

# Practical Information Guide

## EuroCORECODE Final Conference: Changing Borders, Regions and Identities

*Arnhem, the Netherlands, 29 - 31 August 2013*



---

### [NH Rijnhotel](#)

Onderlangs, 10, 6842 CG Arnhem, NL

Contact: Monique Halma

Tel : +31 (0)26 443 46 42

Email: [nhrijnhotel@nh-hotels.com](mailto:nhrijnhotel@nh-hotels.com)

### ESF Contacts:

Ms Sarah Moore (EUROCORES Programme Coordinator)

Ms Anne Guehl (EUROCORES Programme Administrator)

1 Quai Lezay-Marnésia, BP 90015, 67080 Strasbourg Cedex, France

Tel: +33 (0)3 88 76 7152

Email and web: [eurocorecode@esf.org](mailto:eurocorecode@esf.org) / [www.esf.org/eurocorecode/conf](http://www.esf.org/eurocorecode/conf)

## Venue

Participants are expected to arrive in Arnhem, the Netherlands, in the **afternoon of Thursday 29 August** and **depart after the conference on Saturday 31 August evening (connections permitting) or on Sunday 1 September after breakfast.**

**Arnhem** is situated in the eastern part of the Netherlands; it is the capital of the province of Gelderland.

During the conference, participants will be accommodated at the [NH Rijnhotel](#), in Arnhem. It is located along the banks of the Rhine River, just fifteen minutes walking distance (1,5 km) from the railway station, the city centre and the shopping district. (See maps section)



On Thursday 29 August (17.30-19.30), an aperitif as well as the welcome and keynote speeches will take place in the 'Zuidgalerij' meeting room of the [Provincial House](#) ('Provinciehuis') in Arnhem. The Provincial House is located ca.20-25 minutes on foot (2km) from the hotel. More information as well as the directions can be found at <http://goo.gl/maps/TN76r> (see maps section)



The conference on 30 and 31 August will be held at the new buildings of the [Gelders Archief](#) in Arnhem, the provincial archive of Gelderland, also maintaining the municipal archive of Arnhem. Buses will be organised to and from the Gelders Archief. (See maps section)



## Travel

### By Air

The nearest international major airport is [Amsterdam Airport Schiphol](#) (AMS / EHAM). It is located 105 km from Arnhem.

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

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

## By Rail

---

### From Schiphol Airport:

Schiphol train station is situated directly below the airport. Via Schiphol Plaza, you can walk straight to the departure or arrival hall. You can take a direct train to **Arnhem Central Station** (1.14 hours). The train leaves every half hour. The one-way journey costs around 16.30 EUR.

### From Amsterdam Central Station:

You can take a direct train to **Arnhem Central Station** (ca. one hour). This train leaves every half an hour. The one way journey costs around 15.30 EUR.

Once you arrive at Arnhem Central Station, you can walk around 15 minutes to the hotel or you can take bus line 51 towards Wageningen. Get off at the third stop, Oranjestraat, and walk around 240 m to reach the hotel. More information as well as the directions can be found at <http://goo.gl/maps/n8aZ6> (see maps section).

More information about getting around by train and timetables can be found on the [NS \(Dutch Railways\) web site](#)

Train tickets for domestic travel are available from the yellow ticket machines near the platforms at Schiphol Plaza. Tickets (for domestic and international travel) are also available from the ticket offices, which are situated close to the red/white-checked cube at Schiphol Plaza. You can also purchase your train ticket well in advance. You can either buy one from a ticket machine or ask for a ticket without a date at one of the NS-service desks. All you have to do on the day of travel is stamp your ticket at a machine on one of the platforms.

## By Road

---

### From Utrecht/Amsterdam:

Drive along the A12 motorway following directions to Arnhem until you see the sign for Oosterbeek. Take Exit 25 from A12. Continue straight until you see signs for Oosterbeek (at the gas station). Turn right and stay on this road. At the first traffic light, turn left in the direction of Arnhem. Continue on Utrechtseweg (N225). Go straight at the roundabout. When the road splits at the traffic light, take the right-hand lane down and you will reach the NH Rijnhotel on your right-hand side.

