



WeDigBio 2016 Planning Meeting Logistics

April 20-22, 2016

Gainesville, FL

Hosted 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)

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 Project Assistant Jillian Goodwin at 352-294-1923 (office) or 508-887-6043 (cell).

Travel to Gainesville, FL

Your travel arrangements have been coordinated and finalized by Linda Ross. If you have any remaining travel questions, please contact Libby Ellwood, eellwood@bio.fsu.edu, 631-428-8118.

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 (or use the hotel phone near baggage claim) 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 Meeting Locations

Hotel Address:

Holiday Inn University Center

1250 W. University Avenue

Gainesville, Florida 32601

Hotel Phone Number: 352-376-1661

Meeting Address:

105 NW 16th Street

Gainesville, FL 32603 (3rd Floor, Main Conference Room)

The distance is 1/3 mile from the Hotel to the hackathon location.

A walking map is provided on page 2 of this document.

Hotel Check-in

A block of rooms have been reserved for hackathon participants, and participant names have been provided to the hotel. Please notify the hotel that you are part of the WeDigBio Meeting upon check-in to verify that you are receiving a room from this block. Your confirmation number will be provided to you in an email, and this should speed up the check-in process. Hotel information may be obtained from the following website: <http://www.theuniversityhotel.com/index.html>. Even if your room cost is covered, the hotel requires that you present a credit card for incidentals.

Meeting Check-in

Meeting materials (including a printed agenda and name tag) will be distributed as participants arrive at the meeting location on April 20 (or later, if that is your arrangement). Power for laptops and University wireless access will be provided for all participants. Please plan to arrive by 8:30 am on April 20 for check-in and wireless set-up to enable a prompt start time at 9:00 am. We will start at 8:30 am on other days.

Meals and Other Related Activities

A light breakfast is provided at the hotel each morning.

All lunches will be provided at the meeting location. Vegetarian options will be available.

Dinners will be “on your own” (we will informally coordinate dinners at nearby restaurants). A per diem will be paid for dinners and meals on travel days (see Reimbursement Procedures below); there is no need to retain receipts for these per diem meals.

Piesanos, located within the Holiday Inn University Center, is the closest dinner restaurant. There are a number of other restaurants within the immediate vicinity of the hotel and the meeting location (some are provided at <http://goo.gl/maps/CN0tP>).

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

Reimbursements will be handled by Linda Ross, Administrative Assistant at Florida State University, Linda.Ross@cci.fsu.edu. As soon as possible after the meeting, please send Linda scanned copies of your airfare receipt and receipts for extraneous costs such as parking, baggage, and taxi or other transport. Linda has paid for your hotel directly. Breakfasts and lunches during the meeting are covered, and dinners and meals on travel days will be reimbursed to you at the state per diem rate (Breakfast \$6, Lunch \$11, Dinner \$19); no receipts are needed. Once your receipts have been processed, you will receive a check to the address you provided on the traveler form a couple of months ago. Questions about this process can be directed to Linda or Libby Ellwood (ellwood@bio.fsu.edu).

