



## **Managing NHC Data for Global Discoverability Workshop Logistics September 15-17, 2015**

*Sponsored by Arizona State University and iDigBio*

*Presented by the iDigBio, 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 Tri-Trophic TCN, DataONE, Symbiota, and iDigInfo.*

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

If you encounter logistical issues prior to or upon your arrival in Phoenix and require assistance, we encourage you to contact Project Assistant Cathy Bester at 352-294-1949, or Workshop Organizer Deb Paul at 850-510-7809 (mobile) or Nico Franz (480) 965-2036, Lab: (480) 965-2850.

### **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/Managing\\_Natural\\_History\\_Collections\\_Data\\_for\\_Global\\_Discoverability](https://www.idigbio.org/wiki/index.php/Managing_Natural_History_Collections_Data_for_Global_Discoverability)

### **Travel to Phoenix, AZ:**

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](mailto:cbester@flmnh.ufl.edu).

### **Ground Transport from the Phoenix Airport to the Hotel:**

If you are flying in and out of Phoenix, please call the hotel when you arrive, at (480) 968-3451 and they will send a shuttle. If the shuttle is not available, please get a taxi from the airport to the Hotel 1333 (formerly known as the Four Points by Sheraton), address below. Be sure to retain receipts showing form of payment for later reimbursement by iDigBio.

### **Hotel Location:**

Hotel 1333  
1333 South Rural Road  
Tempe, AZ 85281  
(480) 968-3451

### **Workshop Location:**

Arizona State University  
BioKIC  
734 W Alameda Dr  
Tempe, AZ 85282

### **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.hotel1333.com>

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

Check-in for the workshop is on Tuesday morning, at 8:15 – 8:30 am for an 8:30 start. Shuttles (hotel shuttle, and van, will transport you to the workshop location located about 2 miles from the hotel). Shuttle/van departing the hotel at 7:55 and 8:10 (We're making two trips with each vehicle).

Transporting iDigBio Workshop Participants September 15 - 17, 2015	
	Departures from Hotel
Tuesday September 15, 2015	<b>From Hotel to ASU Alameda Building (2 departures)</b>
	1) 755 am
	2) 810 am
Wednesday September 16, 2015	<b>From Hotel to Desert Botanical Garden (2 departures) note: group tour starts at 9 am.</b>
	1) 800 am
	2) 830 am
Thursday September 17, 2015	<b>From Hotel to ASU (2 trips)</b>
	1) 810 am
	2) 825 am

**Meals and Other Related Activities:**

Breakfast is available at the hotel restaurant each morning; lunches and breaks will be provided each day at the workshop venue. Meals not provided as workshop functions will qualify for reimbursement at our per diem rate, see below for reimbursement procedures.

**Field Trip:**

On Wednesday, September 16 there will be a field trip to the Desert Botanical Garden (<http://www.dbg.org/>) during the morning hours. Lunch will be available for purchase at Gertrude’s Restaurant at the Garden from 11:30-12:30 (reimbursement will be provided by iDigBio at the per diem rate mentioned below). Please meet at 7:55 am in Hotel Lobby; depart at 8:00 and 8:30 for DBG; garden from 9-11:30, lunch 11:30 - 12:30, depart 12:40 to ASU. It will be hot! Please be prepared with sunscreen, appropriate clothing, hats, and a water bottle. And, remember your camera ☺

**Ground Transport from the Hotel to the Phoenix Airport:**

Please note the the hotel will shuttle you to the airport. If their shuttle is not available, please arrange for a taxi at the hotel’s front desk for ground transport to the Phoenix 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](mailto:cbester@flmnh.ufl.edu).

