



EUROPEAN
SCIENCE
FOUNDATION

ESF Research Conferences

A Programme of the European Science Foundation

ESF Research Conference on

Supramolecular Chemistry Molecular Architectures and Systems

VVF Villages "Les G eraniums", Obernai (near Strasbourg), France, 14-19 October 2005

<http://www.esf.org/conferences/pc05020>

INDEX

1. Access to the Site

- Organised Group Transportation
- by Air
- by Rail
- by Public Transport
- by Road

2. Arrival & Registration at the Site

- On-site Registration
- Conference Secretary

3. Registration & Fee Payment

- Registration Form
- Conference Fees
- Fee Payment
- Means of Payment
- Cancellations & Refunds
- Missing Payments
- Extra Expenses

4. Accommodation

- General
- Room Requirements
- Single Accommodation
- Extra Nights
- Accompanying Guests & Children

5. Conference Facilities

- Meeting Room & Equipment
- Posters, Poster Prizes & Flash Communications

6. Hotel Services

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

7. Leisure Activities & Tourism

- at Hotel Eden Roc
- in the Surrounding Area
- Shopping Hours
- Social Programme

8. Some Useful Information

- Passport & Visa Requirements
- Insurance
- Calling France / Making Calls within France
- Facts for the Traveller

9. Communication with the ESF Research Conferences Unit


PRACTICAL INFORMATION GUIDE


The conference will be held at the **VVF Villages “Les Géraniums”**, which is located on the outskirts of the town of Obernai, about 30 km from Strasbourg. Strasbourg-Entzheim International Airport is about 20 km away.


The conference will begin at **08.20** hours on **Saturday 15 October** and end with lunch on **Wednesday 19 October**. Participants are expected to arrive in the afternoon/early evening of Friday 14 October and depart after lunch on Wednesday 19 October.

VVF Villages “Les Géraniums”

2 rue de Berlin
BP 43
67210 Obernai
France

 **Phone**] +33 (0)388 49 45 45

 **Fax**] +33 (0)388 49 90 32

 **Email**] obernai@valvff.fr
www.vvf-vacances.fr

Contact person at the VVF: Ms. Monique Martzloff

1. Access to the Site

• Organised Group Transportation

On **Friday 14 October**, group transportation (three buses) will be arranged from **Strasbourg railway station** – via **Strasbourg-Entzheim airport** – to the venue. The trip between the station and the airport takes about 30-40 minutes.

Bus departure times

Friday 14 October

Strasbourg railway station

16.00 – 17.00 – 18.30

•

Strasbourg-Entzheim airport

16.30 – 17.30 – 19.00

Where to find the coaches?

- at **Strasbourg railway station**: the coaches will park along the pavement in **Boulevard de Metz**, which is to the **right** of the station as you come out of the **arrivals** hall.
- at **Strasbourg-Entzheim airport**: please wait outside the main airport entrance.

The coaches will have a sign in the window indicating **“ESF Research Conferences”** for easy recognition.

Bus transportation back to the station and to the airport will also be arranged for **Wednesday 19 October** departing **after lunch**. Departure times will be finalised at a later stage in order to suit the majority.

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

• By Air

Strasbourg is the nearest airport to Obernai. However, it is also possible to fly to **Frankfurt** or **Basel** and then take the train to reach Strasbourg.

Strasbourg-Entzheim airport:

Strasbourg-Entzheim airport is located 12 km south-west of Strasbourg. There are direct flights on weekdays between Strasbourg and Athens, Brussels, Copenhagen, London Gatwick, Madrid, Paris (Orly & CDG) and Vienna.

You can easily reach Strasbourg city center and/or railway station by using the **airport-city bus**, which runs every 20 minutes between 05.00 and 22.30 daily, and which connects with the A line of the Strasbourg tramway service. Bus stop is in front of the arrival hall of the airport. Approximate fare: one-way EUR 5.00; return EUR 9.30. The ticket covers airport-bus and tram and can be bought at the Travelex agency in the arrival hall of the airport. The shuttle to tram stops “Baggersee”, where there is a connection to tram line A to downtown and to the railway station (“Gare Centrale”). The journey between “Baggersee” and the airport takes about 12 minutes.



