



EUROPEAN
SCIENCE
FOUNDATION

ESF Research Conferences

A Programme of the European Science Foundation

ESF Research Conference on

NMR in Molecular Biology

EuroConference on

Structural Genomics: Structure, Dynamics and Interactions of Biomolecules

Backagården Kurs & Konferenscenter, Höör, Sweden, 20-25 August 2005

<http://www.esf.org/conferences/lc05014>

Important Note

The ESF Research Conferences Unit regrets that it cannot respond to enquiries concerning information that is CLEARLY INDICATED in the conference documents (invitation, programme or conference guide).

We ask for your cooperation through reading these documents carefully.

INDEX

Practical Information Guide

1. Access to the Site

- Organised Group Transportation
- by Air
- by Train
- by Road
- by Ferry

2. Arrival and Registration at the Site

- Registration
- Conference Secretary

3. Travel Contributions

4. Conference Facilities

- Meeting Room & Equipment
- Posters

5. Accommodation

- General
- Extra Nights
- Accompanying Guests
- Meals

6. Hotel Services

- Phone Calls
- Photocopies & Faxes
- Access to the Internet
- Bank Facilities
- Means of Payment to the Conference Site

7. Leisure Activities and Tourism

- at the Hotel
- in the surrounding Area
- Shopping Hours
- Social Programme

8. Some Useful Information

- Passports & Visas
- Insurance

9. Miscellaneous

- Extra Expenses
- Communications with the ESF Research Conferences Unit

PRACTICAL INFORMATION GUIDE

The conference will be held at the [Backagården Kurs & Konferenscenter](#) in Höör (Scania), Sweden. It will begin at **08.45 hours** on **Sunday 21 August** and end with lunch on **Thursday 25 August**. Participants are expected to arrive in the afternoon/early evening of Saturday 20 August and depart after lunch on Thursday 25 August.

Backagården Kurs & Konferenscenter
Stenskogen
24391 Höör
Sweden

 **Phone** | +46 413 746 00
 **Fax** | +46 413 746 95
 **Email** | info@backagarden.se

Access to the Site

Organised Group Transportation

On **Saturday 20 August** group transportation (two buses) will be arranged from **Höör railway station** to the venue. The coaches will have a sign in the window indicating “ESF Research conference – Backagården” for easy recognition.

Departure times will be as follows: **16.00** and **18.00**.

Railway Station Departure Point: The coaches will depart from outside the railway station. The journey to the venue takes approximately 10 minutes.

Bus transportation back will also be arranged for **25 August**.

Departure times will be as follows: **12.00** and **14.00**

You are strongly urged to take advantage of this organised transportation, which is included in the conference fee!

By Air

The main airport, [Copenhagen-Kastrup](#), is located 12 km (6 miles) southeast of downtown “København”. About 40 airlines have regular services to Copenhagen and there are several daily connections to/from all major European airports.

There is also a smaller airport - more for domestic flights - in [Malmö-Sturup](#), 65 km from Höör.

- Copenhagen-Kastrup airport <http://www.cph.dk/CPH/UK/MAIN/>
- SAS <http://www.scandinavian.net/>

Please note: enter Sweden through Denmark means that you must enter Denmark and persons of certain nationalities will also need a Danish transit visa.

By Rail

There are direct train connections to **Copenhagen** from the major cities in Europe, including Amsterdam, Basel, Berlin, Brussels, Hamburg, Oslo, Paris and Stockholm.

Danish State-owned Railway (+45 (0)70131415 or <http://www.dsb.dk/english>)

- **From Copenhagen Airport (København Kastrup) to Höör**

After landing at Copenhagen Airport, it is possible to reach **Höör** from the airport via Malmö, Sweden, which can be most conveniently reached by high-speed and frequent **Sound trains** (<http://www.cph.dk/CPH/UK/main/getting+here/by+train/>).

The journey from the airport to Malmö station takes approximately 30 minutes. Tickets can be purchased all the way through to Höör but a change of trains in Malmö is sometimes necessary, some trains are direct.

From Malmö to Höör (about 40 minutes) you can take the local train (Pågatågen). Timetables can be consulted at <http://www.skanetrafiken.skane.se/default.asp>

- **From local airport Malmö MMX/Sturup - Lund – Höör**

The local airport Malmö - Sturup, MMX, has frequent connections to and from Stockholm, London and Amsterdam, but only a few other regular international flights. There is a bus service from Sturup to Lund - flygbussarna. Busses depart about ten minutes after the arrival of planes from Stockholm (almost every hour). The bus stops in central Lund (at Mejeriet, Lundagård and the main railway station). From Lund you can take the local (purple) trains **Pågatågen** to Höör.

