



EUROPEAN
SCIENCE
FOUNDATION


ESF Research Conferences


A Programme of the European Science Foundation

Practical Information Guide

Hotel Eden Roc Sant Feliu de Guixols, Spain

C/Port Salvi 57
17220 Sant Feliu de Guixols
Costa Brava
Spain

 **Phone** | +34 972 320 100

 **Fax** | +34 972 821 705

 **Email** | eden@caproig.com
www.caproig.com/edenroc

Contact: Mr. Nicolas Siebauer
Hotel Manager

Index

- **Access to the Site**
 - Group Transportation
 - By Air
 - By Rail
 - By Public Transport
 - By Road
- **Arrival, On-site Registration & Conference Secretariat**
- **Registration & Fee Payment**
 - Registration Form
 - Conference Fees & Fee Payment
 - Means of Payment
 - Cancellations & Refunds
 - Extra Expenses
- **Accommodation & Meals**
 - Accommodation
 - Extra Nights
 - Accompanying Guests & Children
 - Meals
 - Coffee Breaks
- **Conference Facilities**
 - Meeting-room & Equipment
 - Posters & Short Talks
- **Travel Contributions**
 - Travel Reimbursements
 - Allowable Costs
- **Hotel Services**
 - Phone Calls
 - Copies & Faxes
 - Internet Access
 - Means of Payment
- **Leisure Activities & Tourism**
 - At the Conference Center
 - In the Surrounding Area
 - Shopping Hours
 - Social Programme
- **Useful Information**
 - Passport & Visas Requirements
 - Insurance
 - Calling Spain / Making Calls within Spain
 - Facts for the Traveller

Access to the Site

The conference will be held at **Hotel Eden Roc**, in Sant Feliu de Guixols. Sant Feliu is a small picturesque town situated on the northern Mediterranean coast of Spain, 120 km from Barcelona and 30 km from Girona. It is easily reached by motorway and provides plenty of facilities for visitors. Eden Roc Hotel overlooks the sea and is located 1.5 km from the centre of Sant Feliu de Guixols.



Group Transportation

Group transportation (2 to 3 buses, depending on the number of participants at the conference) will be arranged on arrival day from **Barcelona airport** to the hotel. The journey takes approximately 90 minutes, depending on traffic.

Bus departure times: please refer to the conference dedicated web page for detailed information about bus departure times.

Airport departure point: the buses will wait in the special bus parking area located between the A and B terminals. The coaches will have a sign in the window indicating “**ESF Research Conferences**” for easy recognition.

Bus transportation back to **Barcelona airport** will also be arranged in a similar way for the departure day. Departure times will be fixed 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

Barcelona airport is the nearest airport to Sant Feliu de Guixols. It is located 10 km south-west of the Catalan capital. There are daily flights to Barcelona from most major European cities.

A **taxi** from Barcelona airport to Sant Feliu de Guixols costs about EUR 125. If you have any problems concerning the price to pay for the trip, please contact the hotel staff upon arrival.

Barcelona airport [Go to Website](http://www.barcelona-airport.com/menueng.htm) ▶ <http://www.barcelona-airport.com/menueng.htm>

Iberia airlines [Go to Website](http://www.iberia.com/) ▶ <http://www.iberia.com/>



There is also the possibility to fly to **Girona**. Girona airport is 45 minutes drive (90 km) from Barcelona airport, 25 minutes from the Costa Brava south and 35 from the Costa Brava north. It is located near the A7 motorway, 10 km away from Girona city centre.

The new flights of Ryanair have a linking bus to Girona centre (the journey takes about 20 minutes) which starts at around 05.00 in the morning. From Girona centre you will then have to take a first bus to Lloret de Mar (Segalès bus company) and then a second one to Sant Feliu (SARFA bus company). Please note however that connections are extremely bad!

Another option is the Bravatur bus company which operates between Girona airport and Platja d'Aro, which is only 5 km from Sant Feliu. But you will then need to take a taxi from Platja d'Aro to the venue.

The last – and certainly most convenient - alternative is the TEISA bus, which links Girona station directly to Sant Feliu (see below, section “By Rail”).

