



ESF Research Conferences

A Programme of the European Science Foundation

ESF Research Conference on

Biomedicine within the Limits of Human Existence Biomedical Technology and Practice Reconsidered

Hotel Conferentiecentrum Zonheuvel, Doorn, The Netherlands, 8-13 April 2005

<http://www.esf.org/conferences/hc05175>

INDEX

Practical Information Guide

1. Access to the Site

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

2. Arrival and Registration at the Site

- Registration
- Conference Secretary

3. Travel Contributions

4. Conference Facilities

- Meeting Room & Equipment
- Short talks & Parallel Sessions

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 **Hotel Conferentiecentrum Zonheuvel** in Doorn. It will begin at **19.00** hours on **Friday 8 April** and end with lunch on **Wednesday 13 April**. Participants are expected to arrive in the afternoon/early evening of Friday 8 April and depart after lunch on Wednesday 13 April.

Hotel Conferentiecentrum Zonheuvel
Amersfoortseweg 98
3941 EP Doorn
The Netherlands
Phone: +31 343 473 300
Fax: +31 343 473 399
Emails: zonheuvel@hcc-hotelgroep.nl or
reserveringen@HCC-groep.nl
Web: www.hcc-groep.nl/
Contact person: Ms. Corine Stramrood
Email: corine.stramrood@hcc-hotelgroep.nl

Access to the Site

Organised Group Transportation

On **Friday 8 April**, group transportation (two buses) will be arranged from **Amsterdam-Schiphol airport** to the hotel. The coaches will have a sign in the window indicating “**ESF Research Conferences**” for easy recognition.

Friday 8 April
Bus departure times – from Amsterdam airport – will be as follows:
15.00 – 17.00

Airport departure point: the buses will wait in the special bus parking area located in front of the arrival hall. The journey to the hotel takes approximately an hour.

Bus transportation back to **Amsterdam airport** will also be arranged for **Wednesday 13 April** departing **after lunch**. Departure times will be finalised **on the spot** by the conference secretary, 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

Amsterdam-Schiphol airport is the nearest airport to Doorn. It is located 70 km south-east of Doorn. There are daily flights to Amsterdam from most major European cities.

- Amsterdam-Schiphol airport <http://www.schiphol.nl/>
- KLM – Royal Dutch Airlines <http://www.klm.com>

A **taxi** from Amsterdam airport to Doorn costs about EUR 33 for a shared taxi (other passengers may be collected on the way) or EUR 86 for a private one. A private taxi can take up to 8 persons.

Schiphol taxis operate from the taxi rank outside **Schiphol Plaza** (located on the ground floor of the airport). They will take you to any destination in the Netherlands or in neighbouring countries.

You can also order a taxi ride in advance of your travel. Your taxi driver will then be waiting for you at the Schiphol Transfer Assistance desk (STA) at Schiphol Plaza.

Schiphol Travel Taxi is a national taxi service for anyone travelling to and from Schiphol. Taxis can be booked on-line via the airport website (see address above).

For further information, you may call + 31 (0)20 653 1000.

By Rail

▫ Train connection to Amsterdam – international:

The **Thalys** and/or the **Eurostar** are two alternatives of reaching Amsterdam and Schiphol airport from the big Northwest Europe metropolises such as London, Brussels, Paris, Cologne, Geneva, Rotterdam, Düsseldorf...

- Thalys <http://www.thalys.be/>
- Eurostar <http://www.eurostar.com>

▫ Train connection from Amsterdam to Doorn – domestic:

Schiphol NS station is situated directly below the airport, on the ground floor. The closest train station to Doorn is **Driebergen-Zeist**. It takes approximately an hour to reach Doorn but you have to change train twice in **Duivendrecht** and in **Utrecht**.

- Nederlandse Spoorwegen (NS) – Dutch Railways <http://www.ns.nl/>

Train departure information and tickets are available from the yellow ticket machines near the platforms or from the NS ticket offices, which are situated close to the red/white-checked cube at Schiphol Plaza. Tickets must be stamped at a machine on one of the platforms.

Train fares from Schiphol to Driebergen-Zeist (2nd class prices): EUR 8.70 (single way) or EUR 16.10 (return).

From Driebergen-Zeist, the best way to reach Doorn and the hotel is to take a taxi from the station. The ride costs about EUR 15-20.

- Hoek Vervoer taxi <http://www.hoekvervoer.com> (Dutch only – English pages under construction)

You can also take **bus n°51** to Kampweg street (15 min.) and walk (5 min.) to Amersfoortseweg and hotel Zonheuvel.

- Public transport guide <http://www.9292ov.nl>

By Public Transport

We do not recommend to travel by bus from Amsterdam. The journey to Doorn takes about two hours and a half, with 3-4 bus changes.

By Road

The Hotel Conferentiecentrum Zonheuvel is located on the main road between Maarn and Doorn. The close proximity of the A12 motorway junction guarantees good accessibility. There is sufficient space at the hotel to park your car.

▫ Travelling from Zwolle/Amersfoort (A28)

Driving on the A28, remain in the right hand lane after the exit for Leusden-Woudenberg. Take the exit for Maarn (N227) and then follow the signs for Doorn and the SBI signposts.

▫ Travelling from Arnhem (A12)

Take the exit for Maarsbergen (exit number 22). Turn left across the railroad. Turn again left at the traffic lights heading for Maarn. At the next traffic lights turn left once again. Drive for approximately 1.6 km (1 mile). Landgoed Zonheuvel / SBI is located on your right.