Note: you can also take a taxi from the airport directly to your address in Höör. The Swedish taxi-market is free and though most companies have recommended prices for defined routes (such as Sturup - Lund), Taxis in Sweden can be pre-ordered or found at Taxi stops often found just outside stations, harbours etc. Taxis normally accept all major credit cards.

By Road

From **Copenhagen** (København) (7.5 km). Leave at Tårnby and take: **E20** for 13 km. You will be entering Sweden. Continue along **E20** to **Bunkeflostrand** (*Toll: 275 DKK*)

Then continue along **E20** for 7 km to **Malmö** and take: **E6** for 14 km. Exit towards: **Kalmar, Lund** and take: **E22** for 32 km, continue along **E23** for 4 km until Snogeröd.

Continue along **E23** for 11 km and you will arrive at **Höör**. There is clear sign-posting to **Backagården** on the **E23** south of Höör and once in the town itself. **Backagården** lies 4 km from the centre of Höör.

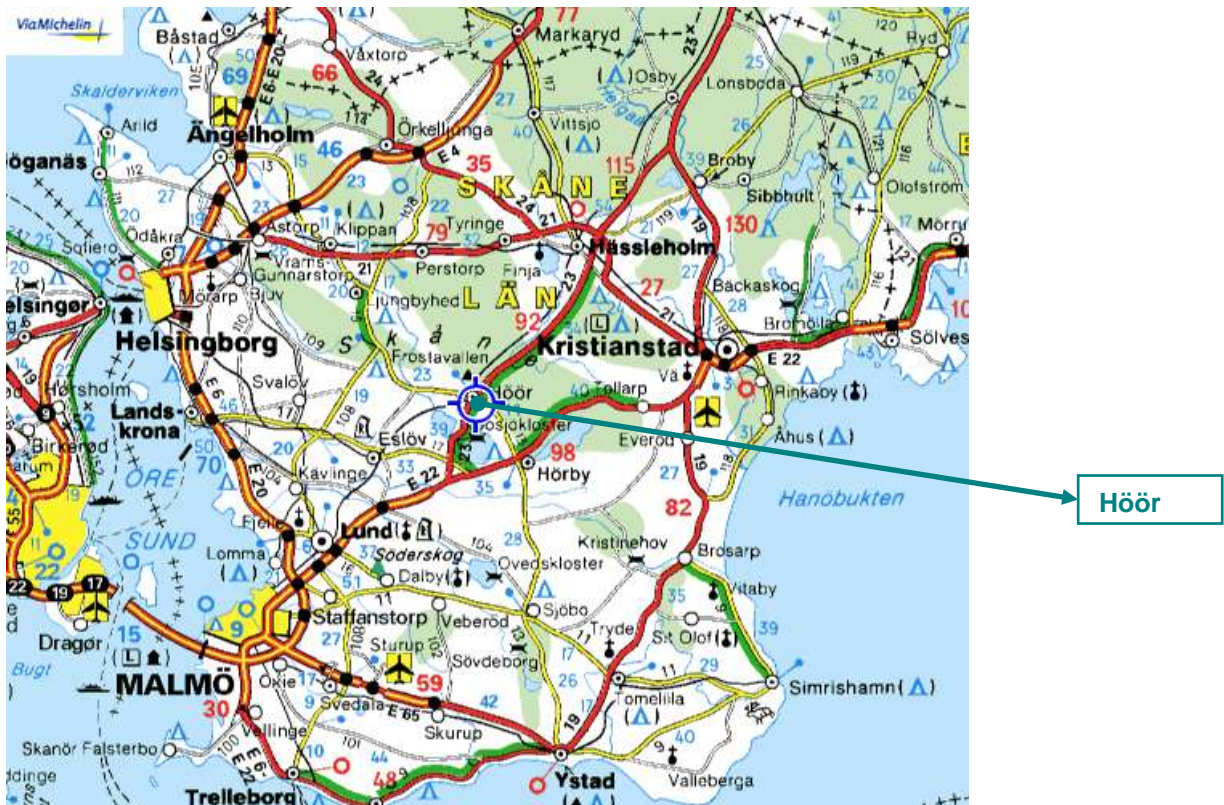


By Ferry

There are also car and passenger ferry connections to southern Sweden from Germany:

- Scandlines (http://www.english.scandlines.se/SEfront/Front_COM)
- TT-Line (<http://www.ttline.se/>)
- Poland (http://www.polferrys.se/se/center_main.php?lang=se&main=news)

You may also cross the Sound with the ferry over Helsingborg-Helsingör, approximately 30 minutes travel. It is recommended to make a reservation for your car on all ferry lines.



