

Faculty Orientation Guide
Climate Science and Law
Judicial Leaders in Climate Science Course
September 16-18, 2024

Hotel

Sands Of Time Inn and Harbor House

549 Woods Hole Rd, Woods Hole, MA 02543

Your room has been reserved for the length of time you requested. You may be asked to pay for your room, which will be reimbursed by ELI. The hotel is a 10-minute mostly flat walk along a sidewalk to the course location.



Course Location

Marine Biological Laboratory – Candle House

127 Water St, Woods Hole, MA 02543

The course will be held in a standard classroom with attendees in U-shape seating. Speakers will have access to a whiteboard, projector/slide remote for presentations, and a podium.

Transportation

There is no organized transportation during the course. The course location, hotel, and restaurants are all within a 15-minute walk via sidewalks. If you require assistance with transportation, please let us know as soon as possible.

Meals

All meals from September 16 to 18 will be provided. The meal schedule is:

Monday, September 16

- 8:00 a.m. – Continental breakfast at the Candle House.
- 11:50 a.m. – Cafeteria style lunch at MBL's Swope Center with a designated room for our group.
- Mid-day snacks, beverages, and caffeine available
- 6:00 – Happy hour followed by New England Clambake dinner at the Swope Center

Tuesday, September 17

- 8:00 a.m. – Continental breakfast at the Candle House.
- 11:50 a.m. – Cafeteria style lunch at MBL's Swope Center with a designated room for our group.
- Mid-day snacks, beverages, and caffeine available
- Optional dinner with ELI staff at La Cucina in Falmouth (should you choose to eat on your own, ELI will reimburse your meal)

Wednesday, September 18

- 8:00 a.m. – Continental breakfast at the Candle House.
- 11:50 a.m. – Cafeteria style lunch at MBL's Swope Center with a designated room for our group.
- Mid-day snacks, beverages, and caffeine available

Course ends by 3:00 p.m.

Presentations

Your slides, with presenter notes and animations, are in a master slide deck that will be used for your day-of presentation.

Below is a picture of the room, but it will be set up in a U-shape for our course. HDMI cord and Mac adapter will be provided. 1080p Max. Resolution NEC Projector, Pull Down Screen, Podium w/ 1 X HDMI and 1 X VGA connection, 1 X Wireless Lapel Microphone, Integrated Sound System, Blu-Ray/DVD Playback.



Expenses and Reimbursement

Expenses

ELI will reimburse for reasonable home and destination airport transfer costs (e.g., public transport, cab fare, or personal vehicle mileage and economy lot parking) and airline baggage fees if supported by a receipt. In order to receive reimbursement, **please retain all travel-related receipts for submission to ELI** (see “Reimbursement Information” below).

ELI will provide meals as outlined above. If, due to your particular travel arrangements, you are in transit during regular mealtimes, ELI can reimburse you for meals you eat on your way to and from the meeting, subject to the following limits:

- Breakfast – up to \$16.00
- Lunch – up to \$17.00
- Dinner – up to \$31.00

ELI will not reimburse purchases of alcoholic drinks. To receive reimbursement for your meals, you must provide both the **itemized restaurant receipt and the credit card receipt** [in accordance with the reimbursement form, detailed below].

