

iDigBio Dried Insect Collection Digitization Workshop Logistics

April 23rd-25th, 2013

Contact for Questions or Problems :

If you encounter logistical issues prior to or upon your arrival in Chicago and require assistance, we encourage you to contact Project Assistant Cathy Bester at 352-294-1949. If you require assistance by someone onsite (in Chicago) please contact Joanna McCaffrey at 312-933-6736 or Gil Nelson at 850-766-2649.

Travel to Chicago, IL:

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 .

Public Transport from Chicago Airports to the Hotel:

You can take public transport from either airport (MDW or ORD) to downtown Chicago. Visit <http://www.transitchicago.com/> and <http://www.transitchicago.com/airports/> for more information.

From **Midway** (MDW) 12 miles: Take the Orange Line (the only line to the airport) into town, get off at the Roosevelt stop. When you leave the station, walk 2 blocks to Michigan Avenue and turn north (left) walk along Michigan. Upon leaving the station you will see the attractive roof line of the Shedd Aquarium straight ahead along Roosevelt, that is your cue that you should walk in that direction. Walk another 3 blocks and the hotel is on the corner of Michigan Avenue and 11th Street.

From **O'Hare** (ORD) 18 miles: Take the Blue Line (the only line to the airport) to Jackson. Get out the station, and walk 11 blocks, almost a mile.

If you feel like a great walk, from the station walk to Jackson (or any east/west street), turn right and walk to Michigan towards the lake or the park, turn right (south) again onto Michigan and walk to 11th Street where the hotel is.

Or you could walk to Michigan and take any bus going south down Michigan and get off at 11th.

If you have a lot of luggage, take a cab from the Blue Line stop at Jackson.

If you anticipate using more public transportation, buy a pass at the station for multiple rides. Transfers are good for up to 2 hours, passes are good on all CTA busses and trains, exact change is required on all buses. Some lines are elevated, some are underground, some both. You can get a mobile app for CTA so that you can calculate when the next bus is coming to your stop.

Hotel and Workshop Locations:

Hotel Address: Best Western – Grant Park, 1100 S Michigan Ave, Chicago, IL 60605

Hotel Phone Number: (312) 922-2900

Workshop Address: Field Museum, 1400 S Lake Shore Dr, Chicago, IL 60605

This is a 0.6 mile walk, **see driving and walking maps on page 3.**

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 to verify that you are receiving a room from this block. Hotel information may be obtained from the following website: <http://www.bwgrantparkhotel.com/>

Workshop Check-in:

Please plan to arrive at the Field Museum, entering through the West Door (as indicated on the walking map), no later than 8:15am to get signed in and into the Museum.

Meals and Other Activities:**April 23**

There will be a reception followed by dinner at Mei's Kitchen located within the Best Western from 6:30-9:00pm.

April 24

Breakfast will be on your own (reimbursed)

Lunch will be provided at the workshop location, catered by the Corner Bakery

Dinner will be on your own (reimbursed)

April 25

Breakfast will be on your own (reimbursed)

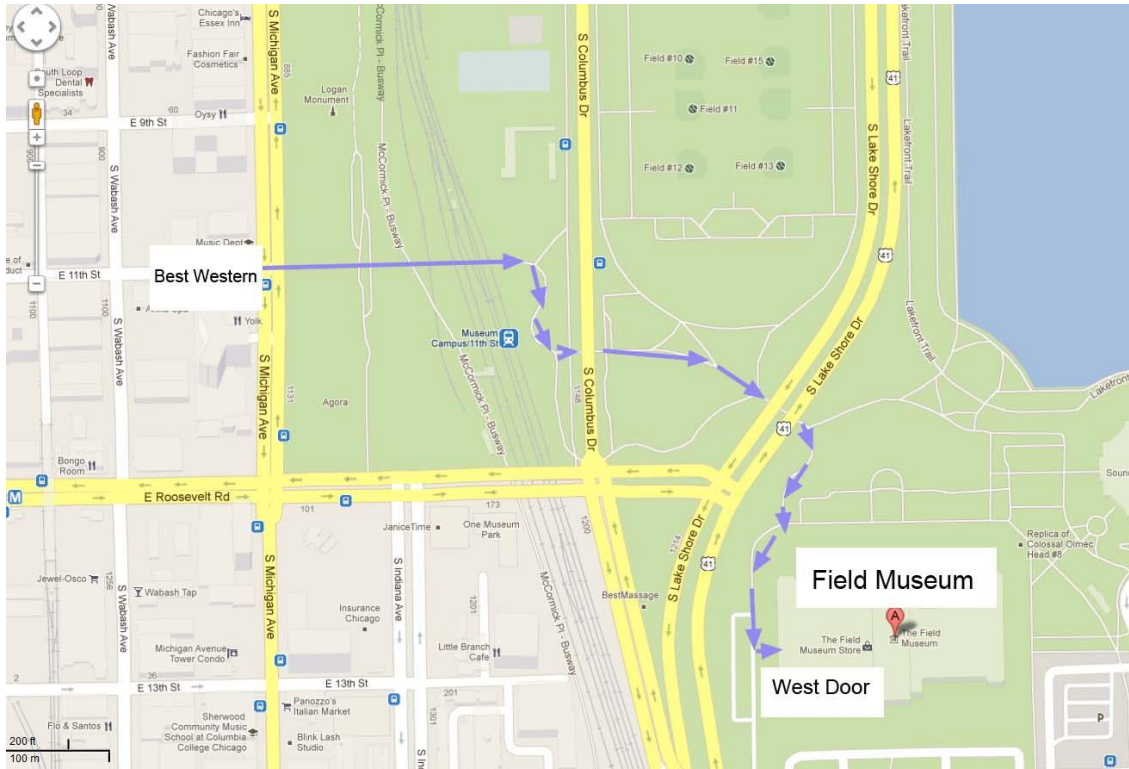
Lunch will be provided at the workshop location, catered by the Corner Bakery

Dinner will be on your own (reimbursed)

Reimbursement Procedures:

Any meals not provided as workshop functions will be reimbursed at the state per diem rate, no receipts are needed. Taxi fares, parking fees, mileage, and baggage fees may qualify for reimbursement – please save your original receipts. Project Assistant Cathy Bester will send out an email with details on the reimbursement procedure during the week following the workshop.

Walking Map – Best Western to the Field Museum (0.6 miles):



Driving Map (not suitable for walking!) – Best Western to Field Museum