A taxi from Girona airport to Sant Feliu costs approximately EUR 35-40. Taxis are ranked just outside the arrivals hall of the airport. The journey takes about 25 minutes.

Girona airport [Go to Website](#) ▶ <http://bcngro.cambra.gi/>

Sagalès [Go to Website](#) ▶ <http://www.sagales.com>

SARFA [Go to Website](#) ▶ <http://www.sarfa.com/>

Bravatur [Go to Website](#) ▶ <http://www.bravatur.com/>

Girona Airport Information Desk [Phone](#) +34 972 186 708

By Rail

From Barcelona airport to Barcelona Sants station:

RENFE / Spanish National Railways operate a frequent train service between Barcelona airport (Aeropuerto Stn) to Barcelona Sants railway station. Journey time is approximately 20 minutes. Departures from the airport are about every 30 minutes throughout the day until about 22.30. Fare is about EUR 2.

RENFE – Spanish national railways [Go to Website](#) ▶ <http://www.renfe.es/>

From Barcelona Sants to Girona:

The nearest railway station to Sant Feliu is **Girona**. There are trains from Barcelona Sants railway station every 60-90 minutes. The trip takes 90 minutes and costs around EUR 5. Girona is also easily reached from France via Montpellier and Portbou.

From Girona station to Sant Feliu:

The TEISA Company **buses** leave for Sant Feliu approximately every hour, just outside Girona station. Arrival in Sant Feliu de Guixols is at the Monastery Square where you can take a taxi or walk (20 minutes) to the hotel. A taxi from Girona station to the hotel costs around EUR 27.

TEISA [Go to Website](#) ▶ <http://www.teisa-bus.com/>

By Public Transport

From the airport, take the train to **Arc de Triomph/Estacio Nord**. From Barcelona Estacio Nord (Ali-bei street 80), the SARFA bus company travels to Sant Feliu de Guixols, to the "Carrer Llibertat" - "Carretera de Girona" junction. The buses are scheduled about every two hours and cost EUR 7 one way. The trip takes about 90 minutes. It is about a 20 minute walk from the bus station in Sant Feliu to the hotel. You can also take a **taxi** from the bus station to the hotel (price is about EUR 5).

SARFA [Go to Website](#) ▶ <http://www.sarfa.com/>

It is also possible to reach the SARFA bus station by **bus**. The “Aerobus A1” operates a frequent service between the airport and Plaza de Catalunya. Buses leave every 12-13 minutes from 06.00 to 24.00 from Monday to Friday, and from 06.30 to 24.00 on Saturdays, Sundays and bank

holidays. A one way ticket costs EUR 3.45. The SARFA bus station is a couple minutes walk from Plaza de Catalunya. Further information available from Barcelona airport web pages.

By Road

Sant Feliu de Guixols can be reached on motorway A7. This motorway should be left at exit 9 if travelling from Barcelona and at exit 7 if travelling from France.

ACESA Catalan highways [Go to Website](http://www.autopistas.com) ▶ <http://www.autopistas.com>

Arrival, On-site Registration & Conference Secretariat

Upon arrival, participants should first register with the **ESF Conference Secretary**, sign the attendance list and collect their name badges and then check in at the hotel reception. The conference registration desk, where supplementary information will be provided, will be located on the left side of the hotel reception.

The ESF Conference Secretary will be present for the whole duration of the conference and will take care of the administrative aspects and the day-to-day running of the conference: registration, late fee collection, gathering in of travel tickets and bank details. He/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 are expected to confirm attendance and room requirements by filling in a **registration form**. 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 deadline.

The registration form is accessible from the conference dedicated web page and should be faxed back to the ESF Research Conferences Unit at +33 (0)388 36 69 87.

Registration and fee deadline: 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 deadline 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.

Participants: all participants are automatically registered in TWIN rooms, whether grantees or not. For single or double rooms, please make your own arrangements (booking AND payment of the supplement) by contacting the conference site directly.

Participants working for **private industries** (to the exception of Invited Speakers) are requested to pay an additional EUR 190 to the standard fees.

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-deadline 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.

