Data Carpentry

Logistics for Data Carpentry Workshop @iDigBio *September 29-30, 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 Data Carpentry, Software Carpentry, BEACON, NESCent, iPlant, SESYNC, USGS - BISON, UF - FLMNH, and FSU.

Schedule brief
Sunday, 28 September travel day; evening informal dinner - time / place TBA.
Monday, 29 September; workshop 8 am to 5:30 pm (Building 105, 105 NW 16th Street)
Tuesday, 30 September; workshop 8 am to 5:30 pm (Building 105, 105 NW 16th Street)
Wednesday, 01 October; travel day for some

Contact for Questions or Problems
If you encounter logistical issues prior to or upon your arrival in Gainesville and require assistance, we encourage you to contact:
Cathy Bester, Project Assistant at 352-294-1949 cbester@flmnh.ufl.edu
David Jennings, Project Manager at 352-273-1906 djennings@flmnh.ufl.edu
Kevin Love, IT Communications at 352-294-1924 klove@flmnh.ufl.edu
Deb Paul, Technology Specialist at (Cell) 850-510-7809 dpaul@fsu.edu

Travel to Gainesville, FL - for those not based in Gainesville
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 Gainesville Airport to the Hotel:
The Holiday Inn will provide shuttle service from the Gainesville airport to the hotel. When you reach the Gainesville airport, if the shuttle is not already onsite, call the Holiday Inn at 352-376-1661 to request a shuttle pick-up.
If the shuttle is unavailable, Bestway Cab is a local taxi service and they may be reached at 352-367-8222. Retain taxi receipts for reimbursement.

Hotel and Workshop Locations:
Hotel Address: Holiday Inn University
Center 1250 W. University Avenue
Gainesville, Florida 32601
Phone Number: 352-376-1661

Workshop Address: 105 NW 16th Street, Gainesville, FL 32603 (3rd Floor, Main Conference Rm.)

The distance is 1/3 mile from the Hotel to the workshop location. A walking map is provided below.

Hotel Check-in for non-Gainesville-based participants
A block of rooms have 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.theuniversityhotel.com/index.html

Workshop Check-in:
Name tags and wireless information will be distributed as participants arrive at the workshop location on Monday 29 September. The Agenda and all other materials will be available on the workshop Wiki. Power for laptops and University of Florida (UF) wireless access will be provided for all participants. *Please plan to arrive at 8:00am to enable a prompt start time at 8:30 am.*

Technology
Please bring a wireless-enabled laptop to the workshop. You must have administrative privileges on your laptop so that any software installs needed are possible. We will be using a wiki (https://www.idigbio.org/wiki/index.php/Data_Carpentry) to track all workshop materials. All presentations are archived for future referral, and to allow participants to follow along during the workshop. PDF versions of presentations go to the wiki as the workshop progresses. We will also be using collaborative notes documents, also available through the wiki. This will allow participants to "pool" their notes and comments for richer reading, and to record questions left unanswered that can be posed to presenters and workshop staff. This has turned out to be a great way for all of us to benefit from everyone else's perceptions and highlights.

Also, if you have relevant materials, protocols, links, papers, or other documentation, please feel free to post them to the Workshop Wiki yourself (see last section of Wiki): https://www.idigbio.org/wiki/index.php/Data_Carpentry#Data_Carpentry_Resources_and_Links

Please note that the workshop will be broadcast and recorded in this Adobe Connect room. Remote participants from the American Museum of Natural History (AMNH) will be joining us via Adobe Connect.

Curious about other iDigBio Workshops, see: https://www.idigbio.org/wiki/index.php/ IDigBio_Workshops.

