

Mobilizing Small Herbaria (iDigBio) Workshop Logistics
December 9th (Reception 6:00 PM) – December 11th 5:00 PM, 2013
Presented by the National Resource for Advancing Digitization of Biodiversity Collections (ADBC)

Contact for Questions or Problems :

If you encounter logistical issues prior to or upon your arrival in Tallahassee and require assistance, we encourage you to contact Workshop Host Gil Nelson at 850.766.2649 or Project Assistant Cathy Bester at 352.294.1949.

Travel to Tallahassee:

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.

Shuttle from Tallahassee Airport to the Hotel:

The Residence Inn will provide limited shuttle service from the Tallahassee airport to the hotel. This shuttle service is available from 8am-10pm, please call the hotel at 850.329.9080 to arrange for pickup. If the shuttle is unavailable, use a local taxi service and retain receipts for later reimbursement.

Hotel and Workshop Locations:

Hotel Address:

Resident Inn, Marriott

600 W. Gaines Street

Tallahassee, FL 32304

Phone Number: 850.329.9080

Workshop Address:

King Life Sciences Building (Room 2057)

319 Stadium Drive

Florida State University

Tallahassee, FL 32306

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.marriott.com/hotels/travel/tlhdt-residence-inn-tallahassee-universities-at-the-capitol/>

Workshop Check-in:

Workshop name tags will be available at the reception, or Tuesday morning.

Workshop materials (including this document) will be available on the workshop wiki

(https://www.idigbio.org/wiki/index.php/Small_Herbarium_Workshop_FSU) prior to the workshop and will be updated as the workshop progresses. Hence, it is important to bring a laptop to the workshop.

Power for laptops will be provided. Wireless will be provided by Florida State University. You will receive login credentials prior to your arrival. Please hold on to this as workshop coordinators will not have your credentials.

Transportation from Residence Inn to FSU

Transport to the King Building will be via FSU vans. Vans will leave the Residence Inn at 7:55 a.m. for the 10-minute ride to the King Building. Please plan to use the van for your shuttle back and forth to

campus, even if you have a private vehicle available. Parking at FSU is at a premium and parking tickets are distributed.

Meals and Other Activities:

Monday, Dec 9 – Reception, 6:00-8:30pm at the Residence Inn

Tuesday, Dec 10 – Complimentary breakfast will be available at the Residence Inn from 6:30-8:00am. Lunch will be available at Fresh Foods, a short walk from King Building. See the agenda for lunch times. Dinner will be on your own. A list of recommended local restaurants will be available on the workshop wiki. Lunch and dinner will be reimbursed (see reimbursement information to follow).

Wednesday, Dec 11 - Complimentary breakfast will be available at the Residence Inn from 6:30-8:00am. Lunch will be available at Fresh Foods, a short walk from King Building. See the agenda for lunch times. Dinner will be on your own. A list of recommended local restaurants will be available on the workshop wiki. Lunch and dinner will be reimbursed (see reimbursement information to follow).

Shuttle to the Tallahassee Airport:

During your stay at the Residence Inn, schedule the shuttle for your return to the airport at the front desk.

Reimbursement Procedures

Following the completion of the workshop, you can submit the following for reimbursement:

Ground transport fees (cab/taxi fares)

Baggage fees

Meals not included as workshop functions – receipts 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.

Mileage – if you drove to and from the workshop, please provide your starting address, time of departure and approximate mileage for both your drive to the workshop and your return home. Mileage is reimbursed at .445 cents per mile.

You will need to submit original receipts for all other items – photocopies and scanned receipts will not be accepted - to:

Cathy Bester/iDigBio

Dickinson Hall

Florida Museum of Natural History

University of Florida

Gainesville, FL 32607

If you have any questions, please contact Cathy at 352.249.1949. (Following the completion of the workshop, she will send out a reminder email to all workshop participants with the above reimbursement information.)