



Basics of CT Data Acquisition, Visualization, and Analysis Short Course

Logistics

February 22-26, 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 collaboration with the HighResolution X-ray CT Facility (UTCT), The University of Texas at Austin

Contact for Questions or Problems :

If you encounter logistical issues prior to or upon your arrival in Austin and require assistance, we encourage you to contact Project Assistant Cathy Bester at 352-294-1949, or Workshop Organizers Gil Nelson at 850-766-2649 (mobile) or Jessie Maisano at 512-471-0260 (office) or 512-934-0883 (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/CT_Short_Course. No login is required.

Travel to Austin TX:

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 Austin Airport to the Hotel:

If you are flying in and out of Austin, please get a taxi or Supershuttle from the airport to the AT&T Executive Education and Conference Center, address below. Be sure to retain receipts showing form of payment for later reimbursement by iDigBio.

Hotel and Workshop Locations:

AT&T Executive Education and Conference Center
1900 University Avenue
Austin, TX 78705
(512) 404-1900

Jackson School of Geosciences
23rd & San Jacinto
Austin, TX 78712
(512) 471-0260

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.meetatatexas.com/>

Workshop Check-in:

Short course participants will enjoy a scenic 0.5 mile walk from the hotel through the UT campus to the Jackson School of Geosciences (JGB on this map: [Campus Building Detail - Jackson Geological Sciences Building](#); dotted walking route on map on wiki). Jessie Maisano and Gil Nelson will meet the participants in the lobby of the hotel at 7:30 am on the first morning and escort them to UTCT, located in JGB 1.120. Lab phone is 512-471-0260, Jessie's cell is 512-934-0883, and Gil's cell is 850-766-2649.

Meals and Other Related Activities:

Breakfasts, lunches and breaks will be provided each day at the workshop venue. There will be a group dinner on Monday night with the remaining dinners on your own (map with dining options close to the AT&T center on the wiki). Meals not provided as workshop functions will qualify for reimbursement at our per diem rate, see below for reimbursement procedures.

Ground Transport from the Hotel to the Austin Airport:

Arrange for a taxi or Supershuttle at the hotel's front desk for ground transport to the Austin airport for departure. You may wish to ride-share with other workshop participants. 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.