

iDigBio Herbarium Workflow Workshop Logistics

January 27-January 29, 2015

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 conjunction with Valdosta State University

Contact for Questions or Problems:

If you encounter logistical issues prior to or upon your arrival in Valdosta and require assistance, we encourage you to contact Project Assistant Cathy Bester at 352-294-1949, Workshop Organizer Gil Nelson at cell no. 850-766-2649, or IT Expert Kevin Love at cell no. 352-328-5538.

Travel to Valdosta, GA:

You should have already taken care of travel arrangements for travel to and from Valdosta. For those of you who are receiving travel support from iDigBio, you will be reimbursed for your airfare following the workshop. If you have any remaining travel questions, please contact Cathy at cbester@flmnh.ufl.edu.

Shuttle from Hotel to Workshop:

The workshop venue is in the VSU University Center on Patterson Street, a 10-15 minute drive from the hotel. Richard Carter has a VSU van for shuttling to and from the venue. Those driving may also be asked to provide transportation. We have sufficient parking permits for University Center. **The van and cars will leave the hotel at 8:10 a.m. Please be in the lobby and ready to go to ensure an on time start.**

Shuttle from Valdosta Airport to the Hotel:

A Valdosta State University van is available for pickup from the airport. Richard Carter and Gil Nelson will be in touch with those flying in and will arrange airport pickup and shuttle to the hotel. If for any reason the shuttle/van is unavailable, contact a local taxi service. Please retain taxi receipts for later reimbursement.

Hotel and Workshop Locations:

Hotel Address:

Holiday Inn Express & Suites West Mall Area

1330 North Saint Augustine Road

Valdosta, GA 31601

Hotel Phone Number: 229-249-8900

Workshop Address: Valdosta State University: Cypress Room, University Center

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.ihg.com/holidayinnexpress/hotels/us/en/valdosta/vldes/hoteldetail>

Workshop Check-in:

Workshop materials will be available via the workshop wiki

(https://www.idigbio.org/wiki/index.php/Workflows_Herbarium_Digitization) and through links

provided during the workshop. Power for laptops and hotel and workshop venue wireless access will be

provided for all participants. Since much of our work will be via online documents, it is important to bring a laptop.

Meals and Other Activities:

Tuesday, Jan 27 –Complimentary breakfast will be available at the Holiday Inn in the morning. Lunch will be served at the workshop from 12:30noon-1:40pm, provided by VSU Catering service. Dinner will be on your own; participants will purchase their dinners and later be reimbursed (see reimbursement information to follow). Break refreshments will be provided by VSU Catering service.

Wednesday, Jan 28 –Complimentary breakfast will be available at the Holiday Inn in the morning. Lunch will be served at the workshop from 12:00noon-1:00pm, provided by VSU Catering service. Dinner will be on your own; participants will purchase their dinners and later be reimbursed (see reimbursement information to follow). Break refreshments will be provided by VSU Catering service.

Thursday, Jan 29 –Complimentary breakfast will be available at the Holiday Inn in the morning. Lunch will be served at the workshop from 12:00noon-1:00pm, provided by VSU Catering service. Dinner will be on your own; participants will purchase their dinners and later be reimbursed (see reimbursement information to follow). Break refreshments will be provided by VSU Catering service.

Shuttle to the Valdosta Airport:

There will be a Valdosta State University van available for transport to the airport. Please arrange transportation with Richard Carter and Gil Nelson prior to the 29th. If for any reason the shuttle/van is unavailable, contact a local taxi service as recommended by the hotel staff. Please retain taxi receipts for later reimbursement.

Reimbursement Procedures

iDigBio Project Asst. Cathy Bester will be in contact following the workshop with reimbursement details and procedures. Please be sure to retain receipts (showing form of payment) from any reimbursable travel expenses which include but are not limited to ground transport, airport parking, baggage fees, mileage, and meals not provided as part of the workshop.