

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 Smithsonian Institute.

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 where you will travel northbound on the yellow line 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>



Walking Directions from Hotel to L'Enfant Plaza Station and Smithsonian:


5 min (0.3 mile)
via 4th St SW, Virginia Ave SW and D St 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
0.1 mi
- ↶ Slight left onto D St SW
449 ft

L'Enfant Plaza Station



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 ten minute walk from the Hyatt Place. See walking directions above.

You can learn more about The University and Jepson Herbaria, where the workshop will be held, at <http://ucjeps.berkeley.edu/>

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