

EuroMARC

**European Collaboration for Implementation of Marine
Research on Cores**

FINAL EUROMARC CONFERENCE, 07-09 February 2011

Practical Information Guide

INVESTIMENTOS HOTELEIROS DA BAÍA DE CASCAIS S.A.

Av. Marginal 2754-509 Cascais

Tel : (+351) 21 4831033

Fax : (+351) 21 4831095

Email: geral@hotelbaia.com

<http://www.hotelbaia.com>

ESF Contacts:

Dr Paola Campus (EUROCORES Programme Coordinator), pcampus@esf.org
Ms Anne-Sophie Gablin (EUROCORES Programme Administrator), asgablin@esf.org


euromarc@esf.org


1 quai Lezay-Marnésia

BP 90015

67080 Strasbourg Cedex

France

 **Phone** +33 (0)388 76 71 55

 **Fax** +33 (0) 388 37 05 32

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Access to the Site

The conference will be held at **Hotel Baia in Cascais near Lisbon, Portugal**. Located opposite the Cascais Bay, the Hotel Baia benefits from a fantastic view over the ocean and is situated in the heart of a quaint old fishing village.



Participants are expected to arrive in the late afternoon of Sunday 06 February 2011 and depart after lunch on Wednesday 09 February 2011.

Group Transportation

Participants are expected to indicate the schedule of their flights in their online registration form (weblink, login and password sent by email) by the deadline of **14 January 2011**, or by sending an email to euomarc@esf.org. After this deadline and according to the schedule of participants, you will be informed whether any group transportation will be organized to pick up participants from Lisbon airport on Sunday 06 February 2011.

By Air

The nearest airport to Cascais is **Lisbon airport**, located 34 km away.

A **taxi** from Lisbon airport to the Hotel Baia in Cascais takes about 20 minutes and costs about EUR 50.

Lisbon airport [Go to Website](#) ▶ <http://www.ana.pt/portal/page/portal/ANA/>

Participants are strongly encouraged to book their flights as early as possible to benefit from lower rates.

By Rail

There is a railway station in **Cascais**. There are trains from Lisbon to Cascais. From the airport, take a taxi to the train station.

[Go to Website](#) ▶ <http://www.cp.pt/cp/displayPage.do?vgnextoid=bf066e29d6b74010VgnVCM1000007b01a8c0RCRD>

By Road

Coming from Lisbon, take the A5 “Auto-Estrada da costa do estoril” motorway. Exit at « Estrada da Malveira da Serra ».



Arrival, On-site Registration & Conference Secretariat

In the late afternoon of Sunday 06 February 2010, participants should register on-site with the **ESF EuroMARC Administrator**, sign the attendance list and collect their name badges. The conference registration desk, where supplementary information will be provided, will be located near the hotel reception.

If you will arrive late, please inform the ESF EuroMARC Administrator in advance by indicating it in your online registration form.

Accommodation & Meals

Accommodation

All participants will be accommodated at **Hotel Baia**.

Rooms are booked for the nights of 06 February to 08 February inclusive (3 nights), with departure after lunch on 09 February.

Please note that all participants are expected to confirm their accommodation requirements while registering online.

Accompanying Guests

Participants with accompanying guests are informed that this will be at their own expense, for both travel and accommodation. Guest costs should be settled directly with the **conference site upon arrival**. The guest additional cost in double room with conferee is **EUR 63** per day (bed and breakfast).

Accompanying guests are **not** expected to take part in any of the actual conference activities, i.e. attend talks or short presentations within the conference room. Conference facilities and equipment, such as internet access are destined for the sole use of conferees. If guests wish to make use of certain facilities, they should arrange this privately with the conference venue, at their own cost. Please note that no social programme has been organized for accompanying guests, who are kindly asked to make their own arrangements.

Meals

Breakfast will be served buffet style from 07.30 to 10.00. Times for lunch and dinner will be as shown in the conference programme. Mineral water, wine and coffee are served at lunch and dinner. Additional beverages are at the participants' own expense.

Social Programme

A welcome drink will take place on **Sunday 06 February** and a special Conference Dinner and aperitif will be served on the evening of **Tuesday 08 February**.

Conference Facilities

Meeting-room & Equipment

The meeting-room is equipped with a **data projector / beamer connected to a PC computer**.

If you are scheduled for an oral presentation, please bring it on a memory stick or a CD as far as possible.

Posters

There will be several poster sessions but all posters should be on display for the whole duration of the conference.

Maximal recommended poster size is 130 cm x 130 cm. Use fonts and drawings that can be read from approximately 1.50 m distance.

Internet Access

Wireless access to Internet is available in social areas of the hotel as well as in the meeting rooms.

Travel Contributions

Travel Reimbursements

All reimbursements will be made by **post-conference bank transfers**.

Bank details - **including: IBAN and BIC numbers** (SWIFT number for US accounts) - should be indicated on the **ESF Travel Claim Form** which will be distributed on site to the participants. The 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 imperatively be attached to the form (including boarding passes).

Only **actual** travel costs are reimbursed and for a **direct** journey between the participant place of work and the conference site. 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.

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: Eurocard, Mastercard and Visa.

Extra Expenses

Participants must pay directly to the Hotel Baia reception desk – before departure – for any additional night over the nights covered by the conference booking. Any other expenses not included in the conference (i.e. drinks – other than those provided at meals – phone calls, etc.) are also at participants' own expense.

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 EuroMARC 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.

Calling Portugal / Making Calls within Portugal

The international dialling code to Portugal is +351.

When calling within Portugal, city codes are not required.

Facts for the Traveller

Electricity supply	230V, 50Hz
Time GMT/UTC	plus one hour
Weights & measures	Metric system
Currency	Euro (EUR)