Arrival and Registration at the Site

Registration

Upon arrival participants should check in at the hotel reception and collect their room keys, then register with the Conference Secretary, Mrs. Joana Martinez Flores, and collect their name badges. The conference registration desk, where supplementary information will be provided, is located near the hotel reception.

If you are going to arrive late, please indicate this clearly on your registration form (in the “Special Requirements” field) so that we can inform the hotel accordingly.

Conference Secretary

Mrs. Joana Martinez Flores will be present on the spot and will take care of all administrative aspects of the conference: registration, late fee collection and day-to-day organisation. She will be at the registration desk half an hour each morning before the meeting starts, during coffee breaks, and before and after each afternoon session.

Travel Contributions

Grantees who have been allocated a **travel contribution** (please refer to your letter of invitation) are expected to provide the on-site secretary, Mrs. Joana Martinez Flores, with a **PHOTOCOPY of their TRAVEL TICKETS as well as with their BANK ACCOUNT DETAILS (a claim form will be distributed for that purpose)**. Note: **Invited Speakers** should provide the Conference Chair, Prof. Gräslund, with this information. Make sure that the **IBAN** (International Bank Number): a string of 16 to 28 letters and/or numbers (according to countries) specifying the bank account of the beneficiary; *example*: FR76 1720 6500 4586 0344 1264 128 and the **BIC** (Bank International Code): a string of 11 letters and numbers *example*: AGRIDEPP546 are provided.

Please check that name and price feature on all tickets. Reimbursement will be made by a post-conference bank transfer. Only **ACTUAL** travel costs will be reimbursed, up to the value of the travel allowance offered and for the direct journey between your place of work and the conference venue. For further details, please refer to the “**Instructions for Fee Payment and Registration**” (i.e. taxi costs and car rental are NOT considered as allowable costs and may therefore NOT be presented when claiming the travel contribution).

Conference Facilities

Main Meeting Room and Equipment

The meeting room is fully equipped with a data projector (participants are requested to bring their own laptop), an overhead projector, two carousel slide projectors, a videoscope compatible VHS and NTSC and two screens for simultaneous projection.

i Please note however that participants making an **oral presentation** are kindly requested to bring their own **laptop** along with them.

Posters

Poster panel sizes are as follows:

- 1 m high x 72 cm wide (3 end to end give a total width of 216 cm) – Double-sided, 20 available
- 2 m high x 69 cm wide (4 end to end give a total width of 276 cm) – Single-sided, 12 available
- 188 cm high x 87 cm wide (4 end to end give a total width of 348 cm) – Single-sided, 3 available

There is also the possibility of putting posters on the 7 metre long wall.

Posters can be put up with sticky tape, drawing pins and blu-tack.

Accommodation

General

All participants will be accommodated at [Backagården Kurs & Konferenscenter](#). Rooms have been booked for the nights of [20-24 August inclusive](#) (5 nights), with departure after lunch on [Thursday 25 August](#). Accommodation will be in single, twin and triple rooms (or double rooms for participants with accompanying guests). Most rooms are equipped with private bathrooms and direct-dial telephones. All rooms are non-smoking. Keys will be provided to participants sharing rooms.

Registration Form

Please note that you are expected to confirm your attendance and room requirements by filling in a **REGISTRATION FORM**. This applies to ALL participants (speakers & grantees included!). No accommodation will be booked unless the ESF Research Conferences Unit has received this “official” confirmation.

Participants willing to share a twin room with another conferee, please do not forget to indicate the name of your room-mate on the registration form.

IMPORTANT: due to limited availability, **no single rooms can be guaranteed** (except for Invited Speakers) and **grantees may be put in 3-bedded rooms**.

The registration form can be downloaded from the conference web pages (<http://www.esf.org/conferences/lc05014>).

Registration deadline is: 22 July (4 weeks prior to the conference).

Conference Fees

Payment by [credit card](#): full credit card details should be indicated on the registration form.