### From Rotterdam/Nijmegen:

Take A15 in the direction of Gorinchem/Arnhem/Tiel until you reach A325 (from Nijmegen). Keep following the A325 to Arnhem until you see signs for Oosterbeek on the left-hand side (Gelredom-Stadion). Turn left, keep following directions towards Oosterbeek. Turn right at the second traffic light. Drive along the Nelson Mandela Bridge. Leave the bridge at the signs for Oosterbeek. You will reach the NH Rijnhotel on this road, on your left-hand side by the Rhine River.

### From Apeldoorn:

Driving on the A50 motorway, take the second Arnhem exit (A12 in the direction of Oberhausen). Keep following this road until you reach the roundabout (called Velperbroek). Follow Arnhem signs until you reach a major crossroad. Cross the road and continue straight (Gelredom-Stadion on your left hand side). Follow directions to Oosterbeek. Drive along the Nelson Mandela Bridge. Get off the bridge when you see signs for Oosterbeek. You will reach the NH Rijnhotel on this road, on your left-hand side

### From Doetinchem/Zuthpen/Oberhausen:

Following signs towards Arnhem. Drive to the roundabout (called Velperbroek) in the direction of Arnhem. When you reach the Velperbroek roundabout (called Velperbroek), follow signs to Arnhem. In Arnhem, cross the main road and continue straight ahead (Gelredom-Stadion on your left-hand

side). Turn left and follow directions towards Oosterbeek. Turn right at the second traffic light. Drive across the Nelson Mandelabrug (bridge). Get off the bridge at the signs for Oosterbeek. You will reach the NH Rijnhotel on this road, on your left-hand side by the Rhine River.

## On-site Registration & Conference Secretariat

Registration will take place at the NH Rijnhotel on arrival day, Thursday 29 August from 16h00-17h00. Participants should register on-site with the **EuroCorecode administrative coordinator**, sign the daily attendance list and collect their name badges. The conference registration desk will be located near the reception.

Participants should attend the **entire duration** of the conference. However if **you need to arrive late or leave early, please inform the ESF EuroCorecode administrative coordinator in advance by email to [eurocorecode@esf.org](mailto:eurocorecode@esf.org)** (if not already indicated in your online registration form).

## Accommodation & Meals

### Accommodation

Rooms have been booked at the [NH Rijnhotel](#) 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 (29, 30 and 31 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 85 EUR per person per night, breakfast included, excluding 0.55 EUR city tax per person per night.

Rooms are available from 14.00 on 29 August until 12.00 on 1 September.

### Accompanying Guests

Participants with accompanying guests should be aware that there is a supplement of 10 EUR for a double room (95 EUR, bed and breakfast) and a city tax of 0.55 EUR 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. Lunches will take place at the Gelders Archief. Dinners on 29 and 30 August will take place in the hotel. Dinner at the hotel will include two drinks (beer, soft drink or house wine) and cup of coffee or tea. On the last day, 31 August, no dinner will be organised. Participants who are staying until Sunday morning, 1 September, are therefore free to make their own arrangements. Here is a [list of restaurants in Arnhem](#). According to the ESF rules, this dinner will be reimbursed at a fixed rate of 21 EUR (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

### Meeting-room

The conference on 30 and 31 August will be held at the [Gelders Archief](#) in Arnhem. A return bus, hotel/Gelders Archief/ hotel is arranged on these days in the morning and in the evening. Please refer to the programme for the exact departure times.

The set-up of the meeting room is theatre style. It is equipped with a screen, a data projector/beamer connected to a PC computer.

If you are scheduled to give a presentation, please send an abstract to the ESF EuroCorecode Administrator by **29 July at the latest** ([eurocorecode@esf.org](mailto:eurocorecode@esf.org)), using the template available on the EuroCorecode 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 NH Rijnhotel. 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 EuroCorecode Administrator.

