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ESF Research Conferences

A Programme of the European Science Foundation

Joint EMBO-FEBS-ESF Workshop on

Membrane Dynamics in Endocytosis

Hotel Eden Roc, Sant Feliu de Guixols (Costa Brava), Spain, 17-22 September 2005

<http://www.esf.org/conferences/lc05057>

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PRACTICAL INFORMATION GUIDE

The conference will be held at **Hotel Eden Roc**, in Sant Feliu de Guixols. Sant Feliu is a small picturesque town situated on the northern Mediterranean coast of Spain, 120 km from Barcelona and 30 km from Girona. It is easily reached by motorway and provides plenty of facilities for visitors. Eden Roc Hotel overlooks the sea and is located 1.5 km from the centre of Sant Feliu de Guixols.

The conference will begin at **08.30** hours on **Sunday 18 September** and end with breakfast on **Thursday 22 September**. Participants are expected to arrive in the afternoon/early evening of Saturday 17 September and depart after breakfast on Thursday 22 September.



Hotel Eden Roc
C/ Port Salvi 57
17220 Sant Feliu de Guixols
Costa Brava
Spain

[Phone] +34 972 320 100

[Fax] +34 972 821 705

[Email] eden@caproig.com

www.caproig.com/edenroc

Contact: Mr. Nicolas Siebauer, Hotel Manager

1. Access to the Site

• Organised Group Transportation

On **Saturday 17 September**, group transportation (three buses) will be arranged from **Barcelona airport** to the hotel. The coaches will have a sign in the window indicating “**ESF Research Conferences**” for easy recognition.

Saturday 17 September
Bus departure times – Barcelona airport:
16.30 – 18.30 – 19.00

Airport departure point: the buses will wait in the special bus parking area located between the A and B terminals. The journey to the hotel takes approximately 90 minutes.

Bus transportation back to **Barcelona airport** will also be arranged for **Thursday 22 September** departing **around breakfast time**. Departure times will be finalised 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

Barcelona is the nearest airport to Sant Feliu de Guixols. It is located 10 km south-west of the Catalan capital. There are daily flights to Barcelona from most major European cities.

- Barcelona airport <http://www.barcelona-airport.com/menueng.htm>
- Iberia airlines <http://www.iberia.com/>

A **taxi** from Barcelona airport to Sant Feliu de Guixols costs about EUR 125. If you have any problems concerning the price to pay for the trip, please contact the hotel staff upon arrival.



There is also the possibility to fly to **Girona**. Girona airport is 45 minutes drive (90 km) from Barcelona airport, 25 minutes from the Costa Brava south and 35 from the Costa Brava north. It is located near the A7 motorway, 10 km away from Girona city centre.

The new flights of Ryanair have a linking bus to Girona centre (the journey takes about 20 minutes) which starts at around 05.00 in the morning. From Girona centre you will then have to take a first bus to Lloret de Mar (Segalès bus company) and then a second one to Sant Feliu (SARFA bus company). Please note however that connections are extremely bad!

Another option is the Bravatur bus company which operates between Girona airport and Platja d'Aro, which is only 5 km from Sant Feliu. But you will then need to take a taxi from Platja d'Aro to the venue.

The last – and certainly most convenient - alternative is the TEISA bus, which links Girona station directly to Sant Feliu (see below, section “By Rail”).

A taxi from Girona airport to Sant Feliu costs approximately EUR 35-40. Taxis are ranked just outside the arrivals hall of the airport. The journey takes about 25 minutes.

- Girona airport <http://bcngro.cambra.gi/>
- Sagalès <http://www.sagales.com>
- SARFA <http://www.sarfa.com/>
- Bravatur <http://www.bravatur.com/>

Girona Airport Information Desk  Phone | +34 972 186 708

• By Rail

From Barcelona airport to Barcelona Sants station:

RENFE / Spanish National Railways operate a frequent train service between Barcelona airport (Aeropuerto Stn) to Barcelona Sants railway station. Journey time is approximately 20 minutes. Departures from the airport are about every 30 minutes throughout the day until about 22.30. Fare is about EUR 2.

