



ESF Research Conferences

A Programme of the European Science Foundation

ESF Research Conference on

Geometric Representation and Invariant Theory Algebraic Quantization and Deformations

Spa, Belgium, 16-21 September 2005

<http://www.esf.org/conferences/pc05197>

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.

INDEX

1. Access to the Site

- Organised Group Transportation
- by Air
- by Rail
- 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. Travel Contributions

- Travel Reimbursements
- Allowable Costs

6. Conference Facilities

- Meeting Room & Equipment
- Posters, Short Communications

7. Hotel Services

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

8. Leisure Activities & Tourism

- at Domaine Sol Cress
- in the Surrounding Area
- Social Programme

9. Some Useful Information

- Passport & Visa Requirements
- Insurance
- Facts for the Traveller

10. Communication with the ESF Research Conferences Unit

PRACTICAL INFORMATION GUIDE

The conference will be held in the Sol Cress Conference Centre near Spa. The centre is located amidst extensive woodlands 100m metres above Spa, the tourist town famous for its health-giving mineral springs in the heart of the Belgian Ardennes.

The conference will begin at **08.30** hours on **Saturday 17 September** and end with lunch on **Wednesday 21 September**. Participants are expected to arrive in the afternoon/early evening of **Friday 16 September** and depart after lunch on Wednesday 21 September.

<p style="text-align: center;">Domaine Sol Cress Spaloumont 5 4900 Spa Belgium</p> <p style="text-align: center;">☎ Phone] +32 8777 2353 ☎ Fax] +32 8777 4893 ✉ Email] info@solcress.be</p>
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1. Access to the Site

- **Organised Group Transportation**

On **Friday 16 September**, group transportation will be arranged from Brussels Airport via Verviers railway station to the venue. The buses will have a sign in the window indicating “**ESF Research Conferences**” for easy recognition. Departure times will be as follows:

<p style="text-align: center;">Friday 16 September Bus departure times 14.00 (airport) - 16.00 (railway station) 17.00 (airport) - 19.00 (railway station)</p>

Airport Departure Point: The buses will depart from **outside** the arrivals hall on the **ground 0** of the airport. The journey to the venue takes approximately 90 minutes, but an allowance has been made in the times given above for late flight arrivals, traffic, etc.

Railway Station Departure Point: The buses will depart from outside the main exit. The journey to the centre takes approximately 15 minutes.

On **Wednesday 21 September**, group transportation will be also arranged from the Conference Venue to Brussels Airport via Verviers railway station. Departure times will be as follows:

<p style="text-align: center;">Wednesday 21 September Bus departure times 12.30 and 14.00</p>

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

- **By Air** 

The nearest airport is **Brussels National**. There is a train shuttle service, the **Airport City Express**, which links the airport to Brussels North (Bruxelles Noord), Central (Bruxelles Central) and South (Bruxelles Midi/Brussels Zuid). This service runs from 6 in the morning until nearly midnight four times an hour and the journey takes approximately 20 minutes. A one-way ticket costs around EUR 2.20

- **By Rail** 

The main railway station for the Sol Cress Centre is **Spa**, which is a 10-15 minute walk from Sol Cress. Note that the hotel is on a hill and that the way up is really steep! A taxi costs approximately EUR 4.50 and is a couple of minutes' drive from the venue.

There is also a railway station in **Verviers**, approximately 20 minutes by taxi (approximate price EUR 30). There are train connections from Bruxelles Nord and Bruxelles Midi/Brussels Zuid every hour and the journey takes about 1h40.

There are trains from **Verviers Centre** to Spa station every hour, arriving in Spa 30 minutes later.

The Eurostar connection from London and the Thalys connection from Paris both arrive at the Bruxelles Midi station. From here, you can either take a train to Brussels airport or to Verviers to make use of the group transport provided.

- **By Road** 

Spa can be reached by taking Exit 8 on the motorway E42 Battice-Verviers-Malmédy.

