



EUROPEAN
SCIENCE
FOUNDATION



JSPS

Japan Society for the Promotion of Science

ESF Research Conferences

A Programme of the European Science Foundation

Practical Information Guide

Utsikten Meetings Nynäshamn Sweden

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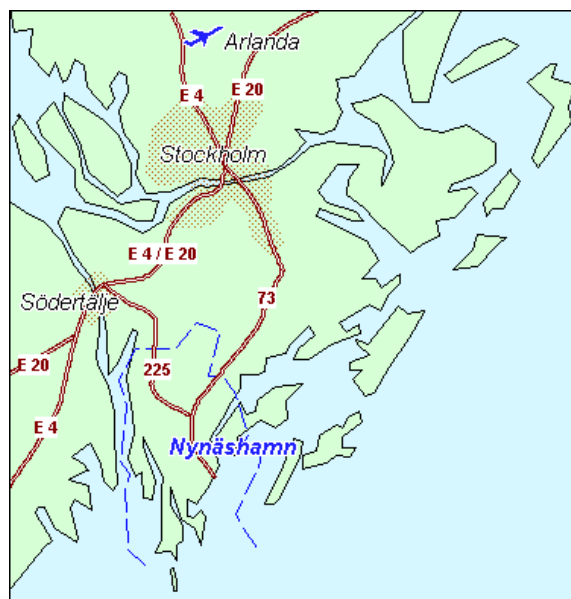
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Access to the Site

The conference will be held at **Utsikten Meetings**, in Nynäshamn. Nynäshamn is a country idyll situated on the east coast of Sweden, 55 km from Stockholm and 52 km from Södertälje. Nynäshamn is situated on a peninsula surrounded by the sea and is the natural habitat for large quantities of salmon, trout and pike. The rich and varied countryside around Nynäshamn has much to offer the lover of the great outdoors.



The conference will begin at **08.45 hours** on **Sunday 25 June** and end with **lunch** on Thursday 29 June. Participants are expected to arrive in the afternoon/early evening of Saturday 24 June and depart after lunch on Thursday 29 June.

Group Transportation

On **Saturday 24 June**, group transportation will be arranged from **Stockholm - Arlanda airport** to the hotel. The coaches will have a sign in the window indicating “ESF/JSPS Conference” for easy recognition.

Saturday 24 June
Bus departure times: 16.00 & 18.00

Airport departure point: The bus will leave from around 150m outside the exit of Terminal 5. The bus driver will also be at the exit of Terminal 5 with a sign showing **ESF/JSPS Conference**.

Bus transportation back to **Stockholm - Arlanda airport** will also be arranged for **Thursday 29 June** departing **after lunch**.

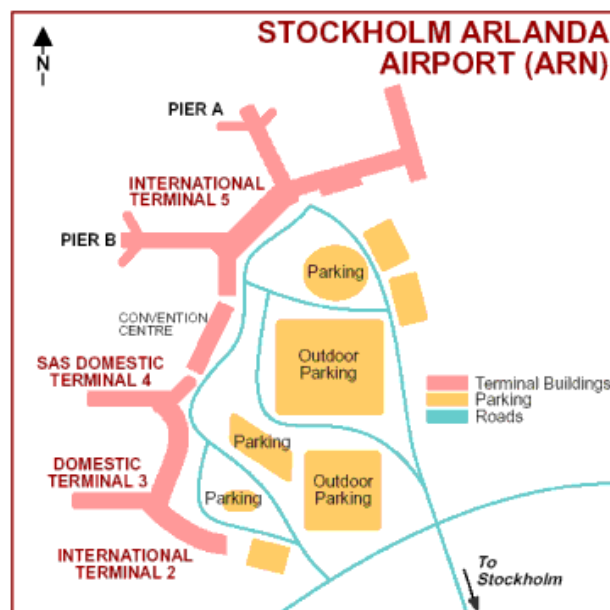
Thursday 29 June
Bus departure times: 13.00 & 14.00

You are strongly urged to take advantage of this organised transportation, which is included in the conference fee. A **taxi** from Stockholm - Arlanda airport to the venue costs about SEK 1024 or EUR 110.

By Air

Stockholm- Arlanda airport is the nearest airport to Nynäshamn. It is located 40 km north of Stockholm and 80 km for Nynäshamn. There are daily flights to Stockholm/Arlanda from most major European cities.