Meals and Other Related Activities:
There will be an informal dinner on Sunday night, September 28th, 2014. Time / Place TBA.
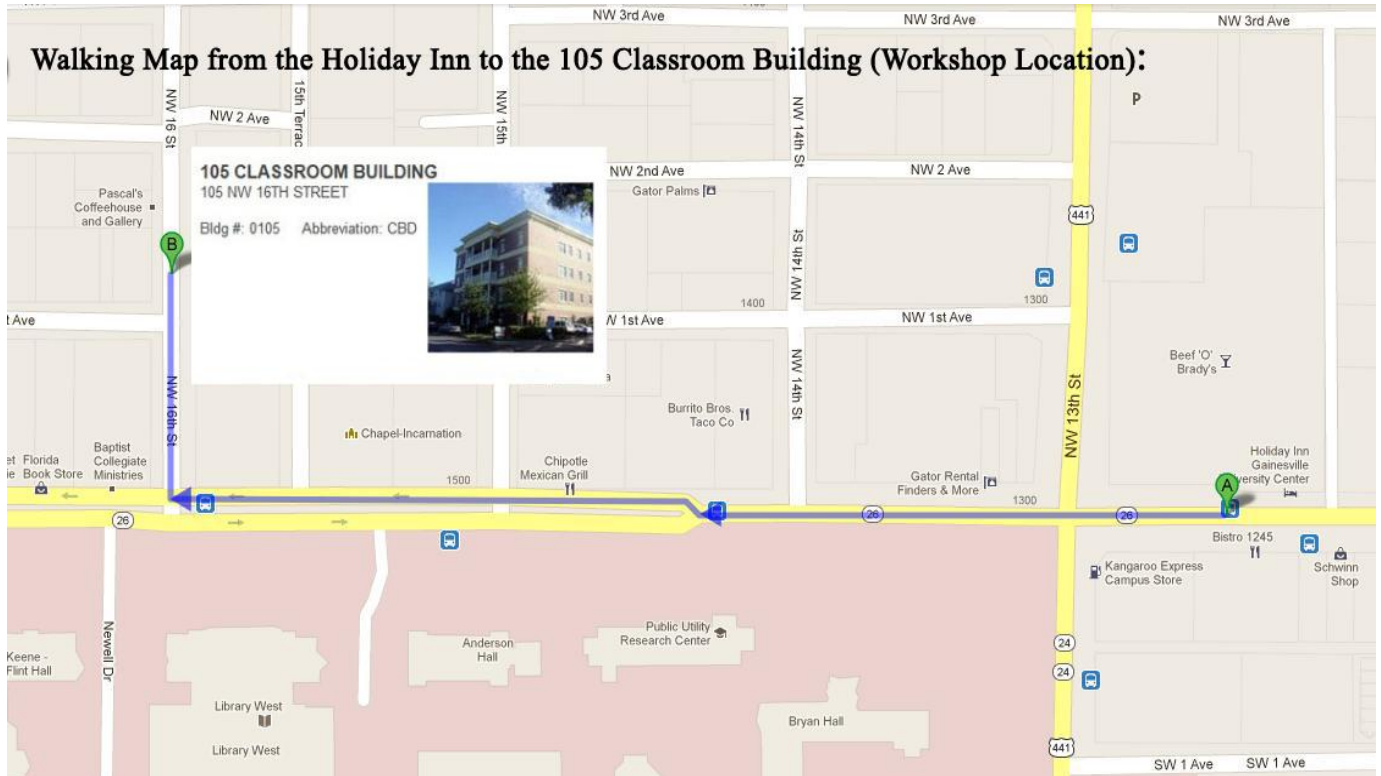
Breaks:
Snacks will be provided at the Workshop location on Sept 29th-30th. Vegetarian options will be available. Breakfasts, lunches, and dinners will be "on your own". There are a number of other restaurants within the immediate vicinity of the hotel and the workshop location. Check with the front desk at the Holiday Inn for their recommendations. Per diems are provided for traveling instructors only.

Shuttle to the Gainesville Airport:
During your stay at the Holiday Inn University Center, schedule the shuttle for your return to the airport at the front desk.

Reimbursement Procedures: (instructors)
For meeting participants other than those from Gainesville (i.e., local and not completing a travel request), 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.

Walking Map from the Holiday Inn to the 105 Classroom Building (Workshop Location):

Data Carpentry Workshop at iDigBio