- Strasbourg-Entzheim airport <http://www.strasbourg.aeroport.fr/>
- Air France airlines <http://www.airfrance.com/>

A **taxi** between Strasbourg and Obernai costs about EUR 46. There are taxi ranks outside the airport. Otherwise call Taxi 13 at 0388 36 13 13.

From Frankfurt airport to Strasbourg:

- **by train**: Strasbourg can be reached from Frankfurt on the Frankfurt-Darmstadt-Mannheim-Heidelberg line. There is a train service every hour at 54 minutes past the hour between Frankfurt Flughafen and Frankfurt Hauptbahnhof. From Frankfurt Hauptbahnhof there are a few direct trains through to Strasbourg. Otherwise it is necessary to travel to Offenburg or Karlsruhe and to change for Strasbourg. Some services require a change in both Mannheim and Offenburg. There are departures roughly every 1-1½ hours from Frankfurt. The journey to Strasbourg takes about 2 hours and 40 minutes.

- **by bus**: another convenient mean of transfer is the **Lufthansa airport bus**, which operates a daily service between the two cities. Frankfurt airport departure point is in Terminal 1, Arrival area, Exit B4. The journey takes 2 hours and 45 minutes and costs EUR 55 single (EUR 84 return). Arrival in Strasbourg is first at the Hotel Hilton, then at the Council of Europe and at the railway station (in front of Grand Hotel Concorde). You can obtain a ticket from a Lufthansa travel agent or straight from the bus driver. More information is available from the web (see address below).

- Lufthansa airport bus http://www.lufthansa-airportbus.com/strecken_strasbourg.html
- Frankfurt/Main airport <http://www.frankfurt-airport.de/>
- German railways (Deutsche Bahn) <http://www.bahn.de>

Basel/Mulhouse airport:

Basel/Mulhouse EuroAirport is located 10 km from Basel and 25 km from Mulhouse.

An airport bus runs frequently throughout the day to **Basel** railway station. Journey time is about 15 minutes. There are also buses which run daily every 30-60 minutes from the airport to **Mulhouse** railway station. Journey time is approximately 30 minutes.

There are trains to Strasbourg from Basel, some with a change in Mulhouse, about every 1-2 hours. The journey takes an hour and 15 minutes.

- Basel/Mulhouse airport <http://www.euroairport.com/>
- Swiss Federal railways (SBB) <http://www.sbb.ch/>

• By Rail

There is a local rail service from Strasbourg Central Station to Obernai with some convenient afternoon departures. The journey takes 30 minutes and costs about EUR 5.00. Take a taxi to the VVF upon arrival in Obernai. Taxis might not show up immediately but you can call one of these numbers to get hold of one: Alain Taxi 03 88 48 73 64 • Eschbach Taxi 03 88 95 52 65 • Taxi du Piémont 03 88 95 58 24 • Griesbaum Taxi 03 88 95 03 84.

- French railways (SNCF) <http://www.sncf.com/>

• By Public Transport

A bus service (Compagnie des Transports Strasbourgeois - CTS) runs from the station square in Strasbourg to the centre of Obernai and in the other direction from Obernai railway station. The journey takes about an hour and costs about EUR 3.60.

- CTS <http://www.cts-strasbourg.fr>

• By Road

Obernai is reached on the **motorway A 35** from Strasbourg to Saint-Dié. At the junction with the A 352 continue on the N 422. Go through Obernai, and follow the signs to the Eurovillage. Turn right at the junction just outside Obernai (The junction resembles a roundabout) and follow the road to the car park of the centre.

- A useful site to prepare your itinerary <http://www.mappy.fr/>

2. Arrival & Registration at the Site

• On-site Registration

Upon arrival participants should check in at the VVF reception and collect their room keys, and then register with Mrs. Corinne Wininger – Le Moal, ESF Conference Organiser, and collect their name badges. The conference registration desk, where supplementary information will be provided, will be located next to the reception.