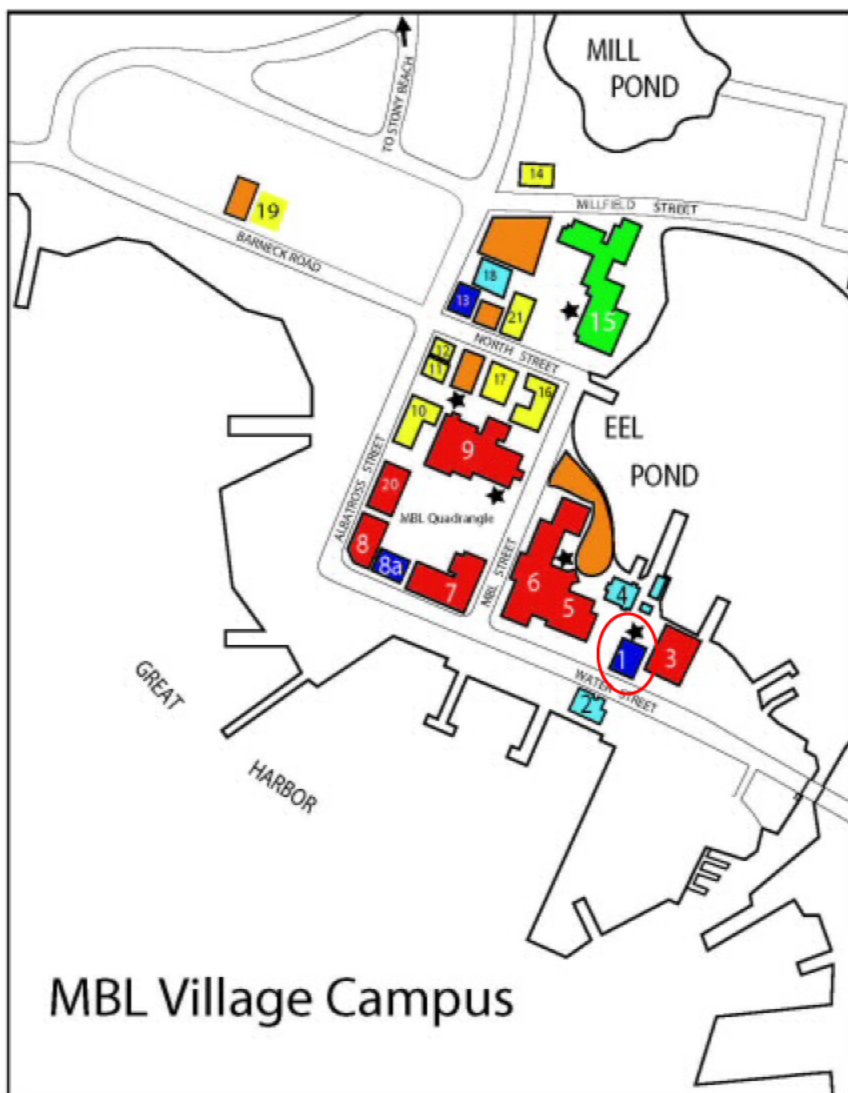
Reimbursement Information

ELI will send a reimbursement form (and an ACH form, if you prefer a direct deposit to a physical check). **A completed reimbursement form and supporting receipts are required for ELI to reimburse any expenses you incur.** In order to receive your reimbursement, **please return the completed form(s) to ELI as soon as possible after your return from the meeting, and no later than Friday, December 1.**

ELI usually will send a check or transmit the deposit to the noted account within two weeks of receiving your completed reimbursement form. If the payment should be made to someone other than yourself, please note that on your reimbursement form.

To be reimbursed for driving, you will need to submit proof of mileage (e.g., Google Maps directions with distances traveled). We will reimburse you at 65.5 cents per mile. **Please note that rental car fees cannot be reimbursed.**

If you fly to the meeting, you will need to attach your flight receipt to your reimbursement form, even if you have already sent your flight receipt to an ELI contact.



- 1 Candle House (Administration)
- 2 100 Water Street (Pierce Exhibit Center, MBL Gift Shop)
- 3 Marine Resources Center
- 4 Collection Support Facility
- 5 Crane Wing (Labs, Shipping)
- 6 Lillie Laboratory (Labs, Service Shops, MBLWHOI Library)
- 7 Rowe Laboratory (Labs, Speck Auditorium)
- 8 Environmental Sciences Laboratory
- 8a Homestead Administration (Human Resources, Education Dept.)
- 9 Loeb Laboratory (Research and Teaching Labs, Lecture Rooms)
- 10 Brick Apartment House
- 11 Veeder House Dormitory
- 12 David House Dormitory
- 13 Broderick House (IT)
- 14 Crane House
- 15 Swope Center (Registration, ID Cards, Cafeteria, Dormitory, Meigs Room)
- 16 Ebert Hall Dormitory
- 17 Drew House Dormitory
- 18 15 North Street (Carpentry Shop)
- 19 Smith Cottage and Barneck Road Property
- 20 C.V. Starr Environmental Sciences Laboratory
- 21 11 North Street
- MBL Parking
- ★ Bike Parking

■ Administration
 ■ Support
 ■ Laboratory
 ■ Housing
 ■ Housing/Dining