- RENFE – Spanish national railways <http://www.renfe.es/>

From Barcelona Sants to Girona:

The nearest railway station to Sant Feliu is **Girona**. There are trains from Barcelona Sants railway station every 60-90 minutes. The trip takes 90 minutes and costs around EUR 5. Girona is also easily reached from France via Montpellier and Portbou.

From Girona station to Sant Feliu:

The TEISA Company **buses** leave for Sant Feliu approximately every hour, just outside Girona station. Arrival in Sant Feliu de Guixols is at the Monastery Square where you can take a taxi or walk (20 minutes) to the hotel. A taxi from Girona station to the hotel costs around EUR 27.

- TEISA <http://www.teisa-bus.com/>

• By Public Transport

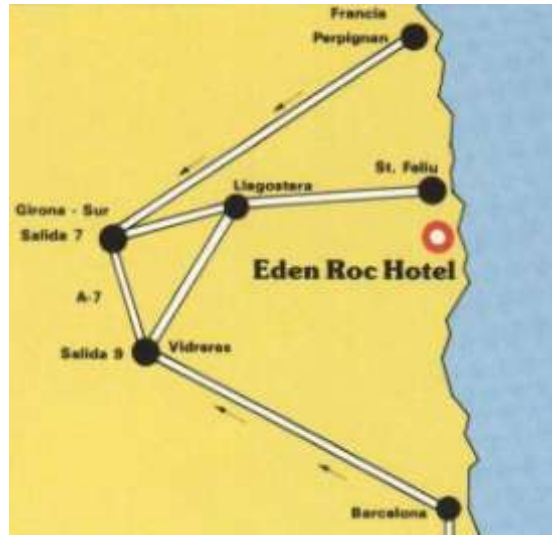
From the airport, take the train to **Arc de Triomph/Estacio Nord**. From Barcelona Estacio Nord (Ali-bei street 80), the SARFA bus company travels to Sant Feliu de Guixols, to the "Carrer Llibertat" - "Carretera de Girona" junction. The buses are scheduled about every two hours and cost EUR 7 one way. The trip takes about 90 minutes. It is about a 20 minute walk from the bus station in Sant Feliu to the hotel. You can also take a **taxi** from the bus station to the hotel (price is about EUR 5).

- SARFA <http://www.sarfa.com/>

• By Road

Sant Feliu de Guixols can be reached on motorway A7. This motorway should be left at exit 9 if travelling from Barcelona and at exit 7 if travelling from France.

- Catalonian highways <http://www.autopistas.com>



2. Arrival & Registration at the Site

• On-site Registration

Upon arrival participants should check in at the hotel reception and collect their room keys, and then register with Mrs. Corinne Le Moal, ESF Conference Organiser, and collect their name badges. The conference registration desk, where supplementary information will be provided, is located on the left side of the hotel reception.

If you will arrive late on the arrival day (Saturday 17 September), please indicate this clearly in the "Special Requirements" field of your registration form. The hotel will be informed accordingly.

• Conference Secretary

Mrs. Corinne 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, gathering in of travel tickets and bank details 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/lc05057>. The completed registration form should be faxed back to +33 (0)388 36 69 87.

Registration deadline: **20 August 2005** (4 weeks prior to the conference).

• Conference Fees

EUR 600	resident conferee: meals + single room – or EUR 650 if paid <u>after</u> the deadline
EUR 540	resident conferee: meals + twin/double room – or EUR 590 if paid <u>after</u> the deadline
EUR 320	non-resident conferee: meals (lunch & dinner) only – or EUR 370 if paid <u>after</u> the deadline

The conference fee includes **board & lodging** and, for conferees, a registration fee of **EUR 180**.

• 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 (20 August 2005 - 4 weeks prior to the conference). 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** (2005-057) 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 **Hotel Eden Roc**. Rooms have been booked for the nights of **17-21 September inclusive** (5 nights), with departure after breakfast on **Thursday 22 September**. Accommodation will be in single and twin rooms (or double rooms for participants with accompanying guests). All rooms have private bathrooms, TV and direct-dial telephones. Non-smoking rooms are available. English and German are spoken at the conference site.

- **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 hotel.

