



ESF Research Conferences

A Programme of the European Science Foundation

ESF Research Conference on
**Brain Development and Cognition in Human Infants
From Action to Cognition**

Acquafredda di Maratea (near Naples), Italy, 1-6 October 2005

<http://www.esf.org/conferences/mc05118>

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.

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PRACTICAL INFORMATION GUIDE

Acquafredda di Maratea is situated on the coast, on the Gulf of Policastro, between Sapri and Maratea, about 200 km (125 miles) south of Naples and about 400 km (250 miles) south of Rome.



The conference will be held in the Hotel Villa del Mare in Acquafredda di Maratea. It will begin at **08.30** hours on **Sunday 2 October** and end with breakfast on **Thursday 6 October**. Participants are expected to arrive in the afternoon/early evening on Saturday 1 October and depart after breakfast on Thursday 6 October.

Hotel Villa del Mare
85041 Acquafredda di Maratea, Pz
Italy

[Phone] +39 0973 878 007

[Fax] +39 0973 878 102

[Email]: villadelmare@tiscalinet.it

<http://www.costadimaratea.com/villadelmare>

1. Access to the Site

• Organised Group Transportation

Group Transportation from Sapri Central Station to the Hotel:

All major trains arriving in SAPRI from Rome/Naples will be met by bus to transfer you the 8 kms to the Hotel. This transfer service will operate free of charge from **15.00** hours until **22.45** hours on **Saturday 1 October**. The buses will have a sign in the window indicating “**ESF Research Conferences**” for easy recognition.

In the (unlikely) event of no bus appearing, participants should call the hotel directly. Outside these times, people should take a taxi, which costs about EUR 15 from either Sapri or Maratea.

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

• By Air



The nearest airports to Acquafredda are **Naples** and **Lametia Terme** in region Calabria. International flights to Naples are available with connections via **Rome** or **Milan**. The Lametia Terme airport is around 140 km from Maratea and from there the best solution would be to rent a car.

• By Rail



A good train service links Acquafredda to both Rome and Naples with trains usually going to Reggio Calabria or Sicily. The most convenient station for Acquafredda is **Sapri** (about 8 km away) but Maratea (8 km away in the other direction) can also be used for more local trains. A taxi from Sapri or Maratea to the hotel costs about EUR 15.

• Connections at Rome

There is a **direct train** once an hour from Rome airport to Rome Central Station (**Termini**) from where direct trains to Sapri leave.

A **taxi** from Rome Airport to Rome city centre is about EUR 77 (it's a long way). No buses go from Rome Airport to the city centre.

Trains from Rome to Sapri leave from **Termini**, the Central Railway Station. There is a fast train service called ‘Eurostar’ (ES), or Intercity (IC) trains. Both can get very crowded, especially on Friday and Saturday and you are well advised to book. Tickets and reservations can be made at the Train office of Rome airport, just in front of the trains to Piramide or Rome Termini. Approximate single fares are: Rome-Sapri EUR 31 (2nd class), up to EUR 41 (1st class)

• Connections at Naples

The **airport-city bus service No. 3S** connects the airport with Stazione Centrale/Piazzai Garibaldi. The bus stop is to the left of the arrival doors and the journey takes approx. 25 mins. The fare is about EUR 0.8.

For the **return journey** (Stazione Centrale/Piazza Garibaldi – airport) bus No. 3S leaves just outside the station, on your right. Tickets must be bought in a small kiosk in front of the station.

A **taxi** from the airport to the Central Railway Station costs about EUR 10.

Trains from Naples to Sapri leave from Naples Central Railway Station which has two floors: Stazione Centrale (above ground) and Stazione Piazza Garibaldi (underground). You should pay attention to which station your train stops at. The express trains to Sapri leave from Naples Central Station and take 2-2½ hours. They run every 30-50 minutes throughout the day. Most trains going southwest (to Reggio Calabria, Palermo, Siracusa or Cosenza) stop at Sapri. Note: Pompei is only 25 minutes from Naples by train. Approximate fares from Naples-Sapri are EUR 10 (2nd class), up to EUR 25 (1st class).

Warning! Prices of train fares can depend on train type so be careful as supplements are charged on certain trains. Tickets bought on the train cost 20% extra and not all trains have refreshments.

- **By Road** 

Rome-Sapri is about 400 km and **Naples-Sapri** is about 200 km. Take the **autostrada 13 south** and leave at **exit Langonegro Nord Maratea** on route **585** for 6 km. Take route **104** to Sapri. In Sapri take route **18 south** to Maratea for 6 km. The hotel is on the sea side of the road, it has a yellow "HOTEL" sign on the roof and is approached down a steep driveway.

2. Arrival & Registration at the Site

- **On-site Registration**

Upon arrival participants should check in at the hotel reception and collect their room keys then register with the conference secretariat to collect their name badge. The Conference Registration Desk, where supplementary information will be provided, is located near the reception.

If you will arrive late on Saturday 1 October, please inform the ESF under the Special Requirements/Message section on the [Registration Form](#) and the hotel personally in advance.

- **Conference Secretary**

The secretary takes care of the administrative aspect of the conference - registration, late fee collection, travel grants and day-to-day organisation. He/she will be at the Secretariat desk located near the Conference Room half an hour before the morning and afternoon sessions and half an hour after the afternoon session, as well as during coffee breaks.

