



**EUROPEAN
SCIENCE
FOUNDATION**



JSPS

Japan Society for the Promotion of Science

ESF-JSPS Frontier Science Conference for Young Researchers

Quantum Information and Quantum Physics

Shonan Village Center, Kanagawa, Japan

12-18 March 2005

**YOUR ESSENTIAL
CONFERENCE GUIDE AND REGISTRATION
DOCUMENTS**

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(to be returned to the ESF-JSPS Secretariat at ESF)

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ESF-JSPS Frontier Science Conference for Young Researchers
Quantum Information and Quantum Physics
Shonan Village Center, Kanagawa, Japan
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CONFERENCE GUIDE

Shonan Village Center
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Kanagawa
Japan

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Email: svc@shonan-village.co.jp
<http://www.shonan-village.co.jp>

The conference will take place at **Shonan Village Center**, Hayama, Kanagawa. Hayama is one of the best summer resorts in Japan. The Shonan Village Center is located on a hill commanding a view of Mt. Fuji and overlooking Sagami Bay. The conference will take place in the main meeting room: the Auditorium. It will begin at **09.45** hours on **Sunday 13 March** and end with **breakfast** on **Friday 18 March 2005**.



Young researchers and Invited speakers are expected to arrive in the afternoon/early evening on Saturday 12 March and depart after breakfast on Friday 18 March 2005.

All invited speakers and participants should indicate on the Registration Form their arrival date and which transfer bus from Tokyo airport to the hotel they intend to take.

Access to the Site

Group Transportation

On arrival day, Saturday 12 March, group transportation will be arranged from Tokyo Narita airport to the hotel. The coaches will have a sign in the window indicating **ESF-JSPS CONFERENCE** for easy recognition. Departure times will be as follows:

Saturday 12 March: 11h00 - 14h00 -15h00

Airport Departure Point: The JSPS staff will wait for the participants at the arrival exit with the sign "**ESF-JSPS CONFERENCE**" and will take them to the bus depot. The journey takes around 2-3 hours.

Bus transportation back to Tokyo Narita airport will also be arranged for **Friday 18 March** departing **after breakfast**. Departure times will be finalised at the conference by the conference secretary.

By Air

Tokyo/Narita airport is the nearest international airport to Hayama. There are daily flights to Tokyo/ Narita Airport from most major cities in Europe. It takes two hours and a half from Tokyo/Narita airport to Hayama by train.

A **taxi** from Tokyo Narita airport to the conference center will cost around Euros 260.

You are strongly urged to take advantage of this organized transportation which is included in the costs covered for you or the conference fee (for participants from industry and accompanying guests).

If you cannot do so, some other means of reaching Shonan Village Center, are available at: http://www.shonan-village.co.jp/english/map_index.html

If you plan to arrive later or leave earlier than 12 and 18 March, you will have to arrange transportation to Zushi Station or Shin-Zushi Station **by yourself**. From Zushi Station or Shin-Zushi Station to the Conference Center, the fares will be covered by JSPS provided that you inform them in advance and take the following JSPS designated taxi: **KIKUCHI Taxi**. You can find a Kikuchi Taxi at the Zushi Station or Shin Zushi Station. **If you take a different company's taxi, you will have to cover the fare by yourself.**

Arrival and Registration at the Site

Registration

Upon arrival, participants should first register with ESF-JSPS conference secretary and then check in at the hotel reception. The conference registration desk will be located near the hotel reception. **If you plan to arrive late, please inform the hotel in advance.**

Conference Secretaries

The conference secretaries, who will be present throughout the conference, will be Anne Guehl, from the European Science Foundation and Fumiyo Kaneko and Yoshie Araki from the Japanese side.

They will take care of the administrative aspects of the conference - registration, late fee collection and day-to-day organisation. The staff members wear a badge showing that they are administrative staff so that participants can easily find and contact them when necessary.

Conference Facilities

Meeting Room and Equipment

The standard equipment consists of a data projector, an overhead projector, two slide projectors and two screens for simultaneous projection. **Participants are expected to bring their own laptop with software for use with the data projector.**

Posters

All posters are accepted, unless the Conference Chairs or the ESF-JSPS Secretariat inform you otherwise. Posters will be displayed for the whole duration **in the Foyer next to the main conference room.**

Poster size should be 120 cm high x 90 cm wide. Fixing will be with drawing pins. Please use letters and drawings that can be read from 100 cm distance.

Accommodation

General

All participants will be accommodated at the **Shonan Village Center**. Rooms have been booked for the nights of **12-17 March** inclusive (6 nights) with departure after breakfast on **Friday 18 March**. Final booking will be made based on the Registration Forms from participants. Accommodation will be in single rooms with balconies. All rooms have private bathrooms, TVs and direct-dial telephones.

Please note that you are expected to confirm your attendance and room requirements on the attached Registration Form.

This applies to speakers and grantees as well as paying participants.

Extra Nights

The conference booking covers the nights necessary for the duration of the conference - from arrival on Saturday 12 March to departure on Friday 18 March 2005.

