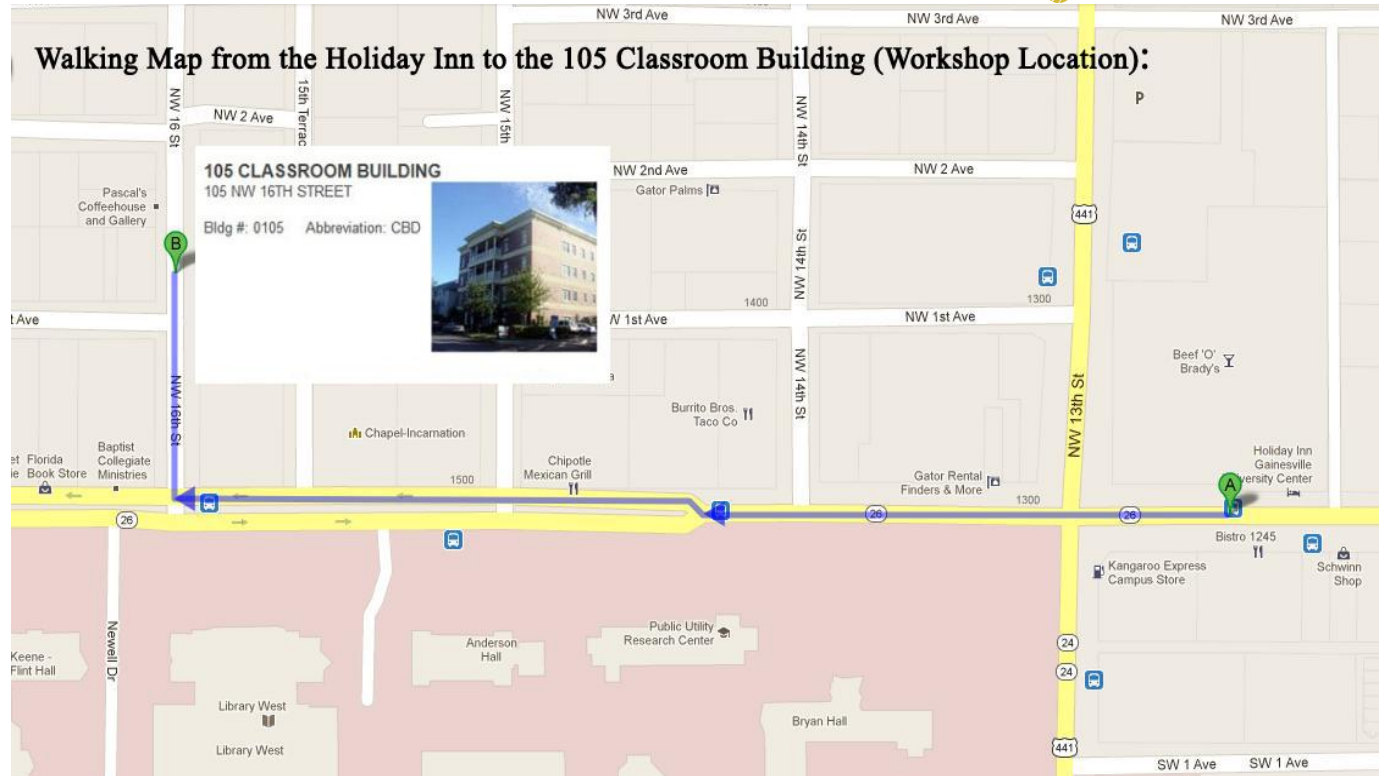
There will be a mid morning and mid afternoon break on 16 and 17 January. An account has been set up for participants at Pascals coffee house across the street from the meeting.

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:

For meeting participants other than those from Gainesville (i.e., local and not completing a travel request), 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.



[E&O logistics 010614 v3, E&O Workshop DB file]