

iDigBio Vertebrate Digitization Workshop Logistics

April 4-6, 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 Museum of Vertebrate Zoology at the University of California, Berkeley and the UC Berkeley Integrative Biology Graduate Student Association

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 Cathy Bester at 352-294-1949 (office), or Workshop Organizer Gil Nelson at 850-766-2649 (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/IDigBio_Vertebrate_Digitization_Workshop_Two

Travel to Berkeley:

Your travel arrangements have been coordinated and finalized by Cathy Bester; you should have already received travel details in a separate email. If you have any remaining travel questions, please contact Cathy at cbester@flmnh.ufl.edu.

Ground Transport from the San Francisco/Oakland Airports to the Hotel:

If you are flying in and out of San Francisco or Oakland, you can use the BART rail system from either airport to the "Downtown Berkeley" station. The station is a 15 minute walk to the hotel or a short taxi ride. For more information and maps for the BART, please visit their web site at: <https://www.bart.gov/>. Be sure to retain receipts showing form of payment for later reimbursement by iDigBio.

Hotel and Workshop Locations:

Hotel:

Hotel Durant
2600 Durant Ave.
Berkeley, CA 94704
(510) 845-8981

Workshop:

Anna Head Alumnae Hall
University of California, Berkeley
2537 Haste Street
Berkeley, CA 94720

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://hoteldurantberkeley.com/> .

Workshop Check-in:

The workshop will be held in the Anna Head Alumnae Hall on the campus of the University of California, Berkeley each day, see map on the workshop wiki page for location.

Meals and Other Related Activities:

Breakfast is available at the hotel's in-house restaurant, Henry's (<http://henrysberkeley.com/>), starting at 7:00am each morning; lunches and break refreshments will be provided each day at the workshop venue. Dinners will be on our own each evening. Visit http://www.tripadvisor.com/RestaurantsNear-g32066-d80959-Hotel_Durant-Berkeley_California.html for information on restaurants near Hotel Durant. In addition, there will be a reception on the evening of April 4 at the Museum of Vertebrate Zoology from 5-7pm. Please note that meals not provided as workshop functions will qualify for reimbursement at our per diem rate, see below for reimbursement procedures.

Collections Tours

Tours of the UC Berkeley Museum of Vertebrate Zoology, UC Museum of Paleontology, Essig Museum of Entomology, and UC and Jepson Herbaria will take place during the afternoon of April 6. All participants should have signed up for their preferred tour(s) by March 1 at the following link: https://docs.google.com/forms/d/1lQR0OcEdtmPIPhTY-1D6HXszT9Fcu8Pa2_n8RmNVorU/viewform.

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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.