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 Mr. Rachid Adghoughi, ESF Conference Organiser, 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 on arrival day (Friday 16 September), please indicate this clearly in the "Special Requirements" field of your registration form. The hotel will be informed accordingly.

- **Conference Secretary**

Mr. Rachid Adghoughi from the ESF will be present on the spot from **16-19 September** 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. He 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 at <http://www.esf.org/conferences/pc05197>. 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 820	resident conferee: meals + single room – or EUR 870 if paid <u>after</u> the deadline
EUR 770	resident conferee: meals + twin/double room – or EUR 820 if paid <u>after</u> the deadline
EUR 480	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 (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** (2005-197) 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 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 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.

4. Accommodation

- **General**

All participants will be accommodated at **Domaine Sol Cress**. Rooms have been booked for the nights of **16-20 September inclusive** (5 nights), with departure after lunch on **Wednesday 21 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.

- **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 Domain Sol Cress directly. The price per night, bed & breakfast, is **EUR 42.30** in a twin/double room and **EUR 71.30** in a single. The price of an extra meal is approximately **EUR 12**.

- **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 480	EUR 390
Child(ren) – in parent's room		
• aged under 2	EUR 10	EUR 10
• aged between 2 & 11	EUR 170	EUR 130

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**.

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.

6. Conference Facilities

- **Main Meeting Room & Equipment**

The meeting will take place in the conference room *Pierre le Grand* at Sol Cress. It is equipped with two blackboards, an overhead projector, two slide projectors, two screens for simultaneous projection, laser pointer, microphones and a data projector. **Please note that participants are expected to bring their own laptop.**

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.

- **Short Communications, Poster Sessions**

Communication Sessions

3 sessions of Communications are scheduled in the programme:

The list of short communications will be provided very shortly and will also be released on-line. You will be notified by email.

Poster Session

Poster Sessions are scheduled On Saturday 17 September (from 21.00) and on Sunday 18 September (from 21.00)

The list of posters will be provided very shortly and will also be released on-line. You will be notified by email.

Guidelines

The exact location of the posters will be indicated at the conference. Posters can be exhibited for the whole duration of the meeting. They can be fixed with self-adhesive tape onto grids, 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.

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. Wine, water and coffee are served at each meal. Additional beverages are at participants' own expense

- **Phone Calls**

There are no telephones in the rooms. Phone booths are available at the conference centre. Public phones either use coins or phone cards, available at the reception and bar in Sol Cress as well as in post offices, train stations and newspaper stands. They cost EUR 5 or EUR 10.

- **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.

- **Bank Facilities**

Banks are open from Monday to Friday, 09.00 - 15.30/16.00 and are closed during the weekend. Some banks may close during the lunch hour. The nearest bank is in Spa.

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

The venue accepts Visa, American Express, Mastercard.

8. Leisure Activities & Tourism

- **At Domaine Sol Cress**

Leisure possibilities at Sol Cress include tennis, basketball, football and ping-pong. You can also hire a bike to explore the surrounding area or take a walk in the surrounding forests. Spa is only at a 15 minutes walk away.

- **In the Surrounding Area**

Spa, as the name suggests, is famous for its mineral springs and you can visit the two springs of Pierre-le-Grand and Prince de Conde or take a tour of the Spa Monopole, where the mineral water is bottled. Or pamper yourself at the Baths... You can also see Spa by "petit" train, which goes past the Casino, the Castle of Neubois and the Springs. There are also several museums - more information will be available on-site. Liège, Maastricht and Aachen, all towns worth a visit, are within 50 km of Spa.

- **Social Programme**

A welcome drink will take place on Friday 16 September and a special Conference Dinner and apéritif will be served on the evening of Monday 19 September.

A half-day guided City Tour of Liège has been arranged for the afternoon of Monday 19 September.

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.

- **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:

Mr. Rachid Adghoughi • ESF Research Conferences Unit
radghoughi@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.

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).

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