## Insurance

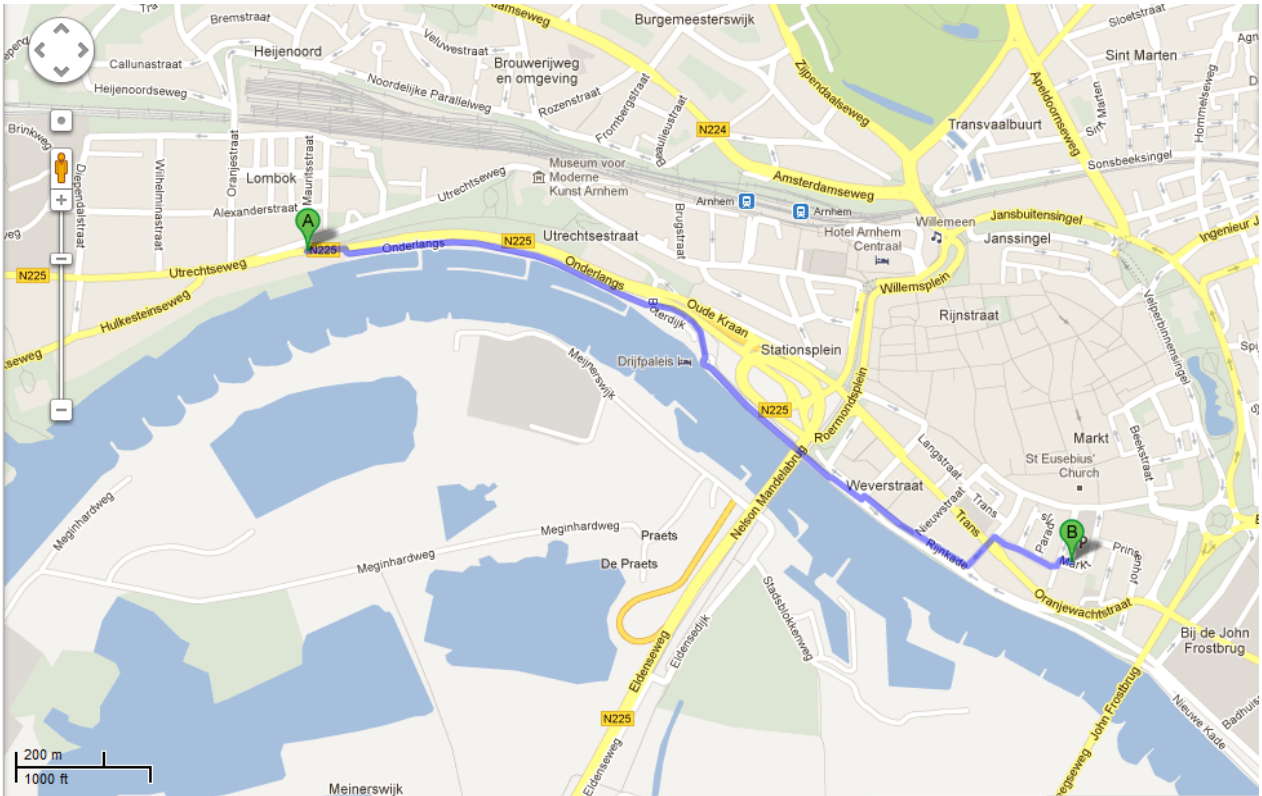
The European Science Foundation does NOT provide insurance and does not take any responsibility for accidents or illnesses that might occur during the week or in the course of travel to or from the meeting place. It is therefore the responsibility of participants to check their health insurance requirements.

## Maps

From Arnhem Central Station to the NH Rijhotel - 15-20 minutes on foot, 1.4 km



**From Hotel NH Rijnhotel to the Provincial House ('Provinciehuis', Markt 11, 6811 CG Arnhem) - 20-25 minutes on foot, 2 km**



**From Hotel NH Rijnhotel to the Gelders Archief (Westervoortsedijk 67, D 6827 AT Arnhem) - 7 minutes by car, 3.6 km**

