

## iDigBio Original Source Materials Workshop Logistics

**March 9-12, 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 Yale Peabody Museum of Natural History*

### **Contact for Questions or Problems :**

If you encounter logistical issues prior to or upon your arrival in New Haven and require assistance, we encourage you to contact Project Assistant Cathy Bester at 352.294.1949, Project Manager David Jennings at 352.273.1906, Workshop Organizer Gil Nelson at 850.766.2649 (mobile), iDigBio IT Expert Kevin Love at 352.294.1924, or Tim White at Yale at 203.494.5286 (mobile) or 860.663.3178 (home).

### **Travel to New Haven CT:**

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).

### **Shuttles from New Haven and Hartford Airports to the Hotel:**

If you are flying in and out of Hartford CT (BDL), please contact CT Limo for shuttle service from the airport to the Omni Hotel. Visit their web site for more information and reservations at <http://www.ctlimo.com/airportshuttle.html> or call at 1.800.472.5466. If you are flying in and out of New Haven CT (HVN), please use a local taxi or cab service. Be sure to retain receipts for later reimbursement.

### **Hotel and Workshop Locations:**

Omni Hotel  
155 Temple Street  
New Haven, Connecticut 06510

Workshop Address:

**[Please note: participants will be transported to and from the workshop venue by shuttles arranged by Yale. See the schedule below.]**

Yale West Campus  
Conference Center  
800 West Campus Drive  
West Haven, CT 06516

### **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 at our group rate. **In most cases, hotel charges are being paid directly by iDigBio. You do not need to pay on checkout.** Hotel information may be obtained from the following website: <http://www.omnihotels.com/FindAHotel/NewHavenYale.aspx>

### **Shuttles to Workshop Venue**

The workshop venue is Yale's West Campus. You will be transported to the workshop via shuttle from the hotel. Shuttles are arranged by Yale and will depart daily from the front of the Omni (Temple Street)

at 7:45 a.m. EST and will return you to the Omni at the end of the day. Please arrive at the hotel entrance 5-10 minutes early. The workshop will begin promptly at 8:30 a.m.

**Workshop Check-in:**

Name tags and wireless information will be distributed as participants arrive at the workshop location on March 10th. Power for laptops and wireless access information will be provided for all participants. Workshop materials, including Power Point presentations (and this document), will be hosted on the workshop wiki and associated collaborative documents (<https://www.idigbio.org/wiki/index.php/Digitizing-From-Source-Materials>). All speakers should plan to send a copy of their Power Point presentation to Gil Nelson ([gnelson@bio.fsu.edu](mailto:gnelson@bio.fsu.edu)) for posting, or bring it on a thumb drive.

**Meals and Other Related Activities:**

Breakfast, lunch, and breaks will be provided each day at the workshop venue. Dinner will be on your own, except for the reception the evening of the 10<sup>th</sup>.

**Shuttles to the New Haven and Hartford Airports:**

During your stay at the Omni, schedule the shuttle for your return to the New Haven airport at the front desk or contact CT Limo per the information above for your return to the Hartford airport.

**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. 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](mailto:cbester@flmnh.ufl.edu).