

Integrated Digitized Biocollections (iDigBio) Herbarium Digitization Workshop Logistics

Sept 16th (Informal Reception 6:30 PM) – Sept 18th 5:00 PM, 2012

Presented by the National Science Foundation's National Resource (Home Uniting Biocollections, or HUB, at the University of Florida and Florida State University) for Advancing Digitization of Biodiversity Collections (ADBC)

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. For onsite assistance in Valdosta, call Gil Nelson (850-766-2649), Richard Carter (229-506-2099), Joanna McCaffrey (312-933-6736), or Kevin Love (352-328-5538).

Travel to Valdosta, GA:

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 .

Shuttle from Valdosta Airport to the Hotel:

The Holiday Inn will provide limited shuttle service from the Valdosta airport to the hotel. There will also be a Valdosta State University van to assist with transportation. Use the cell numbers for Gil Nelson and Richard Carter, above, with transportation issues while in Valdosta. 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 Hotel and Conference Center
I-75 (Exit 16) & Hwy 84
1805 W. Hill Avenue
Valdosta, GA 31601
Hotel Phone Number: 229-316-2101

Workshop Address: Valdosta State University, 1500 N. Patterson St.

Sessions will be held at the University Center's Rose Room, VSC Herbarium, and Bailey Science Building.

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.holidayinn.com/hotels/us/en/valdosta/vldsahotel/detail?_requestid=344839

Workshop Check-in:

Workshop materials are available now and may be accessed online via the workshop Wiki (https://www.idigbio.org/wiki/index.php/Digitization_Training_Workshops). Feel free to peruse them. Please note that additions are being made to this Wiki regularly. Power for laptops and hotel wireless access will be provided for all participants. All participants are strongly urged to bring a laptop computer.

Meals and Other Activities:

Sunday, Sept 16 – Reception/dinner, 6:30pm at VSU Bailey Atrium.

Monday, Sept 17 – Breakfast will be available at Azalea Restaurant located in the Holiday Inn from 6:00-8:00am. Lunch will be served at the workshop from 12:00noon-1:00pm, provided by VSU Catering service. Dinner will be at Giulio’s Restaurant from 6:00-8:00pm and is within walking distance from the workshop venue. Participants will purchase their dinners and later be reimbursed (see reimbursement information to follow).

Tuesday, Sept 18 - Breakfast will be available at Azalea Restaurant located in the Holiday Inn from 6:00-8:00am. Lunch will be served at the workshop from 12:00noon-1:00pm, provided by VSU Catering service. Dinner will be on your own.

Shuttle to the Valdosta Airport:

During your stay at the Holiday Inn, schedule the shuttle for your return to the airport at the front desk. A Valdosta State University Van will also be available for transportation to the airport.

Reimbursement Procedures

Following the completion of the workshop, you can submit the following for reimbursement:

Ground transport fees (cab/taxi fares)

Baggage fees

Meals not included as workshop functions (two breakfasts and one dinner during the actual workshop plus meals during travel) – receipts are not required as you will be reimbursed at our per diem rate of:

Breakfast \$6, Lunch \$11, Dinner \$19. Be sure to note any meals for reimbursement in your reimbursement submittal.

You will need to submit original receipts – photocopies and scanned receipts will not be accepted - to:

Cathy Bester/iDigBio

Dickinson Hall

Florida Museum of Natural History

University of Florida

Gainesville, FL 32607

If you have any questions, please contact Cathy at 352.249.1949.