

# UNIVERSITY OF CALIFORNIA, SANTA BARBARA

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ



**National Center for Ecological Analysis and Synthesis**  
735 State Street, Suite 300  
Santa Barbara, California 93101-5504

Telephone: (805) 893-2500  
Fax: (805) 893-7451  
Email: [nceas@nceas.ucsb.edu](mailto:nceas@nceas.ucsb.edu)  
[www.nceas.ucsb.edu](http://www.nceas.ucsb.edu)

## Dear Participant:

We are pleased to invite you to the National Center for Ecological Analysis and Synthesis for the CRESCYNT-NCEAS Training “Advanced Tools and Data Integration for Coral Reef Research” with Ruth Gates and Ouida Meier.

### Schedule:

Begin: **Monday, March 12, at 8:30 AM**

End: **Thursday, March 15, at 4:00 PM**

(Please arrange your travel to arrive the evening before your training starts and depart the morning after your training ends).

### Hotel Information

Franciscan Inn: 800-663-5288 (No online reservations accepted).

109 Bath Street

Santa Barbara, CA 93101

<http://www.franciscaninn.com/>

*Group Block Name: Coral Reef*

**Reservation Deadline: Thursday, February 22**

NCEAS has reserved a block of rooms at the hotel listed above. Please call to make reservations directly with the hotel by phone to ensure a booking in your name. The hotel will ask for a credit card to reserve the room; this is standard protocol for all hotels. Unless prior arrangements have been made, NCEAS will be directly billed for your room. You are responsible for any charges incurred above the negotiated NCEAS room rate, such as room service, cable movies, etc. Most hotels provide a modest continental breakfast. Coffee and snacks are provided at NCEAS during your meeting.

**\*\* If you need to cancel your trip for any reason, you must call the hotel and cancel your reservation at least 48 hours in advance of your check-in date or you will be responsible for all charges assessed by the hotel.**

### Making Flight Arrangements

NCEAS provides pre-paid airfare to and from Santa Barbara. To book your flight, please go to the NCEAS custom web-page with Santa Barbara Travel Bureau and fill out the traveler request form. [www.sbtravel.com/nceas/](http://www.sbtravel.com/nceas/).

**\*\*Please make your airfare arrangements immediately.**

Your name will be on a list of approved pre-paid flights for the dates of your working group. If you need further assistance by phone, please call Santa Barbara Travel Bureau (SBTB) at 1-(800) 350-9333. Our account representatives, Teresa Weeks and Lisa Luyties, are available weekdays between the hours of 5:00 am and 3:00 pm PST. Please request your travel dates to arrive the evening before your meeting starts and depart the morning after your meeting ends. For international travelers, we allow you to arrive up to two days prior to the meeting to provide recovery time from your journey. **It is important you contact SBTB with any problems or changes regarding your flight(s) before or during your travel. Do not contact the airline directly.** If you need to contact them after hours, between 5:30 pm and 5:00 am PST, call US: 1-(800) 823-2590 (call collect if you are calling from outside the United States).

Should you need to make your own travel arrangements to and from NCEAS, we will reimburse for an advance purchase, direct, economy-class ticket. Below are rates for you to use as guidelines for reimbursable amounts for air travel. Email [nceas@nceas.ucsb.edu](mailto:nceas@nceas.ucsb.edu) to ask for approval if your airfare will exceed these listed amounts.

\$450 from Western US and Canada  
\$700 from Eastern US and Canada  
\$1,800 from Australia and Asia

\$600 from Midwestern US and Canada  
\$1,100 from Western Europe and South America  
\$2,000 from Africa

**Travel from the Airport to the Hotel**

All air travel should be booked directly to Santa Barbara. Taxi cabs are available outside the Santa Barbara Airport terminal or you can call Lucky Cab (805) 968-5020 or Gold Cab Company (805) 685-9797, which offer a discount on your fare if you mention you are visiting the Ecology Center. Fares from the airport to downtown Santa Barbara are typically \$40. We can also reimburse Uber or Lyft charges if you prefer to use those services (they tend to be less expensive). If you must fly to Los Angeles because you are unable to get a convenient direct flight to Santa Barbara, we recommend you arrange transportation on the Santa Barbara Airbus, [www.sbairbus.com](http://www.sbairbus.com), which provides shuttle service from LAX to Santa Barbara. NCEAS will not reimburse for car rentals without prior approval. Please obtain receipts for these additional travel expenses.

**Reimbursement Information**

NCEAS will reimburse participants for the cost of ground transportation and meals. Prior to the meeting, you will receive an emailed packet containing visitor information and the necessary forms for reimbursement. If you do not receive a packet, please contact one of the staff in the front office when you arrive at NCEAS. To reimburse your travel to and from airports and hotels, we will need receipts from cab rides, bus rides, or other forms of transportation related to your meeting.

**Note to all Non-U.S. Citizens Regarding Reimbursement**

While at the meeting please allow our front office staff to make copies of your passport and visa or I-94 card as these are required to process your reimbursement claims for the meeting. You also need to complete a “Declaration of Immigration Status” form which is provided in your reimbursement packet.

NCEAS recommends non-U.S. travelers coming from outside the United States carry a hard copy of this invitation as it may be required documentation when entering the United States. If you are entering the United States under the Visa Waiver Program (VWP), please note that your stay in the United States cannot exceed 90 days without a visa. Recent changes in the VWP require that visitors entering the United States from a VWP participating country obtain travel authorization via the Electronic System for Travel Authorization (ESTA). Authorization must be obtained prior to boarding any carrier to the United States. ESTA information and application can be found at: [http://www.cbp.gov/xp/cgov/travel/id\\_vis/esta/](http://www.cbp.gov/xp/cgov/travel/id_vis/esta/)

It is very important that you complete your ESTA application prior to boarding your plane to the United States, as you may be refused entry if it has not been submitted and approved. Please contact us at: [nceas@nceas.ucsb.edu](mailto:nceas@nceas.ucsb.edu) if you need information regarding obtaining a visa. As obtaining a visa can be a time-consuming process, we ask that you contact us as soon as possible.

We look forward to your visit to NCEAS.

Ginger Gillquist  
NCEAS Events Coordinator