

ESF Research Conferences


A Programme of the European Science Foundation


Practical Information Guide

Wellcome Trust Centre Hinxton UK

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Access to the Site

The conference will be held in The Wellcome Trust Genome Campus at Hinxton Hall, 20mins by car from Stansted Airport and just south-east of Cambridge. The facilities are housed in a beautiful Grade II-listed country house set in 55 acres of parkland on the banks of the river Cam. It is also home to a science park of leading genome and bioinformatics research institutes.



Transportation

Participants make their own way to the conference centre.

Details of travel by air, rail, car and taxi, together with timetable links and some approximate prices can be found at: www.wtconference.org.uk, follow **LOCATION**.

Arrival, On-site Registration & Conference Secretariat

Upon arrival, participants should first register with the **ESF Conference Secretary**, sign the attendance list, collect their name badges and then check in at residential accommodation.

Further information on the conference will be available in the reception hall.

The ESF Conference Secretary will be present for the whole duration of the conference to manage the administrative aspects and the day-to-day running of the conference. 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.

Registration & Fee Payment

Registration Form

All participants/invited speakers/chairs are expected to confirm their attendance by email to corefice@esf.org

Registration deadline: 27 October 2006.

Conference Fees & Fee Payment

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

Fees, together with conditions for late payment, cancellations and refunds, will be handled by the Wellcome Trust. Please contact Patricia van der Valk, Conference Officer of the Wellcome Trust: p.vandervalk@wtconference.org.uk

Fee deadline: 27 October 2006.

Accommodation & Meals

Accommodation

Most participants will be accommodated on the Wellcome Trust Genome Campus. All rooms have en-suite bathrooms, TV, phone and ethernet. 3 bedrooms are accessible for wheelchairs. Further accommodation is available locally at special rates. Pictures of the accommodation are available at: www.wtconference.org.uk follow **ACCOMMODATION**

Extra Nights

If you require accommodation in addition to the nights included in the conference booking please be aware that this might not be possible at the conference site, which aims for full occupancy.

Therefore please check with the Centre well in advance, making your own arrangements, together with the additional payment, direct to the Centre.

Accompanying Guests

As the number of rooms is limited, accompanying guests cannot easily be catered for at the Conference Centre. However, accommodation is available locally and those with accompanying guests may wish to consider this option. Please contact the Wellcome Trust for details.

Meals

All meals are served buffet style, except for the Conference Dinner. Meal times are shown in the conference final programme. Apart from the Conference Dinner, beverages are at your own expense. Non-resident conferees are expected to dine with resident conferees (at lunch and dinner).

Conference Facilities

Meeting-room & Equipment

The conference room, called the "Auditorium Room", has standard AV equipment with data projection and screen.

i Please note that participants making an **oral presentation** (invited lecture and/or short talk) are kindly requested to bring their presentation saved on a CD-ROM or memory stick. A computer is available in the conference hall.

Posters & Short Talks

The conference programme includes details of poster sessions and short talks, if planned.

Posters may be fixed with velcro or pins (available on site) but no blu tack or adhesive tape. **Maximum poster size is 100 x 100cm.** There are 2 formats: landscape (190 x 110cm) and portrait (110 x 170cm). Please use letters and drawings that can be read from approximately 100 cm distance.

There will be no **short talks** other than those announced on the programme. All other abstracts are accepted as **posters**.

Services

Copies & Faxes

Photocopies may be made and faxes sent. Ask for details at the Reception.

Internet Access

An IT room equipped with computers is available for use by participants. Wireless internet access is also available all over the campus. For this you will need to collect a token from Reception. The token is free.

Cash Machine

A cash machine accepting the major credit cards is available on site but at restricted times. Please ask Reception for further details. Currencies other than sterling are not accepted on site.

Leisure Activities & Tourism

At the Conference Centre

Hinxton Hall has beautiful grounds for walking or jogging.

In the Surrounding Area

Cambridge is 10 miles (18km approx. away from the Centre. It can be reached by bus or taxi in approximately 30 minutes. Cambridge shopping hours are: Monday – Saturday: 0900 – 1730 Sunday: 1100 – 1700. To find out what to see and do, go to: www.visitcambridge.org

Social Programme

A welcome drink will be offered on the first evening and, later in the week, a special Conference Dinner preceded by an aperitif.

Useful Information

Passport & Visa Requirements

Please check your passport and visa requirements with your travel agent **before** departure. If necessary, you may request assistance with the visa requirements from the designated Conference Officer at ESF.

Insurance

Neither the European Science Foundation (ESF) nor the Wellcome Trust provide illness and accident insurance cover. Therefore participants should ensure that they are adequately covered for their journey and the period of their stay.

Calling UK / Making Calls within UK

The international dialling code to the UK is 44.

Facts for the Traveller

Electricity supply	220v
Time GMT/UTC	GMT
Weights & measures	Imperial & metric
Currency	Sterling