Accommodation & Meals

Accommodation

All participants will be accommodated at **Hotel Eden Roc**. All rooms have private bathrooms, TV and direct-dial telephones. Non-smoking rooms are available. English and German are spoken at the conference site.

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 Eden Roc** 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 **conference site**.

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.

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 final programme. Mineral water and wine are served at lunch and dinner. Additional beverages are at the participants' own expense.

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

Coffee Breaks

Coffee breaks will be on the terrace-bar next to the meeting-room, overlooking the swimming-pool.

Conference Facilities

Meeting-room & Equipment

The meeting-room is located in a separate section, two minutes' walk from the main building of the hotel through the garden. It is equipped with a **data projector** and two screens for simultaneous 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.

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 130 cm high x 130 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**.

Bank details - **including: IBAN and BIC numbers** (SWIFT number for US accounts) - should be indicated on the **claim form** which will be distributed to conferees. The travel claim form, duly documented, must be returned within a maximum of **one month** after the conference. No reimbursement can otherwise be guaranteed. All **travel tickets** must imperatively be attached to the form.

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 with an **estimate from a certified travel agent**.

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**.

Hotel Services

Phone Calls

All rooms are equipped with direct-dial phones. To make an international call, dial "00" followed by the code of the country you are calling. All phone calls should be paid for at the hotel reception before departure.

Copies & 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

For brief consultations, internet is accessible from the lobby of the hotel (one computer only). For extensive work or research via internet, conferees are kindly requested to bring their own laptop along. Wireless access is available from the entrance hall and the bar area of the hotel.

Means of Payment

The hotel accepts the following credit cards: American Express, Diners Club, Mastercard and Visa. It is also possible to cash travellers' cheques and exchange currency at the hotel.

Leisure Activities & Tourism

At the Conference Center

The hotel has outdoor and indoor swimming pools, sauna, jacuzzi, small fitness centre, billiard and it is also possible to hire bicycles. Other possibilities are windsurfing, snorkling, scuba-diving and skin-diving.

In the Surrounding Area

Some places of interest in the area are:

- the Cap Roig botanical garden, overlooking the sea
- the Faro San Sebastian with its panoramic view of the whole Costa Brava and the medieval village of Pals
- Girona, the capital of the province, which was founded 3000 years ago by the Iberians, with its Cathedral, Arabian baths and old quarter
- the medieval town of Besalu
- the panoramic route to Tossa de Mar and the fortified town Vila Vella
- at Figueres is the well known Dali museum, designed by the artist himself before his death, and located in the ancient municipal theatre which was restored in 1966. Multitudes of objects, paintings, decorations make this place the "gigantic surrealist object" Dali described it as, and not a museum. Also in the museum are paintings by other artists: Pitxot, Duchamp, Fortuny.

Salvador Dali museum [Go to Website ▶ http://www.salvador-dali.org/](http://www.salvador-dali.org/)

An introduction to Barcelona [Go to Website ▶ http://www.barcelonaturisme.com/](http://www.barcelonaturisme.com/)

A guide of Catalonia & the Costa Brava [Go to Website ▶ http://www.publintur.es/](http://www.publintur.es/)

Shopping Hours

The shops in Sant Feliu de Guixols are open daily, including Sundays from 09.00 to 13.00 and from 17.00 to 21.30 hours. Some shops are closed on Mondays. There is an open air market in the town, which dates back to the XVth Century, held every Sunday morning in the Plaça de Espanya and Passeig de Mar. The shops are also located around this quarter.

Several banks as well as cash dispensers are to be found in town.

Social Programme

Please refer to the conference Final Programme for detailed information.

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) and the European Molecular Biology Organisation (EMBO) 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.

Calling Spain / Making Calls within Spain

The international dialling code to Spain is 34. Since 1998, a 9 has been inserted before the area code, which has to be dialled when calling from abroad as well as when calling within Spain. For example: +34 972 320 100 when telephoning from abroad; 972 320 100 when calling from within Spain.

Facts for the Traveller

Electricity supply	220v 50Hz AC
Time GMT/UTC	plus one hour
Weights & measures	metric
Currency	Euro (EUR)