

## **Integrated Digitized Biocollections (iDigBio) Specify Workshop Logistics**

### **August 12-16, 2013**

*Presented by the National Resource for Advancing Digitization of Biodiversity Collections (ADBC), in collaboration with the Biodiversity Institute, University of Kansas and the Specify Software team*

#### **Contact for Questions or Problems :**

If you encounter logistical issues prior to or upon your arrival in Kansas City MO or Lawrence KS and require assistance, we encourage you to contact Project Assistant Oicenth Josephs at 352-273-3698, or Workshop Organizer Gil Nelson at 850-766-2649.

#### **Shuttle from the Kansas City MO Airport to the Hotel:**

Project Assistant Oicenth Josephs will be making arrangements for shuttle service from the Kansas City airport to the hotel in Lawrence KS. This trip will take 45-60 minutes. You will receive an email indicating the shuttle schedule, please try to use the shuttle if possible. Otherwise you will need to find alternate transportation and retain receipts for later reimbursement.

#### **Hotel and Workshop Locations: Most of you will be staying at the Oread.**

Oread  
2300 W 6th St.  
Lawrence, KS 66044  
(785) 830-3910

Dyche Hall (Museum)  
University of Kansas  
1345 Jayhawk Blvd

Spooner Hall (Workshop site)  
University of Kansas  
1340 Jayhawk Blvd

#### **Hotel Check-in:**

A block of rooms has been reserved for Workshop participants. When making reservations, please notify the hotel that you are part of the iDigBio Workshop to verify that you are receiving a room from this block. Hotel information may be obtained from the following websites: <http://www.theoread.com/>

#### **Workshop Check-in:**

Workshop materials will be available on the wiki prior to the workshop. Power for laptops and hotel wireless access will be provided for all participants. A laptop with wireless connectivity is a necessity.

#### **Shuttle to the Kansas City MO Airport:**

Project Assistant Oicenth Josephs will be making arrangements for shuttle service to the Kansas City airport from the hotels in Lawrence KS. This trip will take 45-60 minutes. You will receive an email indicating the shuttle schedule, please try to use the shuttle if possible. If you cannot locate the shuttle, please contact them at: (913) 634-5484 or (913) 575-3185. Otherwise you will need to find alternate transportation and retain receipts for later reimbursement.

#### **Reimbursement Procedures**

Following the completion of the workshop, you can submit the following for reimbursement up to the \$1200.00 cap:

Ground transport fees (cab/taxi fares)  
Baggage fees  
Meals

Airfare

Hotel

Receipts for meals are not required as you will be reimbursed at our per diem rate of: Breakfast \$6, Lunch \$11, Dinner \$19. Be sure to note any meals for reimbursement in your reimbursement submittal. (To receive breakfast travel must begin before 6 a.m. and extend past 8 a.m.; to receive lunch travel must begin before 12:00 p.m. and extend past 2 p.m.; and to receive dinner travel must begin before 6 p.m. and extend past 8 p.m.)

You will need to submit original receipts – photocopies and scanned receipts will not be accepted - to: Oicenths Josephs/iDigBio

Dickinson Hall

PO Box 117800

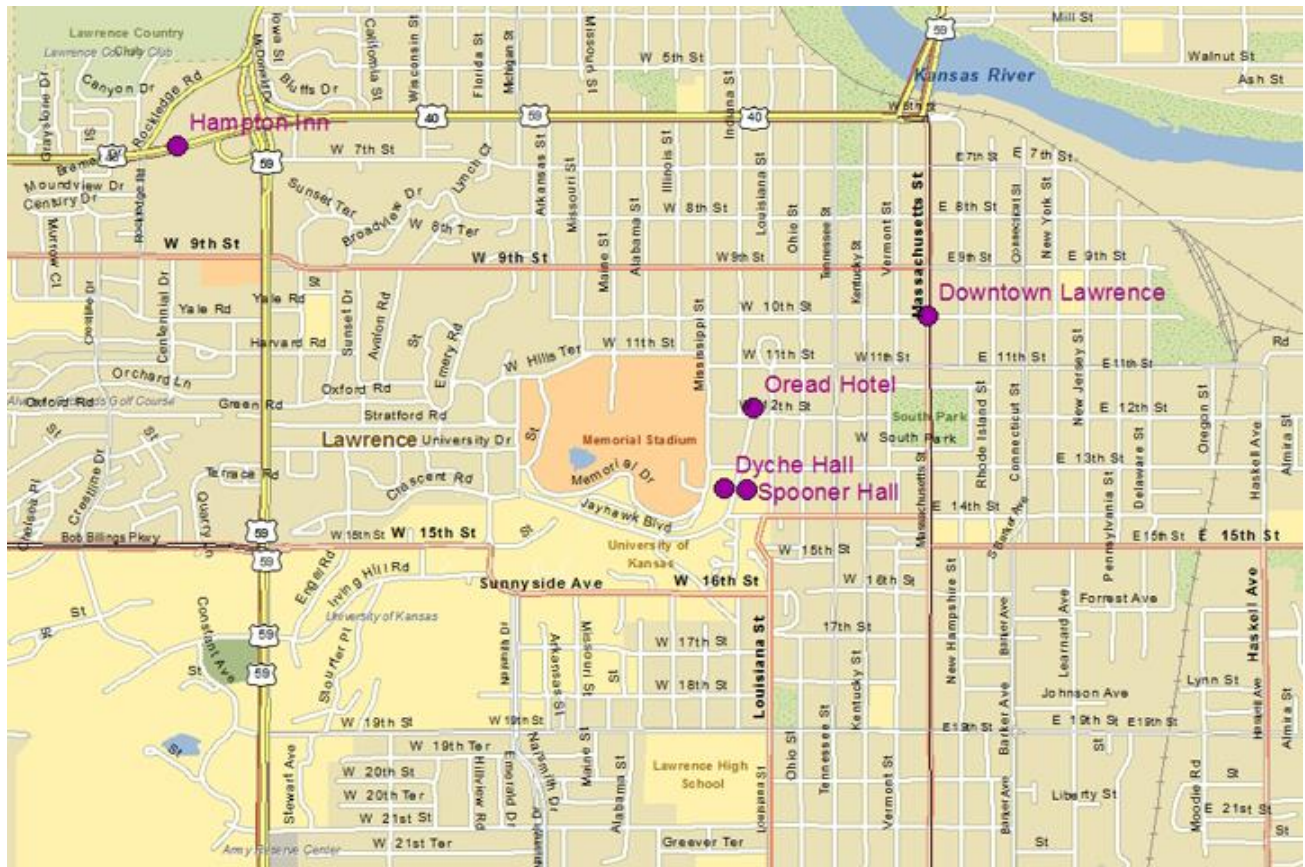
Florida Museum of Natural History

University of Florida

Gainesville, FL 32607

If you have any questions, please contact Oicenths at 352.273.3698.

Map of Lawrence KS including the locations of the Oread Hotel and the Hampton Inn along with Dyche Hall (reception location) and Spooner Hall (location of the workshop):



**Shuttle Schedules:** Shuttle service will be provided by Better Alternative Transportation Services (BATS), contact: 913-634-5484 or 913-575-3185/[www.kcibats.com](http://www.kcibats.com)

Mario from BATS has your contact number along with flight schedules and will be arranging for pickup and drop-off. He may call your cell number if he cannot locate you at the airport; be sure to have your cell phone easily accessible and turned on.