



ESF Research Conferences

A Programme of the European Science Foundation

ESF Research Conference on

Molecular Crystal Engineering

EuroConference on

Evaluations and Predictions of Solid State Materials Properties

Kallvik Conference Center, Helsinki, Finland, 17-22 June 2005

<http://www.esf.org/conferences/pc05191>

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PRACTICAL INFORMATION GUIDE

The conference will be held at the **Kallvik Conference Center** in Helsinki. It will begin at **09.00** hours on **Saturday 18 June** and end with lunch on **Wednesday 22 June**. Participants are expected to arrive in the afternoon/early evening of Friday 17 June and depart after lunch on Wednesday 22 June.

Kallvik Conference Center
Kallvikintie 28
00980 Helsinki
Finland
Phone: +358 10 252 019
Fax: +358 10 252 5388
Email: kallvik.myynti@op.fi
Contact person: Ms. Liisa Setälä

Access to the Site

Organised Group Transportation

On arrival day, participants are kindly asked to make their own way to the conference centre.

Bus transportation back to **Helsinki-Vantaa airport** will be arranged for **Wednesday 22 June** 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



Helsinki-Vantaa airport is the nearest airport to Vuosaari. It is located 20 km north of Helsinki. There are excellent flight connections to Finland from all over the world. Finnair and SAS have scheduled flights to Helsinki from most major European cities as well as from New-York, San Francisco, Cairo, Bangkok, Singapore, Beijing, Sydney and Tokyo. Twenty-two other international airlines offer regular flights to Helsinki..

- **Helsinki-Vantaa airport** <http://www.ilmailulaitos.fi/home>
- **Finnair** <http://www.finnair.com>

A taxi from the airport to the conference centre costs around EUR 30.

By Public Transport

Participants arriving by public transport:

Helsinki has a very good public transport system, which comprises a dense network of bus routes, several tram lines in the inner city, commuter trains and a metro connecting the centre with several suburban areas in the eastern part of the city.

Helsinki's buses, trams, local trains and the metro all have the same fare. Single tickets can be bought from the driver, from automatic machines in metro stations and from kiosks showing the symbol HKL. Tickets are valid for transfers for a period of one hour from the time indicated by the validation stamp.

By bus and metro:

Bus n°519 leaves one to three times an hour from the airport (from platform 7) to Itäkeskus/Eastern Centre (fare is about EUR 3). In Itäkeskus, take the Metro East (Itaan/Osterut) to Rastila/Vuosaari (which is the terminus) and then change to bus n°90 or 96 to the Kallahdenraitti-stop. You will have to walk about 1,5 km to reach the Kallvik Conference Center. There is no group transportation that goes directly to the centre but you can order a taxi from Rastila/Vuosaari metrostation.

Bus n°615 operates between the airport (platform 1B, outside the international terminal) and the railway station square two to five times an hour. The trip takes 40 minutes and costs about EUR 3. The conference centre is then accessible by underground train: from the railway station, go to Rastila/Vuosaari station, and change to bus n°90 or n°96.

Finnair bus to the centre of Helsinki:

From 05.45 a.m. to 01.10 a.m., every twenty minutes (departure from platform 1A outside the international terminal). Single fare: EUR 5. The journey takes about 35 minutes.

Bus timetables

Timetables for buses n°519 and n°615 can be found under the Helsinki airport website link above (select the icons "To and From the Airport, Parking" and "By bus").

For buses n°90 and n°96, go to Helsinki City Transport website (HKL) http://www.hel.fi/HKL/index_e.html

