

Overcoming Challenges for Imaging Fluid-preserved Vertebrates Workshop Logistics

March 15-16, 2016

Presented by iDigBio, the central coordinating unit at the University of Florida and Florida State University for Advancing Digitization of Biodiversity Collections (ADBC) in collaboration with the Illinois Natural History Survey.

Contact for Questions or Problems :

If you encounter logistical issues prior to or upon your arrival in St Louis and require assistance, we encourage you to contact Project Assistant Jillian Goodwin at 508-887-6043 (mobile), or Workshop Organizer Gil Nelson at 850-766-2649 (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/Digitizing_Fluid-preserved_Vertebrate_Specimens.

Travel to Champaign, IL:

Your travel arrangements have been coordinated and finalized by Jillian Goodwin; you should have already received all travel details in a separate email. If you have any remaining travel questions, please contact Jill at jgoodwin@flmnh.ufl.edu.

Ground Transport from the Willard Airport to the Hotel:

If you are flying in and out of Champaign, you can get free shuttle from the airport to the *Hawthorne Suites by Wyndham, Champaign*, address below. Once you have arrived in Champaign find the Hawthorne Suites' direct line located at baggage claim to call and schedule your free shuttle to the hotel.

Be sure to retain receipts showing form of payment for later reimbursement by iDigBio.

Hotel and Workshop Locations:

Hotel:

Hawthorn Suites by Wyndham Champaign
101 Trade Center Drive
Champaign, IL 61820
217-398-3400

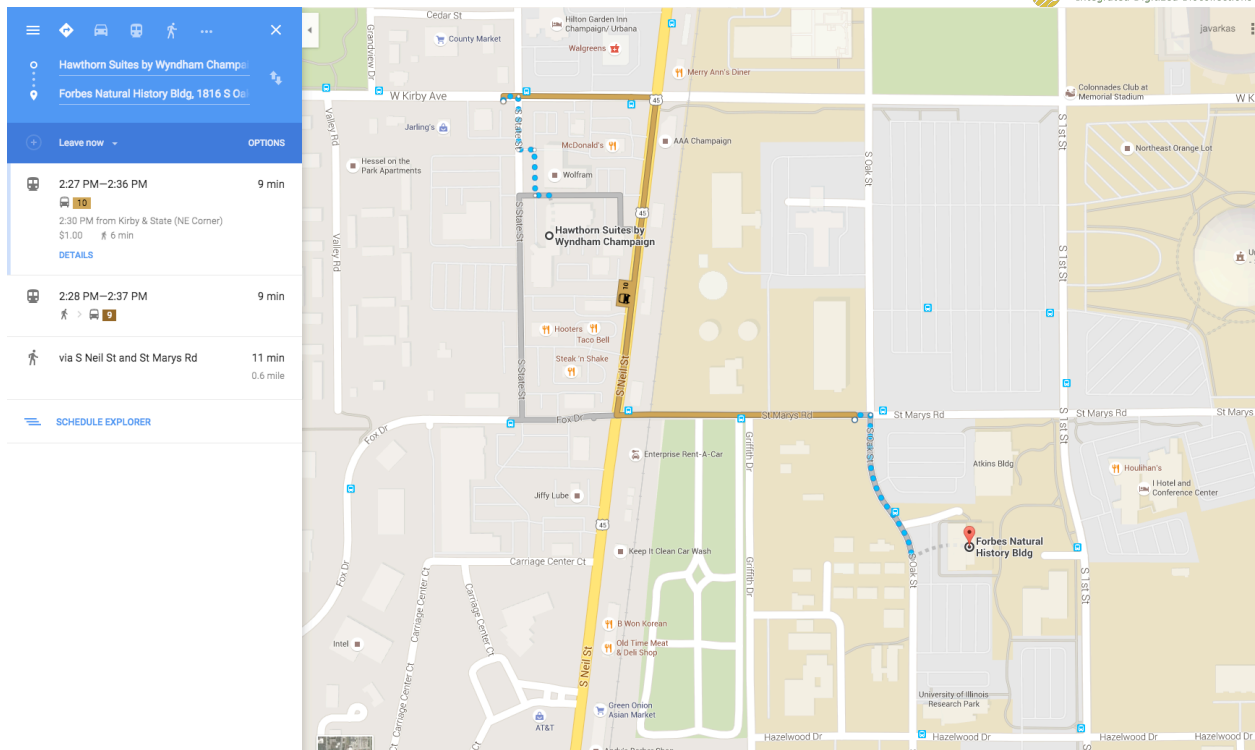
Workshop:

Forbes Building, Research Park Facility
Illinois Natural History Survey
1816 South Oak Street, MC 652
Champaign, IL 61820
217-333-6880

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://www.hawthorn.com/hotels/illinois/champaign/hawthorn-suites-by-wyndham-champaign/hotel-overview>



Workshop Check-in:

The hotel is 0.6 miles away from the Illinois Natural History Survey. It is about an 11 minute walk.

Public transportation is also available. Check out <http://www.cumtd.com/> for schedules and fees.

You can learn more about the Illinois Natural History Survey, where the workshop will be held, at <http://www.inhs.illinois.edu/>

Meals and Other Related Activities:

Complimentary breakfast is available at the hotel each morning; lunches and break refreshments will be provided each day at the workshop venue.

Ground Transport from the Hotel to the St. Louis Airport:

Call the hotel’s front desk (217-398-3400) to schedule your ride.

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.

Taxi fares, parking fees, and baggage fees may qualify for reimbursement – please retain your original receipts showing form of payment. Project Assistant Jillian Goodwin 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 Jill at 352-294-1923 or jgoodwin@flmnh.ufl.edu.