- **Single Accommodation**

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 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 for to Hotel Eden Roc directly. The price per night, bed & breakfast, is **EUR 41.20** in a twin/double room and **EUR 52.20** in a single. The price of an extra meal is approximately **EUR 14**.

- **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 400	EUR 360
Child(ren) – in parent's room		
• aged under 5	EUR 180	EUR 160
• aged between 5 & 7	EUR 260	EUR 230
• aged over 8	EUR 310	EUR 280

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. Travel Contributions

• Travel Reimbursements

All reimbursements are made by **post-conference bank transfers**.

Travel grantees – except FEBS-YTF – are expected to provide the on-site secretary with:

- a photocopy of all their **travel tickets**
- their **bank account details: IBAN and BIC numbers** (SWIFT number for US accounts) should imperatively be provided. No reimbursement can otherwise be guaranteed.

Bank details should be indicated on the **claim form** which will be distributed on the spot.

Only **actual** travel costs are reimbursed, in the limit of the contribution offered, and for a **direct** journey between the conferee place of work and the conference site. Should your itinerary not be direct, you will need to provide the secretary with an **estimate from a certified travel agent**.

Please note also that the amount allocated as travel contribution is usually calculated in proportion to the distance between the conferee place of work and the venue. Should you change institute in the meantime, the contribution may be re-adjusted at Chair's discretion. In such case, please be so kind as to inform the ESF Research Conferences Unit without delay.

Itinerary, price and currency must clearly feature on any ticket. Where no price is indicated on the ticket, the corresponding **invoice** must be enclosed.

• Allowable Costs

Travel costs may not be higher than:

- cheapest economy class air fare
- OR second class train fare
- OR bus fare from the participant's place of work to the place of the event

or may be the actual cost of travel, **whichever is the lower**.

The following may **NOT** be considered as allowable travel costs and therefore may **NOT** be presented when claiming the travel contribution:

- rented car
- taxi fares
- local travel in the city or locality of the event
- costs of health, life and luggage insurance.

Use of a **private car** can only be covered on the basis of a **2nd class return train fare** documented by an **estimate** from a **certified travel agent**.

The travel claim form must reach the ESF Research Conferences Unit no later than **1 month** after the conference. Otherwise payment cannot be guaranteed.

• FEBS-YTF Fellowships

Participants selected for a **FEBS-YTF fellowship** are kindly requested to fill in the **FEBS-YTF application form** (which has been mailed to them together with their letter of invitation) This form should be sent back directly to FEBS' Treasurer, **Professor John Mowbray**. Forms can be faxed but the original should then be sent by normal post.

Professor Mowbray's full contact details are as follows:

Professor John Mowbray • FEBS Treasurer • Department of Biochemistry & Molecular Biology • University College London • Darwin Building • Gower Street • London WC1E 6BT • United Kingdom • Fax: +44 (0)207 387 1831.

Queries regarding your application should be directed to **Ms. Louise McSeveny** on louisem@biochem.ucl.ac.uk.

FEBS-YTF grantees are not requested to pay for their conference fee (which is covered in shared accommodation). Travel costs are reimbursed by the FEBS Office and not by the ESF. FEBS-YTF grantees are therefore kindly requested to arrange for the reimbursement of their travel expenses directly with FEBS.

6. Conference Facilities

• Main Meeting Room & Equipment

The meeting is located in a separate section, two minutes' walk from the main building of the hotel through the garden. It is equipped with an overhead projector, two slide projectors and two screens for simultaneous projection. A **data projector** will as well be at participants' disposal.

i Please note however that participants making an **oral presentation** (invited lectures and/or short talk) are kindly requested to bring their own **laptop** along with them.

• Posters, Selected Talks from Abstracts & Poster Prizes

Poster Sessions

3 sessions of posters are scheduled in the programme:

- session 1: Sunday, 18 September, 21.00
- session 2: Monday, 19 September, 21.00
- session 3: Tuesday, 20 September, 22.00

The list of accepted posters can be downloaded from the conference web pages (<http://www.esf.org/conferences/lc05057>).

