

Using Biodiversity Specimen-Based Data to Study Global Change

Workshop Logistics

Dec 2-3, 2015

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 Missouri Botanical Garden

Contact for Questions or Problems :

If you encounter logistical issues prior to or upon your arrival in St Louis and require assistance, we encourage you to contact Project Assistant Cathy Bester at 352-294-1949, or Workshop Organizer Larry Page at 352-256-1889 (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/Using_Biodiversity_Specimen-Based_Data_to_Study_Global_Change

Travel to St. Louis MO:

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 St Louis Airport to the Hotel:

If you are flying in and out of St. Louis, you can get a shuttle from the airport to the Holiday Inn Express St Louis West End, address below. You can book the shared ride shuttle online with Go Best Express at <https://www.gobestexpress.com/> which is the most economical ground transport available at approximately half the cost of taxi service. Be sure to retain receipts showing form of payment for later reimbursement by iDigBio.

Hotel and Workshop Locations:

Hotel:

Holiday Inn Express St Louis West End
4630 Lindell Blvd.
St. Louis, MO 63108
(314) 361-4901

Workshop:

Missouri Botanical Garden/CBEC
4651 Shaw Blvd.
St. Louis, MO 63110
(314) 577-5100

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://www.hiextlouiswest.com/>

Workshop Check-in:

Transportation will be provided by BEST Transportation of St Louis from the Holiday Inn to the Missouri Botanical Garden each day of the workshop, leaving the hotel at 8:00am on Dec 2 and Dec 3. You will be

transported by this same service each day following workshop activities. Please note this return trip will be 8:00pm on Dec 2 and 5:30pm on Dec 3. You can learn more about the Missouri Botanical Garden, where the workshop will be held, at <http://www.missouribotanicalgarden.org/> The workshop will be held in the Commerce Bank Education Center (CBEC) each day, see attached map.

Meals and Other Related Activities:

Complimentary breakfast is available at the hotel each morning; lunches and break refreshments will be provided each day at the workshop venue. In addition, there will be a reception at the Missouri Botanical Garden on Dec 2 immediately following the afternoon workshop session; please plan accordingly. Meals not provided as workshop functions will qualify for reimbursement at our per diem rate, see below for reimbursement procedures. There are over 35 restaurants within walking distance from the hotel; the hotel will provide a restaurant brochure to each guest upon check-in to assist with dinner plans.

Tour of the Garden

There will be a tour of the Missouri Botanical Garden including the Monsanto Building which houses the Herbarium and Library including the rare book room. This tour will take place on Dec 3 from 4:00-5:30pm following the workshop wrap up. The shuttle will pick-up participants at 5:30pm at the Monsanto Building for return to the hotel.

Ground Transport from the Hotel to the St. Louis Airport:

You can book the shared ride shuttle online with Go Best Express at <https://www.gobestexpress.com/> for transportation from the hotel to the airport or otherwise request a taxi at the hotel front desk.

Please note that the shuttle is a much more economical option while the taxi will be approx. \$50. Retain receipts showing form of payment for later reimbursement by iDigBio.

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.