If you require an **extra night** in addition to the nights included in the conference booking, you are kindly requested to make your own arrangements by contacting the hotel directly (inform them that you will be attending this conference). Extra nights will be at your own expense.

More information about the hotel prices are available at:

http://www.shonan-village.co.jp/english/accommodation_index.html

Accompanying Guests and Children

Participants with accompanying guests are informed that this will be at their own expense, for both travel and accommodation. **No double rooms are available at the conference center.** Guests will be put in twin rooms. The prices for accompanying guests include organised transportation on arrival and departure days, a welcome drink, beverages at mealtimes, participation in the half-day excursion and the conference dinner.

Accompanying guests are not entitled to take part in any of the actual conference activities, ie. attend talks or short presentations within the conference room. Conference facilities and equipment, such as access to Internet, are destined for the sole use of conferees. If guests wish to have the use of certain facilities, they should arrange this privately with the conference venue, at their own cost.

Please note that we do not organise a social programme for accompanying guests; they are expected to make their own arrangements during the conference.

To benefit from the special conference price, payment for accompanying guests should be made in advance to the ESF-JSPS Secretariat at ESF. Please follow the enclosed "Instructions for Fee Payment and Registration"

PRICES FOR ACCOMPANYING GUESTS	FULL BOARD
Guest - double room with conferee	EUR 760

You are encouraged to pay as early as possible. A EUR 50 supplement will be added (Euros 810) if we have not received the full payment 3 weeks before the conference is due to start.

Meals

Breakfast will be served buffet style from 07.30 to 9.00 hours. Times for lunch and dinner are as shown in the conference program. Tea, coffee and juice will be served at meals. Additional beverages are at participants' own expense.

Dinner: On 12 March, welcome drink & dinner will take place in the foyer of the Conference Center. On 14 March, dinner will take place at Bela Vista : restaurant located at 7 mn walk from Conference Center. On 13, 15 and 16 March, dinner will take place at a cafeteria called 'Oak'.

Special diets can be arranged with advance notice. Please contact the hotel personally before the start of the conference if you require one.

Coffee breaks will be in the **Foyer next to the meeting room.**

Hotel Services

Phone Calls

All rooms are equipped with direct-dial phones. All phone calls should be paid for at the hotel reception before departure.

Photocopies and Faxes

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

Computer Facilities and Internet Connection

E-mail connection is provided at the conference site. For extensive work or research via Internet, some computers with broadband network are available in a computer room. Participants may bring their own portable computer in the computer room. They can also use the phone line in their room to connect to the Internet at their own expense.

Means of Payment to the Conference Site

The Center accepts major credit cards such as American Express, Visa, or Mastercard. It is possible to cash travelers' checks and exchange currency at the hotel.

Leisure Activities and Tourism

At the Conference Site

A 18 meter indoor heated pool and jacuzzi are available for free for those who stay in the Shonan Village Center.

In the Surrounding Area

Some places of interest in the area are: Kamakura, an old capital of Japan during the Kamakura Era with temples, shrines and a Great Buddha; [Miura](#); [Yokohama/Kawasaki](#); [Hakone/Yugawara](#) with beautiful mountains and great spas.

Area Guide: http://www.shonan-village.co.jp/english/kankou_main.html

Social Programme

A welcome drink will take place on Saturday 12 March at 18.00 hours. A special Conference Dinner will be served on the evening of Tuesday 15 March at 18.00 hours. A Farewell Dinner will be served on the last evening, Thursday 17 March. It will be a dinner cruise to Yokohama. The bus will depart from the conference Center at 18.00 hours and the cruise will start at 19.40 hours.

A half-day excursion to **Kamakura**, with English-speaking guides, will be organized in the afternoon of Tuesday 15 March 2005. Departure will be at 13.00 hours and lunch packages will be organised.

Further information will be available at the conference registration desk at the hotel.

An introduction to Kamakura:

http://www.into.go.jp/eng/RTG/RI/kanto/kanagawa/hase_yuigahama/hase_yuigahama.html

Some Useful Information

Passport and Visa Requirements

Please check your passport and visa requirements with your travel agent before departure. If you will need a visa, please inform Anne Guehl (aguehl@esf.org), the contact person for this meeting and **include full details** and requirements (address, telephone and fax numbers) of the Embassy nearest to you.

Insurance

The European Science Foundation and JSPS do not provide insurance and do 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.

Miscellaneous

Extra Expenses

Please note that participants should pay the hotel for any additional nights outside the nights covered by the ESF/JSPS booking before departure.

All other additional expenses, e.g. drinks (other than those provided at meals), telephone calls, tours, etc. are also at participants' own expense.

Communications with the ESF-JSPS Secretariat at ESF before the conference

Every effort has been made to give you detailed information about the conference arrangements in this Guide. A conference secretary will be present during the conference to answer any queries you may still have then.

Your contact person at the ESF Office for this conference is:

Anne Guehl

telephone: +33 3 88 76 71 52

fax: +33 3 88 36 69 87

e-mail: aquehl@esf.org

Please only contact this person if you cannot find the answer to your query in your conference documents or on the web site.

Thank you for your understanding and co-operation.