Guidelines

Posters can be fixed with self-adhesive tape, blu-tack or drawing pins onto double-sided poster panels. Posters will be presented in the separate "**Port Salvi**" room which is located nearby the meeting room. Recommended poster size is 130 cm high x 130 cm wide. Use letters and drawings that can be read from approximately 100 cm distance.

Selected Talks from Abstracts

A certain number of short talks have been selected from abstracts. Their list is available from <http://www.esf.org/conferences/lc05057>. There will be no short talks other than those announced on the programme. All other abstracts are accepted as posters (see above).

Poster Prizes

3 Poster Prizes will be awarded during the Conference Dinner:

- **Senior Postdoc** prize, in collaboration with the *Journal of Cellular Biology*
- **Junior Postdoc** prize, in collaboration with *Cell*
- and **Graduate Student** prize, in collaboration with *Nature Cell Biology*

Prizes will be a free subscription to the journal.

Book of abstracts

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

7. Hotel Services

• Meals

Breakfast will be served buffet style from 07.30 to 09.30 hours. Times for lunch and dinner are as shown in the conference programme. A beverage and a coffee are served at each meal. 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 be on the terrace-bar next to the meeting-room, overlooking the swimming-pool.

• Phone Calls

All rooms are equipped with direct-dial phones. 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

Photocopies may be made, and faxes sent and paid for via the hotel reception. Costs for a photocopy are EUR 0.10 per page. A fax (1 page) costs EUR 1.00 for Europe and EUR 2.00 for the rest of the world.

• Internet Access

E-mail connection is provided by the ESF Research Conferences Office at the site. 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

Several banks as well as cash dispensers are to be found in town.

• Means of Payment to the Conference Site

The hotel accepts the following credit cards: American Express, Diners Club, Mastercard and Visa. It is also possible to cash travellers' cheques and exchange currency at the hotel.

8. Leisure Activities & Tourism

• At Hotel Eden Roc

The hotel has outdoor and indoor swimming pools, sauna, jacuzzi, small fitness centre, billiard and it is also possible to hire bicycles. Other possibilities are windsurfing, snorkling, scuba-diving and skin-diving.

• In the Surrounding Area

Some places of interest in the area are:

- the Cap Roig botanical garden, overlooking the sea
- the Faro San Sebastian with its panoramic view of the whole Costa Brava and the medieval village of Pals
- Girona, the capital of the province, which was founded 3000 years ago by the Iberians, with its Cathedral, Arabian baths and old quarter
- the medieval town of Besalu
- the panoramic route to Tossa de Mar and the fortified town Vila Vella
- at Figueres is the well known Dali museum, designed by the artist himself before his death, and located in the ancient municipal theatre which was restored in 1966. Multitudes of objects, paintings, decorations make this place the “gigantic surrealist object” Dali described it as, and not a museum. Also in the museum are paintings by other artists: Pitxot, Duchamp, Fortuny.

- Salvador Dali museum <http://www.salvador-dali.org/>
- An introduction to Barcelona <http://www.barcelonaturisme.com/>
- A guide of Catalonia and the Costa Brava <http://www.publintur.es/>

• Shopping Hours

The shops in Sant Feliu de Guixols are open daily, including Sundays from 09.00 to 13.00 and from 17.00 to 21.30 hours. Some shops are closed on Mondays. There is an open air market in the town, which dates back to the XVth Century, held every Sunday morning in the Plaça de Espanya and Passeig de Mar. The shops are also located around this quarter.

• Social Programme

A welcome drink will take place on Saturday 17 September, just before supper and a special Conference Dinner and aperitif will be served on the evening of Wednesday 21 September.

A half-day excursion to the Dali Museum in Figueres has also been arranged for the afternoon of the Tuesday 20 September, departing after lunch. Further information will be provided on site.

9. 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, 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.

• Calling Spain / Making Calls within Spain

The international dialling code to Spain is 34. Since 1998, a 9 has been inserted before the area code, which has to be dialled when calling from abroad as well as when calling within Spain. For example: +34 972 320 100 when telephoning from abroad; 972 320 100 when calling from within Spain.

- **Facts for the Traveller**

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

10. 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 or on our website.

Thank you for your understanding and co-operation.