If you will arrive late on the arrival day (Friday 14 October), please indicate this clearly in the “Special Requirements” field of your registration form. The VVF will be informed accordingly.

• Conference Secretary

Mrs. Corinne Wininger – Le Moal from the ESF 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.

3. Registration & Fee Payments

• Registration Form

All participants are expected to confirm **attendance and room requirements** by filling in a **registration form**. Fee paying participants are in addition requested to pay for the conference fee via this form, which is accessible **online** from <http://www.esf.org/conferences/pc05020>. The completed registration form should be faxed back to +33 (0)388 36 69 87.

Registration deadline: **15 September 2005** (4 weeks prior to the conference).

• Conference Fees

EUR 800	resident conferee: meals + single room – or EUR 850 if paid <u>after</u> the deadline
EUR 670	resident conferee: meals + twin/double room – or EUR 720 if paid <u>after</u> the deadline
EUR 600	non-resident conferee: meals (lunch & dinner) only – or EUR 650 if paid <u>after</u> the deadline

The conference fee includes **board & lodging** and, for conferees, a registration fee of **EUR 200**.

• Fee Payment

Advance payment of the **full** fixed fee is required from both resident and non-resident conferees and accompanying guests. The full fixed fee is due regardless of the time the conferee spends at the conference and cannot be reduced for anyone, including guests.

A **EUR 50 supplement** is added if full payment has not been received by the deadline. This supplement is charged only once on any payment. No reimbursement of this supplement can be made if you omit to deduct it.

• Means of Payment

Accepted means of payment are:

- payment by **Credit Card**: MASTER CARD, VISA or EUROCARD.
- payment by **Bank Transfer**: payment by bank transfer, preferably by SWIFT, in EUR, **net of any bank charges**, should be made to the bank account indicated below. A **copy of the bank order** should be faxed separately to the ESF Research Conferences Unit as soon as payment is under process. Please provide your bank with the **conference reference number** (2005-020) and **your full name** OR the **full name and address of the institute paying the fee**. If the bank transfer cannot be traced the conference fee will be considered **unpaid**.

SWIFT number	SOGEFRPP
IBAN number	FR 76 • 30003 • 02360 • 00350034116 • 12 ESF Research Conferences, European Science Foundation
Bank	SOCIETE GENERALE 255 Route de Mittelhausbergen, 67200 Strasbourg, France

- Payment by **Cheque** is not accepted.
- **Cash** payments at the conference site **will not be accepted** under any condition.
- An invoice for payment can be sent upon request.
- **On-site Payment:** the EUR 50 supplement cannot be deducted if payment is made on the spot.
- **VAT:** the European Science Foundation is not subject to VAT and therefore not VAT registered.

• Cancellations & Refunds

- **conferees:** if notice of cancellation is received more than two weeks before the conference all but EUR 50 will be reimbursed. Otherwise no refund can be made. No refund of the EUR 50 post-deadline supplement can be made if the participant omits to deduct it.
- **guests:** if notice of cancellation is received more than two weeks before the conference a full refund will be made. Otherwise, all but EUR 50 will be returned.

• Missing Payments

Upon registration at the conference desk, all participants from whom the conference fee is expected and from whom no payment has been received will be requested to make payment. In the case of bank transfers not credited to the ESF account by the time of the conference, a cheque for the conference fee due will be requested as a guarantee (to be returned after the conference upon receipt of the fee). No participant who is expected to pay the conference fee will be allowed to take part in the conference without prior payment.

• Extra Expenses

Participants must pay directly to the conference venue – before departure – for any **additional** night over the nights covered by the conference booking. Any other expenses not included in the conference fee (i.e. drinks – other than those provided at meals – phone calls, tours etc.) are also at participants' own expense. If any such costs are charged on the ESF invoice, the concerned participant will receive a post-conference invoice from our Office for their payment.

