

iDigBio Paleo Imaging/3-D Imaging/CT Scanning Workshop Logistics

April 28-May 2, 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) in collaboration with the University of Texas at Austin

Contact for Questions or Problems :

If you encounter logistical issues prior to or upon your arrival in Austin and require assistance, we encourage you to contact Project Assistant Cathy Bester at 352.294.1949, Workshop Organizer Gil Nelson at 850.766.2649 (mobile), or Workshop Organizer Ann Molineux at 512.232.5384 (office) or 512.791.5521 (mobile).

Travel to Austin TX:

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 Austin Airport to the Hotel:

If you are flying in and out of Austin Texas, please get a taxi or Supershuttle from the airport to the Aloft Hotel, address below. If possible, please ride-share with other workshop participants. Be sure to retain receipts showing form of payment for later reimbursement by iDigBio.

Hotel and Workshop Location:

Aloft Hotel	J. J. Pickle Research Campus	Jackson School of Geosciences
11601 Domain Drive	10100 Burnet Rd.	2275 Speedway
Austin, TX 78758	Austin, TX 78758	Austin, TX 78712
512.491.0777	512.471.5898 (Commons-catering)	512.471.5870 (JSG-Erin Negrón)
	512-471-7197 (Day 1-Rosalind Gamble)	512.471.0260 (CT-Jess Maisano)

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.aloftaustinatthedomain.com/>

Workshop Check-in:

The first day of activities will be held at ROC 1.603, Building 193. Transportation to all workshop venues will be provided. For 29 April, participants should be in the lobby of the Aloft Hotel by 7:20 a.m. for a 7:30 a.m. departure. A full transportation schedule will be provided on the wiki and during the first morning of the workshop. Private parking is allowed but there is a charge. Name tags and wireless information will be distributed as participants arrive to the meeting room on 29 April. Power for laptops and wireless access information will be provided for all participants at all venues. Workshop materials, including Power Point presentations (including this document) and associated collaborative documents, will be hosted on the workshop wiki

(https://www.idigbio.org/wiki/index.php/Paleo_Imaging_Workshop). Please review the wiki regularly for updates. All speakers should plan to send a copy of their Power Point presentation to Gil Nelson (gnelson@bio.fsu.edu) for conversion to pdf, posting on the wiki, and loading onto the presentation

computer; speakers may also bring their presentations to the workshop on a thumb drive. We much prefer having all presentations loaded well before the time of presentation.

Meals and Other Related Activities:

Lunches and breaks will be provided each day at the workshop venues. Breakfasts and dinners will be on your own. In addition, there will be a welcome reception with food and cash bar at the Jackson School of Geosciences from 6:30-9:30 p.m. on 29 April. Shuttles will be provided for transportation to and from the reception. All meals not provided as workshop functions will qualify for reimbursement at our per diem rate, see below for reimbursement procedures. Please see the meal plan on the wiki.

Ground Transport from the Aloft to the Austin Airport:

Arrange for a taxi or Supershuttle at the Aloft front desk for ground transport to the Austin airport for departure. You may wish to ride-share with other workshop participants. 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. 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.