3. Travel Contributions

- **Travel Reimbursements (only for ESF Travel grantees)**

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

ESF Travel grantees are expected to provide the on-site secretary and upon arrival 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 has been sent out together along with the letter of Invitation.

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's place of work and the venue. Should you change institutes in the meantime, the contribution may be re-adjusted at the Chair's discretion. In this 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.

4. Registration & Fee Payment

• 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 at <http://www.esf.org/conferences/mc05118> . The completed **Registration Form** should be faxed back to +33 (0)388 36 69 87.

Registration deadline: **31 August 2005** (4 weeks prior to the conference).

• Conference Fees

EUR 700	resident conferee: meals + single room – or EUR 870 if paid <u>after</u> the deadline
EUR 610	resident conferee: meals + twin/double room – or EUR 820 if paid <u>after</u> the deadline
EUR 490	non-resident conferee: meals (lunch & dinner) only – or EUR 530 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 (31 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** (2005-197) 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
Bank	ESF Research Conferences, European Science Foundation 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 the conference venue directly – before departure – for any additional night over and above 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.

5. Conference Facilities

• Main Meeting Room & Equipment

The meeting will take place in the conference room of the Hotel Villa del Mare. It is equipped with an overhead projector, 2 carousel slide projectors, a videoscope compatible with VHS and a data projector.

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

• Poster Sessions

All posters are accepted, unless the Conference Chair or the ESF Research Conferences office informs you otherwise.

The exact location of the posters will be indicated at the conference. Posters can be exhibited for the whole duration of the conference.

They can be fixed with drawing-pins or self-adhesive tape onto poster panels which will be available. **Recommended poster size is 100 cm high x 100 cm wide.** Use letters and drawings that can be read from 100 cm distance.

If you have not already provided one, please email without delay a full poster abstract to [Professor Claes von Hofsten](mailto:Claes.von.Hofsten@psyk.uu.se) at the following address: Claes.von.Hofsten@psyk.uu.se

6. Accommodation

• General

All participants will be accommodated at **Hotel Villa del Mare**. Rooms have been booked for the nights of **1-5 October inclusive** (5 nights), with departure after breakfast on **Thursday 6 October**. All rooms have private bathrooms, TV and direct-dial telephones. Non-smoking rooms are available.

• 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**. The allocation of the rooms will then be made on first come-first served basis.

• 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 Villa del Mare directly. The price per night, bed & breakfast, is **EUR 57.50** in a twin/double room and **EUR 72** 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
Guest – double room with conferee	EUR 390
Child(ren) – in parent's room	
• aged under 5	EUR 200
• aged between 6 & 12	EUR 270

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).

7. Site Services

• Meals

Breakfast will be served buffet style from 07.30 to 08.30 hours. Times for morning/afternoon coffee breaks, lunch and dinner are as shown in the conference programme. Lunch will be a buffet style and dinner waiter service. 25cl of wine and mineral water are served at each meal. Additional beverages are at participants' own expense.

Special diets can be arranged with advance notice. Please mention it on the [Registration Form](#) if you require one.

• Phonecalls

All rooms have phones from which international calls can be made. To make an international call dial '00' followed by the code of the country you are calling. Calls are expensive especially between 08.30 and 18.30 on weekdays. Cheaper calls can be made between 13.00 and 22.00 on Saturdays and 08.00 and 22.00 on Sundays. The cheapest time to call is 22.00-08.00. Your phone will be monitored and the bill should be paid at reception before departure. Your phone will be disconnected when you have paid your calls and if necessary you can then make a call from the hotel foyer.

- **Photocopies and Faxes**

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

- **Computer Facilities and Internet Connection**

Email connection is provided by the ESF Research Conferences Office at the site. Participants are 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.

- **Means of Payment to the Conference Site**

Please note that the hotel does not accept personal cheques or credit cards other than **Visa** and **Diners Card**. Payment can also be made with traveller's cheques, Eurocheques or cash. There is a 4% discount for cash payment.

8. Leisure Activities and Tourism

- **At the Conference Site**

There is a tennis court (bring your own rackets) and a motor/sail boat may be available for sea fishing or trips along the coast. Swimming in the sea is possible from April until November. There is also an outdoor swimming pool.

- **In the Surrounding Area**

The hotel is half way between the towns of Sapri (8 km) and Maratea (8 km), both of which are small market towns and ports. Each can be reached by bus, which takes 15 minutes and runs about 8 times per day in each direction. The timetable is posted in the hotel foyer.

The hotel provides full meals, but there are two restaurants locally, an informal pizzeria about 1 km towards Sapri and a *ristorante* nearby.

- **Social Programme**

A welcome drink will take place on **Saturday 1 October** and a special Conference Dinner and apéritif will be served on the evening of **Tuesday 4 October**.

An excursion has been arranged for the afternoon of the **Tuesday 4 October**. Buses will be organised to take participants to the **nearby village of Maratea**. There will be a guided visit to some of the many churches in Maratea and to the Redenior Statue, and free time to look around.

9. 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 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 European 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.

- **Shopping Hours**

Shops are normally open from 8-1pm and 5-8pm weekdays and closed on Saturday afternoons and Sundays. Sapri has an open-air market on Friday mornings.

10. Communication with the ESF Research Conferences Unit

**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.

Your contact person at the ESF for this conference is:

Rachid Adghoughi • ESF Research Conferences Unit

radghoughi@esf.org • Phone +33 388 76 71 35 • Fax +33 388 36 69 87

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Thank you for your understanding and co-operation.