4. Accommodation

• General

All participants will be accommodated at the **VVF Obernai**. Rooms have been booked for the nights of **14-18 October inclusive** (5 nights), with departure after lunch on **Wednesday 19 October**. Accommodation will be single and twin occupancy of apartments located in 3 buildings. All apartments have a bath or shower, and a telephone.

• Room Requirements

Participants are expected to confirm their room requirements via the **Registration Form** (see above). This applies to all conferees, invited speakers and grantees included. No accommodation will be booked unless we have received confirmation of your attendance.

Participants willing to share a twin room with another conferee, please indicate the name of your roommate on the registration form. Room allocation is otherwise made by the VVF.

• Single Accommodation

i Due to the large number of participants, **single** accommodation can only be guaranteed to **invited speakers**. A waiting list will be established to allow a fair allocation of the (single) rooms, which will be made according to age.

• Extra Nights

If you require **extra** accommodation in addition to the nights included in the conference booking, you will need to contact the VVF 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 for to the VVF directly. The price per night, bed & breakfast, is **EUR 29.50** in a twin/double room and **EUR 52.50** in a single. The price of an extra meal is approximately **EUR 23**.

• Accompanying Guests & Children

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 & lodging (double-room with conferee) as well as organised group transportation on arrival and departure days, welcome drink, participation in the half-day excursion and 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 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 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.

Prices for accompanying guests & children	Full board	Half board
Guest – double room with conferee	EUR 430	EUR 370
Child(ren) – in parent's room		
• aged between 3 months & 2 years	EUR 130	EUR 110
• aged between 3 & 6 years	EUR 260	EUR 180
• aged between 7 & 12 years	EUR 290	EUR 250

You are encouraged to pay as early as possible. A **EUR 50 supplement** is added if full payment has not been received by the deadline (**4 weeks** prior to the conference).

5. Conference Facilities

• Meeting Room & Equipment

The conference will take place in the main meeting room of the centre, in the main building. The meeting is fully equipped with overhead and slide projectors. A **data projector** will as well be at participants' disposal.

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

• Posters, Poster Prizes & Flash Communications

Abstracts & Poster Sessions

All abstracts are accepted as posters. 2 sessions are scheduled on Saturday 15 and Sunday 16 October, at 21.00. Each session will be divided into two groups: one in the “Bartholdi” room and one in the “Hansi” room (both rooms are located next to the conference room). 30 double-sided poster panels are available in total..

Poster Prizes & Flash Communications

Six posters will be selected and each presenting author will be invited to give a short presentation (flash communication) of 10 min. each. Each selected poster will be coupled with a prize:

- Université Louis Pasteur (ULP)
- Institut des Sciences & Ingénierie Supramoléculaires (ISIS)
- Institut Universitaire de France (IUF)
- CrystEngComm. (RSC)
- Cryst. Growth and Design (ACS)
- Nouveau Journal de Chimie (NJC)

The Poster Prizes Award will take place on the Monday evening, during supper.

Short Talks

There will be no short talks other than the six flash communications selected from the posters.

Guidelines

Posters will be exhibited on double-sided white PVC panels. Fixing will be with self-adhesive tape, blu-tack or similar. The size of the panels is 150 cm high x 100 cm wide. Use letters and drawings that can be read from approximately 100 cm distance.

Book of abstracts

Please note that there will be no abstract booklet produced for this conference.

6. Hotel Services

• Meals

Breakfast will be served buffet style from 07.30 onwards. Times for lunch and dinner are as shown in the conference programme. All meals are waiter-served. Wine, mineral water and coffee are provided with meals. Additional beverages are at the participants' own expense.

Non-resident conferees are expected to have all their meals with resident conferees (for both lunch and dinner).

• Coffee Breaks

Coffee breaks will take place near the meeting-room.

• Phone Calls

All apartments have phones from which international calls can be made (ask the reception desk to open the line). To make an international call, dial “00” followed by the code of the country you are calling. All phone calls should be paid for at the hotel reception before departure.

• Photocopies & Faxes

Small scale photocopying can be made at the reception (EUR 0.15 per page). There are no facilities for bulk photocopying. Faxes can be sent and paid for via the reception.

