

iDigBio Biodiversity Collections Digitization in the Pacific Workshop Logistics

March 23-28, 2014

Presented by 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 Bishop Museum

Contact for Questions or Problems :

If you encounter logistical issues prior to or upon your arrival in Honolulu and require assistance, we encourage you to contact Project Assistant Cathy Bester at 352.294.1949, Workshop Organizer Gil Nelson at 850.766.2649 (mobile), or Shelley James at the Bishop Museum at 808.847.8217.

Travel to Honolulu HI:

If travel funds are being provided by iDigBio, 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.

Ground transport from the Honolulu airport to the hotel (East-West Center):

Taxi Service is available on the center median fronting the terminal baggage claim areas. See the taxi dispatchers (green shirts with yellow lettering, and the wording "TAXI DISPATCHER") for service. The fare from the airport to Waikiki during non-rush hour periods is approximately \$35.00-\$40.00, maximum of four people. Taxi-share with other workshop participants when possible.

Hotel and Workshop Locations:

Workshop venue for 25 & 27 March: East-West Center, Asia Room (see below)

Workshop venue for 26 March: Bishop Museum (see below)

Hotel Address:

East-West Center (Lincoln Hall)

1601 E West Rd

Honolulu, HI 96848

<http://www.eastwestcenter.org/about-ewc/visitor-information>

Workshop Addresses: **[Please note: participants who are staying at Lincoln Hall will be transported to and from the Bishop Museum by shuttles pre-arranged by iDigBio.]**

East-West Center (see above)

Bishop Museum

1525 Bernice St

Honolulu, Hawaii 96817

<http://www.bishopmuseum.org/>

Hotel Check-in:

A block of rooms has been reserved for Workshop participants, and participant names have been provided to the EWC. Please notify the front desk that you are part of the iDigBio Workshop upon check-in to verify that you are receiving a room from this block at our group rate.

Parking (if needed):

Parking passes have been secured for those who need them. Holly Bolick will distribute passes for staff at Bishop Museum. Michael Thomas will distribute passes for those from University of Hawaii who are not walking to East-West Center. Regular UH parking passes are not accepted for East-West Center parking zones. If you have a vehicle and require parking, request a EWC parking pass upon check-in to avoid parking tickets. Please check to confirm that the dates are correct on your pass. Passes have been prepaid. If you are staying at Lincoln Hall and have a vehicle that we were not informed of, submit the receipt for the pass to Cathy for reimbursement.

Shuttles to Workshop Venue

The workshop venues are the EWC on 3/25 and 3/27 and the Bishop Museum for a reception on the evening of 3/24 and for the day on 3/26. If lodging at Lincoln Hall, you will be transported to the Bishop Museum via shuttle from the EWC. Shuttles are arranged ahead of time by iDigBio; refer to the workshop agenda for more details including departure and arrival times.

Workshop Check-in:

Name tags and wireless information will be distributed as participants arrive at the workshop location on March 25 (name tags will also be distributed at the reception, the evening of the 24th). Power for laptops and wireless access information will be provided for all participants.

Wifi at the East-West Center:

Username: idigbio324

Password: 324idigbio

Wifi at the Bishop Mueum:

SSID: MUSEUMguest

No username or password required

Workshop materials, including Power Point presentations (and this document), will be posted on the workshop wiki and associated collaborative documents (<https://www.idigbio.org/wiki/index.php/PacificDigitization>). All speakers should plan to send a copy of their Power Point presentation to Gil Nelson (gnelson@bio.fsu.edu) or Kevin Love (klove@flmnh.ufl.edu) for posting. Please also bring a copy of your presentation on a thumb drive.

Meals and Other Related Activities:

Breakfasts will be on your own each day. Lunches and mid-morning/mid-afternoon breaks will be provided each day at the workshop venues. Dinner will be on your own, except for the reception at the Bishop Museum on the evening of the 24th.

Taxis to the Honolulu Airport:

During your stay at the East-West Center, schedule the taxi for your return to the Honolulu airport at the front desk. Taxi-share with other workshop participants when possible.

Reimbursement Procedures:

Any meals not provided as workshop functions will be reimbursed at the state 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.

Other Useful Information for your stay at the EWC:

Hawai'i recently passed several laws to increase the safety and health of all citizens and visitors. They include the following:

1) No-smoking law for all public buildings and restaurants. Smoking is allowed in designated smoking areas or outside of buildings. You must stand at least 6.2 meters or 20 feet from the entry way to the building. East-West Center's main building and conference facilities are subject to this law.

2) Jaywalking law. Areas such as the University, Waikiki and downtown Honolulu have **undercover police** ticketing jaywalkers (people who cross the streets where there is no crosswalk). Fines are US\$130. See attached document for more information. The document is also posted on the logistics section of the wiki – attach jaywalking document

3) Driving while using cell phones or any other hand held electronic devices can result in a substantial fine.

4) Seat belt laws apply to everyone in the car – front or back seat must wear a seat belt.

5) Drinking alcoholic beverages in public areas are subject to a fine or in some cases arrest, especially in areas like the beach, parks, etc.

If you have any questions, please contact Cathy at 352.294.1949 or cbester@flmnh.ufl.edu.