

EuroBABEL

**Better Analyses Based on Endangered
Languages**

**Practical Information Guide
EuroBABEL Final Conference**

Leiden, the Netherlands, 23-26 August 2012



Golden Tulip & Tulip Inn Leiden Centre
Schipholweg 3, 2316 XB, Leiden, NL

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Arrival

Participants are expected to arrive in the **afternoon of Thursday 23 August** and depart after **lunch on Sunday 26 August 2012**.

The conference will be held at **the Golden Tulip & Tulip Inn Leiden Centre**. With Leiden Central Station directly opposite the hotel and many freeways within easy reach, the Golden Tulip & Tulip Inn Leiden Centre is ideally situated. The hotel has an ideal location in a beautiful historical city, full of museums and picturesque vistas. The city of the Golden Century offers many objects of interest, such as canals, patrician houses, churches and museums.



By Air

Getting to Leiden by air is the most convenient way. Leiden is well connected to all the major cities in Netherlands.

The nearest international major airports are:

- [Amsterdam Airport Schiphol](#) (AMS / EHAM). It is 25 km away from Leiden.
- [Rotterdam The Hague Airport](#) (RTM / EHRD). It is about 22 km away from the centre of Leiden.

[KLM Royal Dutch Airline](#) is the major airline which operates direct flights to Leiden and other cities in Netherlands.

You are encouraged to **book flights early** to benefit from lower rates.

By Rail

The best way to get to the Golden Tulip & Tulip Inn Leiden Centre from Schiphol airport is by train. There is a direct train connection between Schiphol airport and Leiden Central Station (Leiden CS) which takes up to twenty minutes, with no stops in between. The Dutch train operator is called NS. The Schiphol train station is within the airport beneath the main plaza - there should be signs directing you towards the underground train platforms.

In case you have euro coin change it is easy to buy a single ticket to Leiden Central at one of the yellow and blue ticket machines. If you do not have euro coins, you can either use a bankcard with the 'maestro' logo on it or you buy a ticket at the ticket counter (with a 50 cent surcharge). A single 2nd class ticket (without discount) will cost Euro 5,30 from a ticket machine and Euro 5,80 at the counter.

The trains leaving Schiphol for Leiden CS usually depart from platforms 5 and 6 (near the *Burger King*) and go every hour at the following times: 11:13, 11:19, 11:28, 11:43, 11:49 and 11:58 - basically one every 15 minutes.

More information about getting around by train and timetables can be found on the [NS website](#)

By Road

From the Motorway A44:

By car from The Hague or Amsterdam follow A44. Take exit 8 Leiden Katwijk. Follow signs to station CS. Go into a tunnel exiting go left and reverse above ground. You will see the hotel on your left.

From the City Centre:

Follow signs to station CS. Go into a tunnel exiting go left and reverse above ground. You will see the hotel on your left.

GPS-coordinates:

N: 52.16824

E: 4.486487

Schiphol:

A4 and A44 in direction of Den Haag, take exit 8 Leiden and follow centrum and blue signs of our hotel. It only takes 20 minutes

Rotterdam:

Follow the A13 in the direction of The Hague, then follow the A4 Amsterdam. Take exit Leiden-Noord/Leiderdorp. Turn right till the roundabout, follow signs Golden Tulip Leiden.

On-site Registration & Conference Secretariat

Registration will take place on arrival day, Thursday 23 August from 13h00-14h00 and from 17h00 to 19h30 as well as on Friday 24 August for late arrivals, from 08h30-09h00. Participants should register on-site with the **EuroBABEL local administrators**, sign the daily attendance list and collect their name badges.

The conference registration desk will be located in front of the reception. The EuroBABEL local administrators will be present for the duration of the conference, taking care of the administrative aspects and the day-to-day running of the conference.

Participants should attend the **entire duration** of the conference. However if **you will be arriving late or need to leave early**, please inform the **ESF EuroBABEL Administrator in advance by email to eurobabel@esf.org** (if not already indicated in your online registration form).

Accommodation & Meals

Accommodation

Rooms have been booked at [Golden Tulip & Tulip Inn Leiden Centre](#) according to the booking information provided by the participants via the online registration form.

In general, the ESF will cover the cost of single rooms for three nights only (23, 24 and 25 August) with some exceptions agreed in advance with the ESF. Any extra nights should be settled by the

participant directly with the conference hotel. The cost of an extra night is Euros 109 per person per night, breakfast included, excluding Euros 2.25 city tax per person per night.

Rooms are available from 3.00 pm on 23 August until 12.00 pm on 26 August.

Accompanying Guests

Participants with accompanying guests should be aware that there is no supplement for a double room (bed and breakfast) in the hotel. However there is a city tax of Euros 2,25 per person per night that the guest should settle directly with the hotel.

Meals

Times for lunch and dinner are as shown in the conference final programme. Most of the meals will take place at the Golden Tulip & Tulip Inn Leiden Centre. Lunch will be served as buffet and will include coffee, tea, milk and orange juice. Dinner will include two glasses of wine, water and a cup of coffee or tea. Extra drinks will be at the participants' own expenses.

