**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:**


**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:

Walking Directions from L'Enfant Plaza Station to Hotel:

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.

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.
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 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.

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.