• Internet Access

E-mail connection is provided by the ESF Research Conferences Office at the site (2 computers available in the hotel hall). Participants are however kindly requested to limit their use of this service to brief consultations. Please note that there is no wireless access at the site and that it is neither possible to connect a laptop to the phone in the room.

• Bank Facilities

The nearest bank is in Obernai: Société Générale, 37 rue du Général Gouraud. Opening hours are: 08.00-12.00 and 14.00-18.00. There are several others in town, as well as numerous cash dispensers.

• Means of Payment to the Conference Site

All major credit cards are accepted as well as travellers cheques and Eurocheques.

7. Leisure Activities & Tourism

• At the VVF

There are tennis courts (Obernai Tennis Club) near the venue (about EUR 8 per hour, rackets and balls provided). Mountain bikes can be hired in town (EUR 11 per day) and there is an indoor swimming pool nearby. For further information, please enquire at the VVF reception.

• In the Surrounding Area

The picturesque town of Obernai, renowned for its many examples of Medieval Alsatian Architecture, is located on the "Route du Vin". The town centre ("Place du Marché") is a ten minute walk from VVF. Also worth a visit in the region are: the monastery of Mont Sainte-Odile, the castle at Haut-Koenigsbourg, the villages along the road through the vineyards (Barr, Ribeauvillé, Riquewahr...), Strasbourg, Colmar.

Places of particular interest in Strasbourg include: the Cathedral, the old quarter ("La Petite France"), the covered bridges ("Les Ponts Couverts") nearby, the "Rohan" Palace, the "Kammerzell" house in the Cathedral Square (the oldest house in the city), and the Council of Europe and European Parliament buildings.

Obernai has a great many shops where souvenirs, crafts, specialty foods and wines can be bought. Major shopping can be done in Strasbourg.

- Strasbourg tourist board <http://www.strasbourg.com/>
- An introduction to Obernai <http://www.obernai.fr>

• Shopping hours

Most shops are open from 09.30 - 19.00 from Monday to Friday and from 09.30 - 16.00 on Saturdays. Smaller neighbourhood shops may have different opening hours. All shops are closed on Sundays, with the exception of newsstands and some souvenir shops.

• Social Programme

A **welcome drink** will take place on Friday 14 October, just after supper and a special **Conference Dinner and apéritif** will be served on the evening of Tuesday 18 October.

A half-day excursion will be arranged for the afternoon of Monday 17 October, departing after lunch (around 14.00 hours). Participants will go for a **boat trip** and some free time in Strasbourg. Return will be in time for dinner at 19.30 hours.

8. Some Useful Information

• Passport & Visa Requirements

Please check your passport and visa requirements with your travel agent **before** departure. If you will need a visa, please inform the contact person for this meeting and include full details and requirements (address 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.

• Calling France / Making Calls within France

The international dialling code is 33. French area codes are as follows:

- for Paris City and Greater Paris dial 33 + 1 + 8 digits.
- for the North West dial 33 + 2
- for the North East dial 33 + 3
- for the South East dial 33 + 4
- for the South West dial 33 + 5.

When dialling within France, a "0" should be inserted before the area code (for example +33 388 767 100 when telephoning from abroad, but 0388 767 100 when calling from within France).

Some public phones are coin-operated but most are card-operated. Phonecards can be bought from the post-office or newsagents.

• Facts for the Traveller

Electricity supply	220v 50Hz AC
Time GMT/UTC	plus one hour
Weights & measures	metric
Currency	Euro (EUR)

9. Communication with the ESF Research Conferences Unit



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.

Your **CONTACT PERSON** at the ESF for this conference is:

Mrs. Corinne Wininger – Le Moal • ESF Research Conferences Unit
clemoal@esf.org • Phone +33 388 76 71 35 • Fax +33 388 36 69 87

Please only contact this person if you cannot find the answer to your query in your conference documents (letter of invitation, programme and conference guide) or on our website (<http://www.esf.org/conferences/pc05020>).