The conference dinner on **Friday 24 August** will take place in a restaurant called:

[Restaurant van der Werff](#) Steenstraat 2, 2312 BW Leiden , Tel: +(31) 71 513 03 35, info@stadscafevanderwerff.nl.

As it is very close from the hotel, around 10 minutes on foot, no transportation will be organized (please see the map at the end of the document).

No dinner will be organised on **Saturday 25 August**. Participants are therefore free to make their own arrangements. A list of suggested restaurants is available on the conference website (see section 'practical information guide') and will be distributed at the conference. According to the ESF rules, this dinner will be reimbursed at a fixed rate of Euros 21 (drinks included) and will need to be claimed on the travel claim form after the conference. No receipts/invoices are needed to claim this meal.

Conference Facilities and Powerpoint Presentations

Meeting-room & Equipment

The main meeting room is called '5+6' and is located on the ground floor.

The internal CRP meetings on 23 August will take place in different meeting rooms called '1', '2', '3', '5' and '6'.

The meeting rooms are equipped with a data projector/beamer connected to a PC computer.



If you are scheduled to give a presentation, please send your abstract to the ESF EuroBABEL Administrator by 23 July at the latest (eurobabel@esf.org), using the template available on the Eurobabel final conference webpage and **please remember to bring a back-up on a memory stick. A book of abstracts will be distributed at the conference.**

Internet Access

Internet access is free at the Golden Tulip & Tulip Inn Leiden Centre. Wireless internet access is available in all public areas (WIFI) and wired in all rooms.

Reimbursement of Expenses

Travel Reimbursements

All reimbursements will be made by **post-conference bank transfers**. A travel claim form will be provided.

The original travel claim form, duly documented, must be returned within a maximum of **one month** after the conference. No reimbursement can otherwise be guaranteed. All **originals of travel tickets** must be attached to the form (including boarding passes).

Bank details - **including: IBAN and BIC numbers** (SWIFT and Routing number for US accounts) - should be indicated on the **ESF Travel Claim Form** which will be sent to the participant prior to the conference.

Only **actual** travel costs will be reimbursed and for a **direct** journey **between the participant's place of work and the conference location**, unless agreed in advance with the ESF. Should your itinerary not be direct, you will need to provide with an **estimate from a certified travel agent**.

Itinerary, price and currency must clearly feature on any ticket. Where no price is indicated on the ticket, the corresponding **invoice or receipt** must be enclosed.

Allowable Costs

Participants in ESF meetings should arrive and depart as close as possible to the beginning and end of the meeting. In cases where participants have been on other business either before or after the meeting they should indicate the dates and times of departure and return to their home as if they had *only* attended the ESF meeting, **unless** extension of stay is justified by a significant reduction in overall cost (resulting e.g. from reduced air fares).

Air tickets should be tourist class (or at a lower rate if cheaper tickets, e.g. PEX/APEX, are available). To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be enclosed.

Train tickets and train supplements may be first class.

Taxis should only be taken when convenient public transport is not available.

Costs of health, life and luggage insurance are **not** reimbursed by the ESF. Cancellation insurance will only be reimbursed for PEX/APEX tickets.

For the reimbursement of travel costs, original tickets, boarding passes, vouchers, invoices must be enclosed (including taxi receipts) with the claim form.

Use of private car (including road tolls and fuel) will be reimbursed, unless otherwise agreed in advance, on the basis of 1st class train fare or, for longer distances, on the basis of the APEX airfare where this is more economical. An estimate of the fare from a certified travel agent must be enclosed with the claim for reimbursement. For short journeys by car where no public transport is available and therefore no estimate of fare can be provided, the number of miles/kilometres

covered must be indicated. When two or more participants travel together by car, travel costs will be reimbursed to only one person.

The dinner of 25 August will be reimbursed at a fixed rate of 21 € (drinks included) as it will not be organised by the ESF. No receipts/invoices are needed but it will have to be claimed via the ESF travel claim form after the conference.

Hotel Services

Copies & Faxes

Photocopies may be made, and faxes sent and paid for via the hotel reception.

Means of Payment

The hotel accepts the following credit cards: Master, VISA, AMEX, Diners, EC.

Extra Expenses

Before departure, the participants must pay the hotel directly for any additional night over the nights covered by the conference booking plus any other expenses not included in the conference package (i.e. drinks – other than those provided at meals – phone calls, etc.).

Useful Information

Passport & Visa Requirements

Please check your passport and visa requirements with your travel agent **before** departure. If you need help to get a visa, please contact the ESF EuroBabel Administrator.

Insurance

The European Science Foundation does NOT provide insurance and does not take any responsibility for accidents or illnesses that might occur during the week or in the course of travel to or from the meeting place. It is therefore the responsibility of participants to check their health insurance requirements.

ITINERARY HOTEL TO RESTAURANT VAN DER WERFF
Conference Dinner on Friday 24 August

Golden Tulip & Tulip Inn Leiden Centre to Restaurant van der Werff – 440 m, 10 mn on foot

