

Education and Outreach Workshop K-12

December 5-6, 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 National Museum of Natural History, Smithsonian Institution.

Contact for Questions or Problems:

If you encounter logistical issues prior to or upon your arrival in Berkeley and require assistance, we encourage you to contact Project Assistant Jillian Goodwin at 508-887-6043 (mobile), or Workshop Organizer Molly Phillips at 352-672-2664 (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/Incorporating_K-12_Outreach_Into_Digitized_Collections_Programs_Workshop

Travel to Washington D.C.

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

Ground Transport from the Airport to the Hotel:

Ronald Reagan Washington National Airport (DCA): 3.19 miles from the hotel

There is a Metro station (rail) located at Reagan National Airport. Take the Yellow Line in the direction of Fort Totten to L'Enfant Plaza. You will then walk 0.4 miles to arrive at the Hyatt Place (400 E Street Southwest, Washington, D.C. 20024).

For more info on the Metro and Metrorail frequency, please visit their website at:

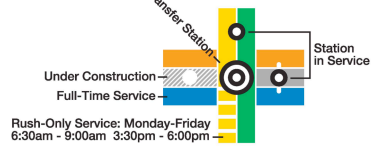
<http://www.wmata.com/> and <http://www.wmata.com/rail/frequency.cfm>

Metro System Map

wmata.com
 Customer Information Service: 202-637-7000
 TTY Phone: 202-962-2033
 Metro Transit Police: 202-962-2121

- ### Legend
- Red Line • Glenmont / Shady Grove
 - Orange Line • New Carrollton / Vienna
 - Blue Line • Franconia-Springfield / Largo Town Center
 - Green Line • Branch Ave / Greenbelt
 - Yellow Line • Huntington / Fort Totten
 - Silver Line • Wiehle-Reston East / Largo Town Center

- ### Station Features
- Bus to Airport
 - Parking
 - Hospital
 - Airport
- ### Connecting Rail Systems
- AMTRAK
 - VIRB
 - MARC