▫ **Travelling from Utrecht/Amsterdam/Den Haag**

At the Oudenrijn interchange, take the A12 towards Arnhem. Leave the motorway at the exit for Maarn-Doorn. Turn right direction Doorn. Drive for approximately 1.6 km (1 mile). Landgoed Zonheuvel / SBI is located on your right.

▫ **Travelling from 's-Hertogenbosch (A2)**

Driving on the A2, at the Everdingen interchange, take the A27 direction Almere-Hilversum. At the Lunetten interchange take the A12 and follow direction for Arnhem.

▫ **Travelling from Breda/Groningen (A27)**

Driving on the A27, at the Lunetten interchange, take the A12 and follow direction for Arnhem.



Arrival and Registration at the Site

Registration

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

If you will 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

Ms. Stephanie Roels will be present on the spot and will take care of all administrative aspects of the conference: registration, late fee collection, handing out of travel grants 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

Participants who have been allocated a **travel contribution** (please refer to your letter of invitation) are expected to provide the on-site secretary, Ms. Stephanie Roels, with a **PHOTOCOPY of their TRAVEL TICKETS as well as with their BANK ACCOUNT DETAILS (a claim form will be distributed for that purpose)**. Please check that name and price feature on any ticket. Reimbursement will be made by a post-conference bank transfer. Only **ACTUAL** travel costs will be reimbursed, in the limit 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 or car rentals 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 – “Congreszaal A” – is located on the first floor of the main building. It is fully equipped with an overhead projector, a slide projector, a projection screen and microphones. A **dataprojector** will also be at participants' disposal.

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

Short Talks & Parallel Sessions

The two **parallel sessions** are scheduled on Sunday afternoon, 10 April (14.40-19.00) and on Tuesday afternoon, 12 April (14.00-17.40). Rooms for parallel sessions are located in the main building as well:

- **Sunday sessions:** 2 rooms on the ground floor (“Maarten Maartens” and “J.F. Bordewijk”) & 1 room on the 1st floor (“Congreszaal B”)
- **Tuesday sessions:** 2 rooms on the 1st floor (“Congreszaal B” and “Congreszaal C”) & 1 room on the 2nd floor (“A.M.G. Schmidt”).

Accommodation

General

All participants will be accommodated at Hotel Conferentiecentrum Zonheuvel. Rooms have been booked for the nights of **8-12 April inclusive** (5 nights), with departure after lunch on **Wednesday 13 April**. Accommodation will be in single and twin rooms (or double rooms for participants with accompanying guests). All rooms are equipped with private bathrooms, direct-dial telephones and cable TV. Non-smoking rooms are available upon request (please indicated this in the “Special Requirements” field of the registration form). English, German and Dutch are spoken at the hotel.

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 roommate on the registration form.

The registration form has been emailed to all accepted participants. It can also be downloaded from the conference webpages (<http://www.esf.org/conferences/hc05175>). **Registration deadline is: 11 March 2005** (4 weeks prior to the conference).

Conference Fees

Payment of the full conference fee (if applicable) should be attached to the registration form. If payment is made 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 for to Hotel Conferentiecentrum Zonheuvel directly. The price per night, bed & breakfast, is **EUR 60.00** in a twin/double room and **EUR 30.00** in a single. The price of an extra meal is approximately **EUR 25.50** (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 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. Please follow the "Instructions for Fee Payment and Registration".

PRICES FOR ACCOMPANYING GUESTS	FULL BOARD	HALF BOARD
Guest – double room with conferee	EUR 540	EUR 350

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. Please note that the conference venue is not advisable for children!

Meals

Breakfast is served buffet style from 07.30 to 09.00 (07.30-10.00 during the week-end). Times for lunch and dinner are as shown in the conference programme. Wine and water are served at each meal. Additional beverages are at the participants' own expense.

Hotel Services

Phone Calls

All rooms are equipped with direct-dial phones (dial "0" first to catch the 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: EUR 0.20 per page for a photocopy; EUR 0.50 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

Three banks with cash dispensers are to be found in town.

Means of Payment to the Conference Site

The hotel accepts the following credit cards : Visa, American Express and Mastercard. It is not possible to cash travellers' cheques or to exchange currency at the hotel.

Leisure Activities and Tourism

At the Conference Site

The hotel has a sauna and a fitness area as well as a bar and a lounge. It is also possible to play darts and billiards.

In the Surrounding Area

Some places of interest in the area are:

- **Utrecht** (20 km from Doorn): the Dom Church; the Museum Quarter, which is the historical centre of the city. The numerous canals and pedestrian quaysides along the water are also another way to discover Utrecht (<http://www.utrecht.nl/>).
- **Haarlem** (70 km from Doorn): Gothic St. Bavo church; Teylers Museum. The sea, with its beaches and dunes, is only a few kilometers' distance from the city (<http://www.haarlem.nl>).

Shopping Hours

Shops are open from 13:00 to 18:00 on Mondays; from 09.00 to 18.00 on the other days of the week (they are closed on Sundays). Most supermarkets are open 6 days a week (closed on Sundays) from 08:00 to 20:00

Social Programme

A **welcome drink** will take place at the hotel on Friday 8 April, just before supper.

A **half-day excursion** to the nearby city of **Haarlem** has also been arranged for the afternoon of the Monday 11 April, departing after lunch. Dinner on that evening will take place in Haarlem too.

On Tuesday 12 April, a **reception** will take place in **Utrecht**, followed by the **Conference Dinner**. Further information will be provided on site.

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.

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.

Your contact person at the ESF for this conference is:

Corinne 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.