



ESF Research Conferences

A Programme of the European Science Foundation

ESF-COST High-Level Research Conference

Inorganic Chemistry

Metal-Nucleic Acid interactions

12-17 November 2006, Athens, Greece

Practical Information Guide

Index

- **Access to the Site**
 - Group Transportation
- **Accommodation & Meals**
 - Accommodation
 - Extra Nights
 - Accompanying Guests & Children
 - Meals
- **Registration & Fee Payment**
 - Registration
 - Conference Fees & Fee Payment
 - Means of Payment
 - Cancellations & Refunds
 - Extra Expenses
- **Conference Facilities**
 - Meeting-room & Equipment
 - Posters & Short Talks
- **Travel Contributions**
 - Travel Reimbursements
 - Allowable Costs
- **Useful Information**
 - Passport & Visas Requirements
 - Insurance

Access to the Site

Conference Venue

The conference will be held at **John S. Latsis Public Benefit Foundation, “Pallas Athena”**, in Athens. Pallas Athina, 59 Diligianni Street, 14562 Kifissia, Athens, Greece, Tel +30 210 628 2000

It is located in Kifissia, 13 km north from the center of Athens and 15 kilometers north-east from Athens International Airport.

Accommodation & Meals

Accommodation

All participants will be accommodated at **Hotel President**:

President Hotel

43, Kifissias Ave. - 115 23 Athens, Greece
Tel. +30 210 6989000 - Fax. +30 210 6924900
[Http://www.president.gr](http://www.president.gr)

Contact Person: Mary Gavala, Sales Department
sales@president.gr

All rooms have private bathrooms, TV and direct-dial telephones. Non-smoking rooms are available. English is spoken at 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. Extra nights will be at your own expense and should be paid to **Hotel President** directly.

Accompanying Guests

Participants with accompanying guests are informed that this will be at their own expense, for both travel and accommodation. Guest fees should be settled directly with the **hotel**.

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 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.

Meals

Breakfast will be served buffet style from 07.00 to 08.00 hours. Times for lunch and dinner are as shown in the conference final programme. Mineral water and wine are served at lunch and dinner. Additional beverages are at the participants' own expense.

! Important

Please note that lunches will be taken at the Pallas Athena while breakfasts and dinners will be taken at the Hotel President.

Non-resident conferees are expected to have all their meals with resident conferees (for both lunch and dinner).

Group Transportation

- **From Athens Airport to/from the Hotel President**

Group transportation (2 buses) will be arranged on arrival day from **Athens International Airport Eleftherios Venizelos** to the hotel. The journey takes approximately 30 minutes, depending on traffic.

Bus departure times:

Arrival day: Sunday 12 November		
From Athens Airport Eleftherios Venizelos	First departure at 15.00	Second departure at 18.30

Departure day: Friday 17 November		
To Athens Airport Eleftherios Venizelos	First departure at 08.00	Second departure at 10.00

Airport departure point: the buses will wait in the special bus parking area located just before the Arrivals terminal (more details will be shortly available on-line). Each bus has been requested to be at the meeting point 20-30 minutes before scheduled departure. The coaches will have a sign in the window indicating “**ESF Research Conferences**” for easy recognition.

- **From the Hotel President to the John S. Latsis Public Benefit Foundation, “Pallas Athena”**

A daily bus has been arranged leaving at **08.00 sharp** from the hotel and departing from the conference venue after the last lecture (around 17.30). Note that the Pallas Athena Centre is at around a 45-min drive. *The time may vary according to the traffic jam in the city.*

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

Note

Taxi fare from/to the airport to the hotel President is approx. € 25. Taxi fare from Hotel President to Pallas Athens is approx. € 10.

Registration & Fee Payment

Registration Form

All participants are expected to confirm attendance and room requirements by filling in a **registration form** online, accessible from the conference dedicated web page. Fee paying participants are in addition requested to pay the **conference fee** via this form.

Accommodation cannot be guaranteed if payment has not been credited on the ESF account by the fee closing date.

Registration and fee closing date: 4 weeks prior to the conference.

Conference Fees & Fee Payment

Conference fees are listed on the conference web page, which is accessible through www.esf.org/conferences.

Advance payment of the **full** fixed fee is required from both resident and non-resident conferees. The full fixed fee is due regardless of the time the conferee spends at the conference and cannot be reduced for anyone.

A **EUR 100 supplement** is added if full payment has not been received by the closing date for registration (4 weeks prior to the conference). This supplement is charged only once on any payment.

Invited Speakers/Participants: board & lodging for accompanying guests (in double room with conferee) must be arranged and paid directly to the venue.

Information about **guests fees** should be collected directly from the conference venue.

An acknowledgement of receipt for fee payment is given **at the conference** to all paying participants.

Means of Payment

Payment by **credit card:** payment by Master Card, Visa or Eurocard is accepted.

On-site payment (by credit card): the EUR 100 supplement is charged on any payment made on the spot.

Payments by **cheque, bank transfer** or “**bon de commande**” are NOT accepted.

Cash payment at the conference site **is not accepted** under any condition.

An invoice for payment can be sent upon request before the conference.

VAT: the European Science Foundation is not subject to VAT and therefore not VAT registered.

Cancellations & Refunds

If notice of cancellation is received more than two weeks before the conference all but EUR 100 will be reimbursed. Otherwise no refund can be made. No refund of the EUR 100 post-closing date supplement can be made if the participant omits to deduct it.

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, 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.

Conference Facilities

Meeting-room & Equipment

The meeting-room is located on the 3rd floor. It is equipped with a **data projector** and one screen for projection.

i Please note however that participants making an **oral presentation** (invited lecture and/or short talk) are kindly requested to bring their own **laptop** along with them or their presentation on either a CD or in a memory stick. Please note that a PC will be available.

Posters & Short Talks

It is Chair's decision to include poster sessions and/or short talks in the programme or not. Please refer to the conference dedicated web page for detailed information on whether such sessions are planned or not.

Posters can be fixed with self-adhesive tape, blu-tack or drawing pins onto double-sided poster panels. Recommended poster size is **100 cm high x 100 cm wide**. Use letters and drawings that can be read from approximately 100 cm distance.

Travel Contributions

Travel Reimbursements

All reimbursements will be made by **post-conference bank transfers**. Invited Speakers, Session Chairs or Participants who are granted a travel contribution are requested to provide with their **bank details** – including: IBAN and BIC numbers – when filling in their web registration form.

Travel tickets must be returned to the ESF Research Conferences Unit within a maximum of **one month** after the conference. No reimbursement can otherwise be guaranteed.

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**.

Useful Information

Passport & Visa Requirements

Please check your passport and visa requirements with your travel agent **before** departure. If you need help during the obtention process of your visa, please contact the ESF person in charge of your conference.

Insurance

The European Science Foundation (ESF) does 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.