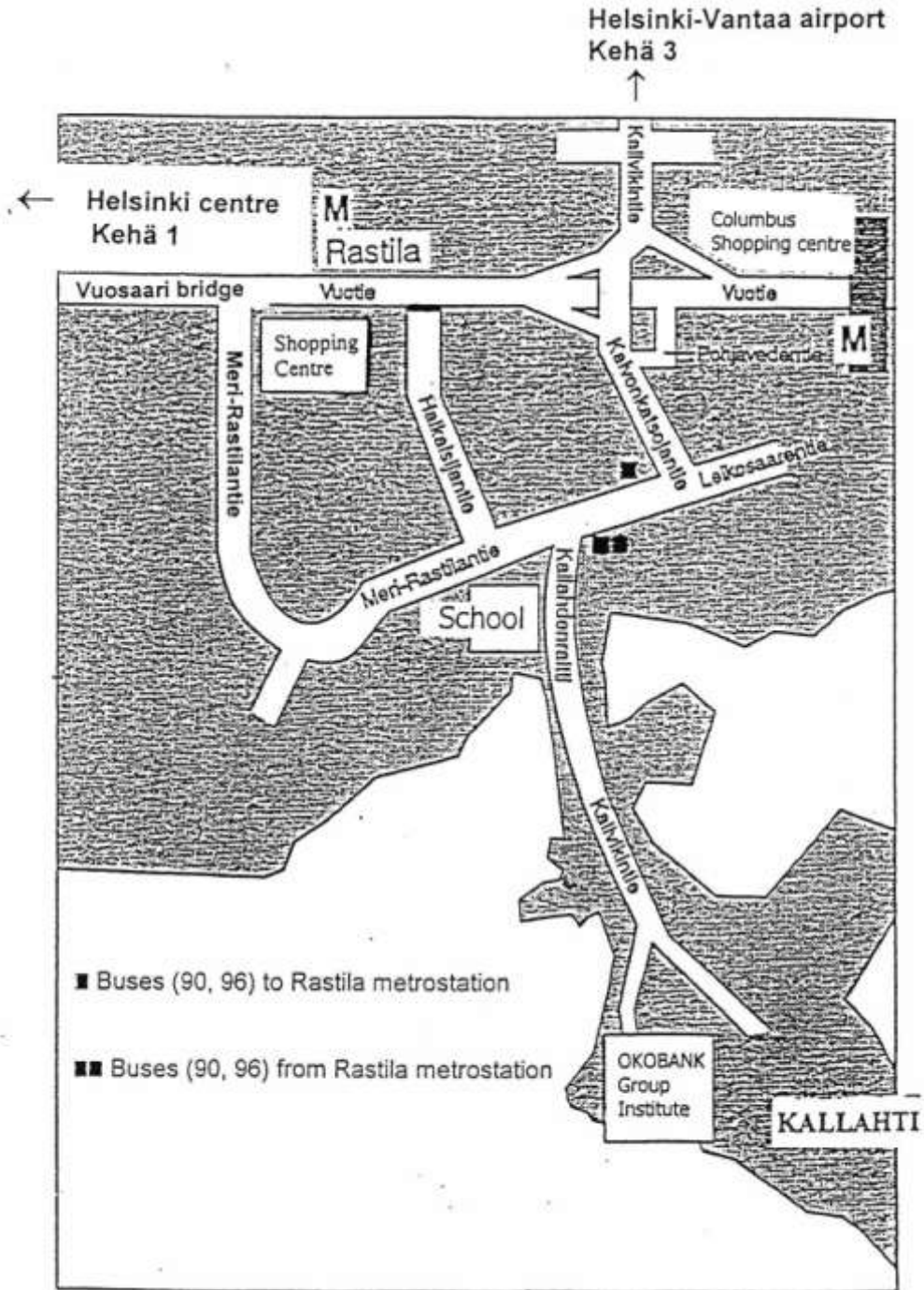
By Road

If you arrive on the Jorvaksentie (51), Turku (1) and Pori (2) motorways, you can avoid the centre of Helsinki by taking the Kehä I (Ring Road I) to Itäväylä (Eastern Main Road) and from there on to the conference centre in Vuosaari.

If you arrive on the old Pori road, Hämeenlinna road (3), Lahti (4) or Porvoo (7) motorways, take the Kehä III (Ring Road III) to the Porvoo road (not to the motorway, but further on) and from there on in the direction of Helsinki to the crossing of Kallvikintie (Esso service station to the left) and further on to the conference centre.

There is a carpark at the conference centre.

How to reach the Kallvik Conference Centre



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, Ms. Anthea Richards, 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

Ms. Anthea Richards 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

Participants who have been allocated a **travel contribution** (please refer to your letter of invitation) are expected to provide the on-site secretary, Ms. Anthea Richards, 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 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.

The conference venue has 22 plastic **poster panels** each one 120cm high x 120cm wide. Participants should bring their own self-adhesive tape with them to assemble their display.

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

Accommodation

General

Accommodation will mainly be in twin rooms (or double rooms for participants with accompanying guests). **There is a very limited number of single rooms**. These shall be reserved primarily for invited speakers. All rooms have direct-dial telephones. Non-smoking rooms are available upon request. A second key will be provided to participants sharing a twin room.

In order to confirm attendance and room requirements all participants must return the REGISTRATION FORM by the deadline indicated. Registration forms must be returned to the ESF Research Conferences Unit Office and **NOT** to the conference centre.

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 can be downloaded from the conference webpages (<http://www.esf.org/conferences/pc05191>). **Registration deadline is: 20 May (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 Kallvik Conference Center directly. The price per night, bed & breakfast included, in a single room is **EUR 54.00** and **EUR 37.50** in a twin/double room. The price of an extra meal is approximately **EUR 13.50** (drinks not included).

NOTE: Participants arriving in the early afternoon of 17 June should pay for their own lunch. The conference package begins with the evening meal on arrival day and ends with lunch on departure day. Any meals taken before or after should be settled directly with the hotel.

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".

PRICES FOR ACCOMPANYING GUESTS & CHILDREN	FULL BOARD	HALF BOARD
Guest - double room with conferee	EUR 490	EUR 420
Children - in parent's room Aged between 4 and 12	EUR 220	EUR 170

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. 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" 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: 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 swimming pool and sports hall – these facilities are free of charge for residents. There is also a bar at the conference venue.

Shopping Hours

Shops are open from 13:00 to 18:00 on Mondays and from 09.00 to 18.00 Tuesday to Saturday. Shops are closed on Sundays. Most supermarkets are open Monday to Saturday from 08.00 to 20.00 – closed on Sundays.

Social Programme

A **welcome drink** will take place at the conference center on Friday 17 June after supper.

A **half-day excursion** has been arranged for the afternoon of Monday 20 June, departing after lunch (a boat trip to Suomenlinna Fortress and free time in Helsinki).

The **Conference Dinner** will take place at the conference venue at 19.30 on Monday 20 June.

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 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:

Jackie McLelland • ESF Research Conferences Unit

jmclelland@esf.org • Phone +33 388 76 71 39 • 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.