Payment by [bank transfer](#): a **copy of the bank order** should be faxed to the ESF Research Conferences Unit, together with the registration form.

All payments should be made **net of any bank charges**. For further details, please refer to the “[Instructions for Fee Payment and Registration](#)”.

Extra Nights

If you require [extra accommodation](#) in addition to the nights included in the conference booking, you will need to contact the hotel directly and make your own arrangements (inform them that you will be attending this conference). Extra nights will be at your own expense and should be paid to the [Backagården Kurs & Konferenscenter](#) directly. The price per night, bed & breakfast included, in a single room is **EUR 60.00**. The price of an extra meal is approximately **EUR 5.00** (drinks not included).

Accompanying Guests

Participants with accompanying guests are informed that this will be at their own expense for both travel and accommodation. The prices for accompanying guests include board and lodging (double room with conferee) as well as organised group transportation on departure day, a welcome drink, participation in the half-day excursion and a special conference dinner.

Accompanying guests are not entitled 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 access to the internet, are 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 we do not organise a social programme for accompanying guests, who are kindly 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 Research Conferences Unit. Please follow the "Instructions for Fee Payment and Registration".

Children's bed prices:

0-12 years: free if no bed is needed, but **MUST** be registered.
 (A baby cot costs Sek 100/per night, but **MUST BE RESERVED** as only 1 is available).
50% discount if a normal sized bed is required

Childrens' meal prices:

0-4 years: Free of charge
 5-12 years: 50% discount

PRICES FOR ACCOMPANYING GUESTS & CHILDREN	FULL BOARD
Guest - double room with conferee	EUR 590
Children - please settle payment directly with hotel	

You are encouraged to pay as early as possible. A **EUR 50 supplement** will be added if we have not received the full payment **4 weeks** before the conference is due to start.

Meals

Breakfast is served buffet style from 07.30 to 09.00. Times for lunch and dinner are as shown in the conference programme. Please note that wine/beer is included with **dinners only**. Lunchtime beverages and drinks outwith mealtimes are at the participant's own expense.

Hotel Services

Phone Calls

All rooms are equipped with direct-dial phones (dial "0" to get an external line). All phone calls should be paid for at the hotel reception before departure.

Photocopies & Faxes

Photocopies may be made, and faxes sent and paid for via the hotel reception. Costs: app. **EUR 0,35** per page for a photocopy; **app. EUR 1,40** per page for a fax.

Access to the Internet

Free e-mail connection is provided at the venue. Participants are however kindly requested to limit their use of this service to brief consultations. For extensive work or research via internet, participants should bring their own modem. It can be connected to the phone in their room - at their own expense.

Bank Facilities

Banks with cash dispensers can be found in town, 4 km from the venue.

Means of Payment at the Conference Site

The hotel accepts the following credit cards: Visa and Mastercard. It is not possible to cash travellers' cheques or to exchange currency at the hotel (the currency is Sek, short for Swedish kronor).

Leisure Activities and Tourism

At the Conference Site

The hotel has a sauna, free of charge for residents. There is also a bar at the conference venue.

In the Surrounding Area

Some places of interest in the area can be found through <http://www.skandetur.se/hoor/gb/>

Shopping Hours

Most shops in town are open from 10:00 to 18:00, Saturdays 10:00 to 14:00 (they are closed on Sundays). Most supermarkets are open 7 days a week from 08:00 to 20:00.

Social Programme

A **welcome drink** will take place at the conference centre on Saturday 20 August after supper.

A **half-day excursion** has been arranged for the afternoon of Tuesday 23 August. A guided tour of the Swedish medieval castle of Glimmingehus (http://www.raa.se/glimminge_eng/index.asp) has been organised. If time allows it, a visit of the city of Lund may be planned.

The **Conference Dinner** will be at 20:00 on Tuesday 23 August. More details will be given on site.

Some Useful Information

Passport & Visa Requirements

Please check your passport and visa requirements with your travel agent **before** departure. If you need a visa, please inform 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 programme of the ESF Research Conferences and the European Science Foundation 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 booking before departure. All other additional expenses, e.g. drinks (other than those provided at meals), phone calls, tours, etc. are also at participants' own expense.

**Communications with the ESF Research Conferences Unit
BEFORE the conference**

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

Please note that the ESF Research Conferences Unit cannot respond to queries concerning information clearly indicated in the conference documents.