Arlanda airport [Go to Website](http://www.lfv.se/) ▶ <http://www.lfv.se/>



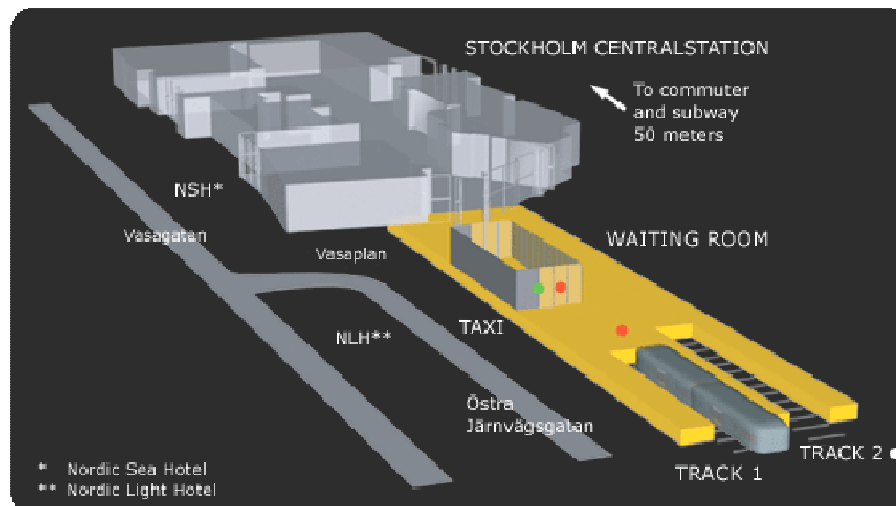
By Train

From Arlanda airport to Stockholm City:

If you miss the organized transportation but wish to go to the conference center, you first need to go to Stockholm City.

Arlanda Express operates a frequent train service from Arlanda airport to Stockholm City Central Station. Journey time is approximately 20 minutes. Departures from the airport are 4 - 6 times every hour. Fare is about SEK 200 / EUR 20. It is preferable to buy the train ticket in the station as it cost SEK 50 more if it is bought on board.

Arlanda Express [Go to Website](#) ▶ <http://www.arlandaexpress.com>



Then take the train to Nynäshamn. The journey takes around an hour.

Stockholm Transport [Go to Website](#) ▶ <http://www.sl.se/english>

[Phone] +46 (0)8 600 1000

Get off the train at **Nynäs Gard**, which is 10 minutes' walk from Utiskten Meetings.

By Bus

Flygbussarna operates a frequent bus service from Arlanda airport to Stockholm City.

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

From there, take the train to Nynäshamn and get off the train at **Nynäs Gard**, which is 10 minutes' walk from Utiskten Meetings.

By Car

Nynäshamn is located 45 minutes from Stockholm, road 73 and 40 minutes from Södertälje, road 225. The town of Nynäshamn is indicated all way long. When entering Nynäshamn, follow the signs to 'Utsikten Meetings'.

Arrival & Registration

Arrival

Upon arrival, participants should first register with the conference secretary and then check in with the hotel. The conference registration desk will be located near the hotel reception.

Registration

Ms. Anne Guehl from ESF and some JSPS Delegates 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. They will be pleased to answer any request you may have.

Registration & Profile Forms

Please note that you are expected to confirm your attendance and to give us more information about yourself by filling in a registration and a profile form. This applies to invited speakers and participants.

Both forms should be emailed back to Anne Guehl (aguehl@esf.org) from ESF **before 15 May**. All profile forms received will then be e-mailed to participants for their information.

Please note that no hotel room will be booked without the confirmation of your attendance (registration form).

Conference Facilities

Meeting-room & Equipment

The conference will take place in the **Memphis meeting room** of the conference center. It is equipped with an overhead projector and a data projector.

✍ Please note that participants making an oral presentation (invited lectures and short talks) are kindly requested to bring **their own laptop** along with them.

Posters Sessions & Short talks

All posters are accepted, unless the Conference Chairs or the ESF-JSPS Secretariat inform you otherwise. Thirty double-sided poster panels are available. The size of each poster panel is 120cm wide x 200cm high. As poster panels are covered in a black tissue, long pins are needed to fix the posters. Pins will be provided at the Conference Center.

Short talks are as shown on the programme (15 mn presentation + 5 mn for questions).

Speakers' Presentations

All speakers are requested to email their presentation (1-2 page(s)) to Anne Guehl (aguehl@esf.org) **before 15 June** so that she can send them to the participants for information **before** the conference.

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 **originals of the 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.

() These rules apply ONLY to Speakers/Participants who will be reimbursed by the ESF.*

Allowable Costs (*)

Travel costs may not be higher than:

- cheapest economy class air fare
- OR first class train fare
- OR bus fare from the participant's place of work to the place of the event

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
- costs of health, life and luggage insurance.

Use of a **private car** can only be covered on the basis of a **1st class return train fare** documented by an **estimate from a certified travel agent**.

() These rules apply ONLY to Speakers/Participants who will be reimbursed by the ESF.*

Accommodation & Meals

General

All participants will be accommodated at **Utsikten Meetings**. Rooms have been booked for the nights of **24-28 June inclusive** (5 nights), with departure after lunch on **Thursday 29 June**.

Accommodation will be (*)

- for **Speakers: in single room or double room with a guest**
- for **Participants (non-Speakers): in twin room or double room with a guest**

() This does not apply to Japanese conferees.*

Please note that if you are a participant (non-Speaker) and wish to stay in a single room rather than in a twin, **you are kindly requested to make your own arrangements with the venue for both the booking of the single room and the payment of the supplement.**

Guests will have to pay the hotel directly.

