

**Leveraging Digitization Practices across Multiple Domains**  
**Workshop Logistics**  
**6-9 October 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 Santa Barbara Museum of Natural History and the Cheadle Center for Biodiversity & Ecological Restoration, UC Santa Barbara*

**Contact for Questions or Problems :**

If you encounter logistical issues prior to or upon your arrival in Santa Barbara and require assistance, we encourage you to contact Gil Nelson at 850-766-2649, Kevin Love at 352-294-1924, or Jennifer Thorsch at 805-452-2396. You may also contact Project Assistant Cathy Bester at 352-294-1949 at iDigBio in Gainesville FL.

**Travel to Santa Barbara, CA:**

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) .

**Transportation from the Santa Barbara Airport to the Hotel:**

The Santa Barbara airport is only a short distance from the Harbor View Inn. Please plan to take a taxi to the Harbor View and be sure to keep your receipts for reimbursement. Most arriving flights include several attendees and we will appreciate you sharing cabs. I am attaching the flight schedules to facilitate this. A link to the list of participants and their e-mail addresses is included in the e-mail with this document. The online spreadsheet of attendees is editable and is not shared publicly.

**Transportation from the Hotel to the Workshop Venue the morning of Oct 7:**

An SB Airbus will be waiting in the parking lot Tuesday morning to transport participants to the workshop venue. Departure will be promptly at 7:30 a.m. Breakfast will be served at the venue.

**Hotel and Workshop Locations:**

Hotel Address:  
Harbor View Inn  
28 W. Cabrillo Blvd  
Santa Barbara, CA 93101  
Hotel Phone Number: 805-963-0780

Workshop Address: Multiple venues including the Santa Barbara Museum of Natural History, UC Santa Barbara, Cheadle Center for Biodiversity and Ecological Restoration, and the Western Foundation of Vertebrate Zoology. See agenda for additional information.

**Hotel Check-in:**

You should have reserved your own lodging at the Harbor View Inn within the iDigBio room block to receive our discounted rate. Hotel information may be obtained from the following website: <http://www.harborviewinnsb.com/>

**Workshop Check-in:**

Name tags and wireless information will be distributed as participants arrive to the meeting room at UC Santa Barbara on Oct 7 or at the reception the evening of Oct 6.

**Meals and Other Related Activities:**

There will be a reception at the Santa Barbara Museum of Natural History during the evening of Oct 6 from 5:30-7:00pm. A SB Airbus shuttle will be waiting in the parking lot of the Harbor View Inn at 5:00 pm to take you to the reception (it will leave the SBMNH at 7:00 pm to return you to the hotel).

In addition, there will be field trips during the afternoon of Oct 7 to the Cheadle Center for Biodiversity and Ecological Restoration, the Santa Barbara Museum of Natural History, and the Western Foundation of Vertebrate Zoology – shuttle service will be provided by SB Airbus.

Breakfasts, lunches, and snacks will be provided during the workshop dates. Vegetarian and gluten free options will be available. Dinners will be “on your own”; a per diem will be provided as reimbursement for all meals not included as workshop functions and during travel.

**Transportation to the Santa Barbara Airport:**

See attached flight departure information for possible ride-sharing to the airport. We will coordinate this during the workshop.

**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. Lodging, taxi fares, parking fees, and baggage fees may qualify for reimbursement – please retain your original receipts that **show 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.