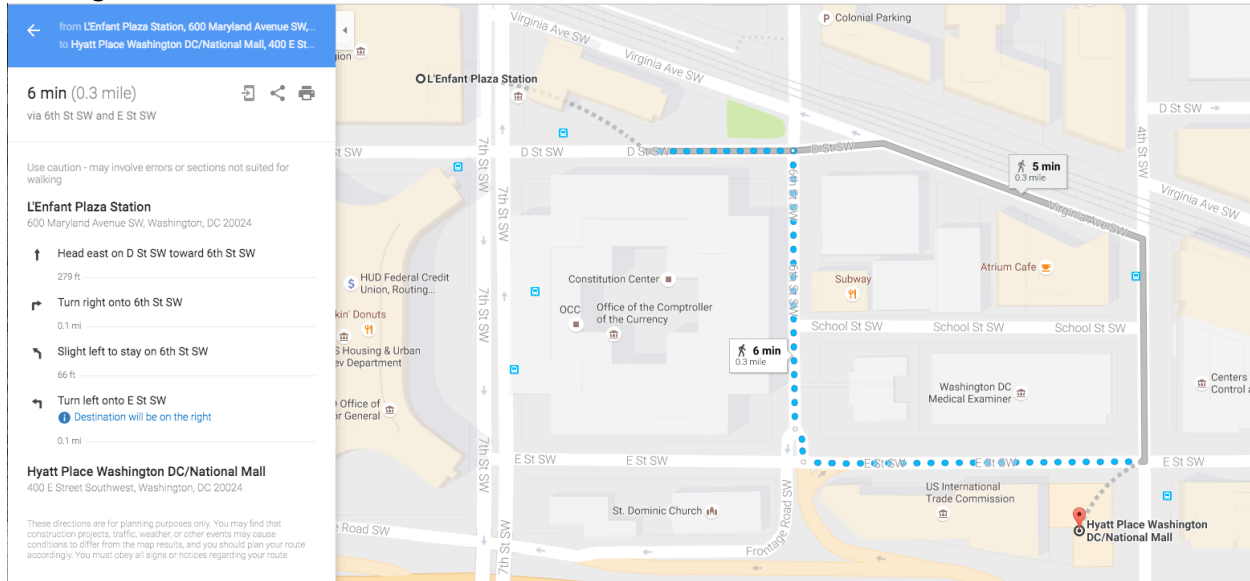


Metrorail Operating Times
 Mon-Thu 5am-midnight
 Fri 5am-3am
 Sat 7am-3am
 Sun 7am-midnight
 Times are approximate

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY © 2015

- No Smoking
- No Eating or Drinking
- No Animals (except service animals)
- No Audio (without earphones)
- No Littering or Spitting
- No Dangerous or Flammable Items

Walking Directions from L'Enfant Plaza Station to Hotel:



from L'Enfant Plaza Station, 600 Maryland Avenue SW, Washington, DC 20024 to Hyatt Place Washington DC/National Mall, 400 E St SW, Washington, DC 20024

6 min (0.3 mile)
via 6th St SW and E St SW

Use caution - may involve errors or sections not suited for walking

L'Enfant Plaza Station
600 Maryland Avenue SW, Washington, DC 20024

- ↑ Head east on D St SW toward 6th St SW
279 ft
- ➡ Turn right onto 6th St SW
0.1 mi
- ↙ Slight left to stay on 6th St SW
66 ft
- ↶ Turn left onto E St SW
Destination will be on the right
0.1 mi

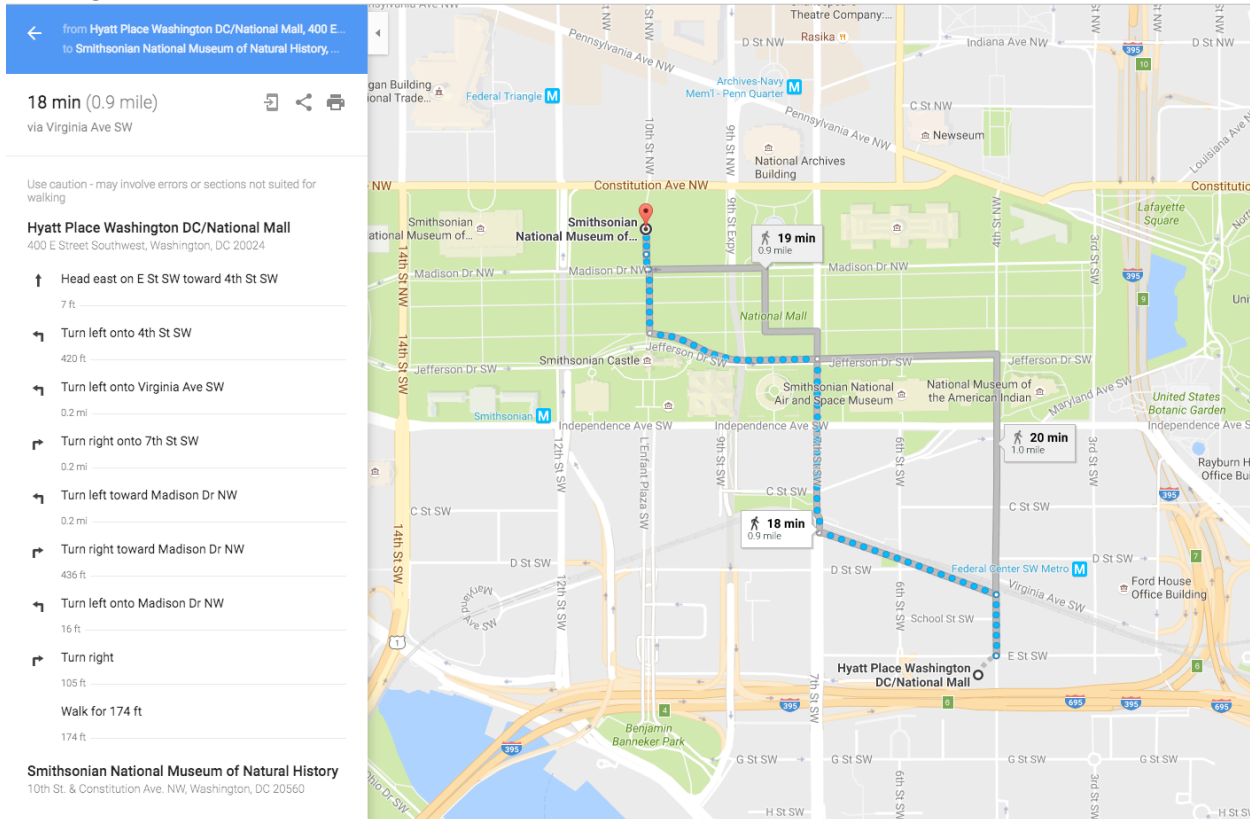
Hyatt Place Washington DC/National Mall
400 E Street Southwest, Washington, DC 20024