If you have **special requirements** such as diets or willing to share your room with another participant, please contact the hotel directly.

All rooms have private bathrooms, TV and direct-dial telephones. Non-smoking rooms are available. English is spoken at the conference site.

The key cards are coded and will only work during your stay at the hotel.

On departure day, all participants have to leave their room before 12.00.

Extra Nights

The conference booking covers the nights necessary for the duration of the conference - **from arrival Saturday 24 June to Wednesday 28 June included.**

If you require an extra night either before or after the conference, you are kindly requested to **make your own arrangements by contacting Utsikten Meetings directly** (inform them that you will be attending this conference). Extra nights will be at your own expense. The price per night, bed & breakfast, VAT included, is **EUR 77 or SEK 714** in a twin/double room and **EUR 94 or SEK 871** in a single room. The price of an extra meal, VAT included, is approximately: Buffet lunch: EUR 20 or SEK 185, 2-course Dinner: EUR 38 or SEK 350.

Accompanying Guests

Accompanying guests are welcome to stay at Utsikten Meetings. Participants with guests will be accommodated in **double rooms**.

Participants who will be accompanied should indicate this clearly in their registration form. The ESF will take care of their hotel booking but not of their payment. Guests are kindly requested to pay the hotel directly.

The guest prices in half (bed & breakfast + two-course dinner) and full boards are (per day, per person, VAT included):

- **Half Board:**

In single room: SEK 1.221

In double room: SEK 1.064

- **Full Board:**

In single room: SEK 1.518

In double room: SEK 1.301

Please note that accompanying guests are not entitled to take part in any of the actual conference activities, ie. 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 have the use of certain facilities, they should arrange this privately with the conference venue, at their own cost.

Please note also that there is no specific programme for accompanying guests, who are kindly expected to make their own sightseeing arrangements.

Meals

Breakfast will be served buffet style from 06.45 to 09.00 hours on weekdays and from 07.30 to 10.00 in the weekends. Times for lunch (buffet style) and dinner (two-course dinner) are as shown in the conference programme. Fruit juice, water and a coffee are served at each meal. Additional beverages, like wine, beer,... 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 will be in the restaurant or on the terrace overlooking the archipelago.

Hotel Services

Phone Calls

All rooms are equipped with direct-dial telephones. 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 SEK 1.50 per page. A fax (1 page) costs SEK 5.00 for Europe and SEK 15.00 for the rest of the world.

Internet Access & Computer Facilities

Email connection is provided at the conference site. There is a wireless network throughout the premises, which you can connect to free of charge.

If you do not have a network card, the hotel can help you to buy a Telia homerun subscription. Otherwise, you can connect using a normal modem or just ask at the reception to borrow one from their computers. *Wireless broadband/W-Lan*: You can find the hotel's network if your laptop has wireless technology installed. The network name is 'Utsikten'. *Modem*: use a modem via the telephone jack. Add a zero in front of your dial-up number. *Homerun*: if your laptop does not have wireless technology, you can buy a Homerun subscription from the reception.

Means of Payment

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

There are several banks as well as cash dispensers in Nynäshamn.

Parking facilities

There 400 free parking places. If you require an engine pre-heater, just ask at the reception.

Electricity

The electricity supply in Sweden is 220 volts. Adapters can be borrowed from the reception.

Leisure Activities & Tourism

At the Conference Center

The hotel has a sauna (for men and for women), small fitness centre, dart, billiard, relaxation suite and outside pool.




In the Surrounding Area

Some places of interest in the area are:

- “Strandvagen”, this scenic little road winds itself along the shores of “Gardsfjarden” and the view of the archipelago is magnificent.
- Nynashamn’s Heritage Museum invites you to learn more about local history, traditions and culture.
- Lovhagen, a genuine café and hostel, is located in a recreation area with walking tracks and beautiful places for swimming and sun-bathing

Nynäshamn Tourist Information Office [Go to Website](http://www.nynashamn.se/turism) ▶ <http://www.nynashamn.se/turism>

Fiskargränd, The Fishing Harbour, 149 81 Nynäshamn

 **Phone** | +46(0)8 520 737 00  **Fax** | +46(0)8 520 122 22  **Email** | info@nynashamn.se

The surroundings area is ideal for jogging, and there are running tracks and asphalted routes by the sea. The shops in Nynäshamn are open daily, from 10.00 to 18.00. Most of the shops are closed on Sundays.

Social Programme

A **welcome drink** will take place on Saturday 24 June after dinner, at 21.00 at the bar and a special **Conference Dinner** and aperitif will be served on the evening of Wednesday 28 June at 19.30.

Useful Information

Passport & Visa Requirements


Please check your passport and visa requirements with your travel agent **before** departure.

Insurance

The European Science Foundation (ESF) and the Japanese Society for the Promotion of Science (JSPS) 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 before departure.

ESF Contact

Every effort has been made to give you detailed information about the conference practical arrangements in this guide. Should you however not find the answer to your query, please contact:

Ms Anne Guehl
ESF Research Conferences Unit
 **Email** | aguehl@esf.org