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Directions from Hotel to Q?rius:

Metro - From L'Enfant Plaza Station or Federal Center SW: Take the Blue, Orange or Silver Lines to Smithsonian Station.

Walking - Directions can be found below. The walk to Q?rius takes about 20 minutes.



from Hyatt Place Washington DC/National Mall, 400 E St SW, Washington, DC 20024 to Smithsonian National Museum of Natural History, 10th St. & Constitution Ave. NW, Washington, DC 20560

18 min (0.9 mile)
via Virginia Ave SW

Use caution - may involve errors or sections not suited for walking

Hyatt Place Washington DC/National Mall
400 E Street Southwest, Washington, DC 20024

- ↑ Head east on E St SW toward 4th St SW
7 ft
- ↶ Turn left onto 4th St SW
420 ft
- ↶ Turn left onto Virginia Ave SW
0.2 mi
- ➡ Turn right onto 7th St SW
0.2 mi
- ↶ Turn left toward Madison Dr NW
0.2 mi
- ➡ Turn right toward Madison Dr NW
436 ft
- ↶ Turn left onto Madison Dr NW
16 ft
- ➡ Turn right
105 ft
- Walk for 174 ft
174 ft

Smithsonian National Museum of Natural History
10th St. & Constitution Ave. NW, Washington, DC 20560

Hotel and Workshop Locations:

Hotel:

Hyatt Place D.C./National Mall
400 E Street SW
Washington, D.C. 20024
(202) 795-2915

Workshop:

Q?rius, The Coralyn W. Whitney Science
Education Center
Smithsonian National Museum of Natural
History (<http://qrius.si.edu/>)
10th St. & Constitution Ave. NW,
Washington, DC 20560

Hotel Reservations:

Arrival: 12/04/2016

Departure: 12/07/2016

Hotel reservations must be made with the Hyatt Place by **October 20, 2016**.

Use this booking link (<https://resweb.passkey.com/go/idigbio>) to book your rooms and obtain our group rate.

You may also call the reservations department at [1-800-993-4031](tel:1-800-993-4031) and ask for **iDigBio** or Group Code **G-IDIG**

Workshop Check-in:

The Q?rius building is about a 20 minute walk or 10 minutes by Metro from the Hyatt Place. See Walking or Metro directions above.

Meals and Other Related Activities:

Hotel complimentary breakfast is served daily at the Hyatt Place from 6:30 – 9:30 am.

Lunch and break refreshments will be provided each day at the workshop venue.

Meals not provided as workshop functions (Dinner and Meals on Travel Dates) will qualify for reimbursement at our per diem rate, see below for reimbursement procedures.

List of Local Restaurants: <https://dcnationalmall.place.hyatt.com/en/hotel/dining/local-restaurants.html>

Reimbursement Procedures:

Hotel accommodations and 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.