

ESF Research Conferences

A Programme of the European Science Foundation

Practical Information Guide

Vadstena Klosterhotel Vadstena Sweden

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Access to the Site

The conference will be held at **Klosterhotel in Vadstena, Sweden**. The town is located in the south-eastern province of Östergötland and on the shores of Lake Vättern. With 5,600 inhabitants, Vadstena is 45km from Linköping and 330km from Stockholm. To reach this town, it is necessary to go to Linköping or Mjölby first and from there, to take a bus or taxi. See further details below.



Group Transportation

Buses will be arranged on arrival and departure day between **Linköping airport** via the **Linköping train station** and the hotel. The journey takes approximately 45 minutes.

The coaches will have a sign in the window indicating “**ESF Research Conferences**” for easy recognition.

Bus departure times:

Arrival day: Wednesday 25 October		
	1 st Departure	2 nd Departure
From Linköping	17.00	19.00
Via Train Station	17.15	19.15

Departure day: Sunday 29 October		
	Depart	Arrive (approx.)
To Linköping Airport via train station	08.00 am	09.00 am
To Linköping Airport via train station	09.00 am	10.00 am

Do take advantage of this organised transportation, which is included in the conference fee.

By Air

Linköping airport is the nearest airport to Vadstena (45km) and is situated approximately 2km east of the center. You can reach Linköping by air via Copenhagen or Stockholm with SAS/Skyways. Journey time from Copenhagen to Linköping is 65 minutes and from Stockholm, 45 minutes.

For Sunday departures we recommend transiting through Copenhagen.

Taxis and public buses run between Linköping airport and Vadstena (see below).

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

Stockholm Arlanda Airport [Go to Website](http://www.lfv.se/templates/LFV_AirportStartPage_Arlanda_36729.aspx) ▶ http://www.lfv.se/templates/LFV_AirportStartPage_Arlanda_36729.aspx

Copenhagen Airport [Go to Website](http://www.cph.dk/CPH/UK/MAIN/) ▶ <http://www.cph.dk/CPH/UK/MAIN/>

Skyways airlines [Go to Website](http://www.skyways.se/Welcome_to_skyways/) ▶ http://www.skyways.se/Welcome_to_skyways/

Ryanair serves Nyköping-Skvasta Airport (Stockholm- NYO)

RyanAir [Go to Website](http://www.ryanair.com/site/EN/?culture=GB) ▶ <http://www.ryanair.com/site/EN/?culture=GB>

From Nyköping-Skavsta Flygbussarna (the airport bus) runs a service to Linköping which takes about 90 minutes. In Linköping you arrive at the railway station.

By Rail

From Stockholm-Arlanda Airport to Linköping

Take the Arlanda Express and change to X2000 train in Stockholm central station. Then journey lasts about 2h30.

From Copenhagen

it takes you 4 hours to reach Linköping

From Stockholm

it takes you 1h30-2hours to reach Linköping

Swedish Railways [Go to Website](#) ▶ <http://www.sj.se/sj/jsp/polopoly.jsp?d=10&l=en>

Telephone: +46 86 96 75 09.

By Public Transport

SWEBUS, the Swedish bus company offers daily trips to Linköping:

From Linköping Airport to Vadstena

The bus stops at the Castle in Vadstena and it is then a 5 minute walk.

SWEBUS [Go to Website](#) ▶

<http://www2.swebusexpress.se/english/index.asp?mainid=418&subid=0&subsubid=0>

By Taxi

Taxi times to Vadstena:

From Linköping	700 SEK	45 min
From Mjölby	400 SEK	25 min
From Motala	300 SEK	20 min
From Stockholm Arlanda	3400 SEK	2 h 30
From Nyköping	2000 SEK	1 h 45 (approx times).

Vadstena Klosterhotel can also arrange transport at slightly lower rates. Prices available upon request to Klosterhotel.

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 will be located near 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** online, accessible from the conference dedicated web page (<http://www.esf.org/conferences/sc06217>)

Fee paying participants are 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 & fee closing date: 27 September 2006.

Conference Fees & Fee Payment

Conference fees are listed on the conference web page, which is accessible through

www.esf.org/conferences/sc06217

Payment of the full fee is required in advance, regardless of the time the conferee spends at the conference. A one-time charge of **EUR 100 supplement** is added if full payment has not been received by the closing date for registration (4 weeks prior to the conference).

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

Participants: all participants are automatically registered in TWIN rooms. If you wish to request a single room, you must do so on your registration form. Supplements for single rooms must be paid to the hotel directly.

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, American Express. You can either pay in Euro or in SEK.

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.

We regret that cash payment cannot be accepted at the conference site

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

Upon notice of cancellation more than two weeks before the conference the conference fee can be reimbursed but with a cancellation charge of EUR 100. No other refund can be made.

Extra Expenses

Any expenses incurred by Participants during their stay and not included in the conference fee, must be settled directly with the conference venue . This includes: additional nights, extra drinks, phone calls, etc. If the ESF is mistakenly charged with such personal costs, the ESF will invoice the conferee concerned.

Accommodation & Meals

Accommodation

All participants will be accommodated at **Klosterhotel**. www.klosterhotel.se

Extra Nights

If you require extra accommodation in addition to the nights included in the conference booking, please contact the hotel directly (konferens@klosterhotel.com). Extra nights will be at your own expense and should be paid to **Klosterhotel** 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**.

We regret that accompanying guests are unable to take part in any of the 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

There is a full breakfast buffet. Mineral water / fruit juice and one coffee are served at other meals. Additional beverages are at the participants' own expense. Meal times are shown in the final conference programme.

Conference Facilities

Meeting-room & Equipment

The meeting-room is equipped with data projector, screen, microphones, stick pointer, internet connection, overhead projector, 1 computer for internet

 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

Poster sessions and short talks are shown on the final programme
www.esf.org/conferences/sc06217

Posters can be fixed with magnets and pins onto poster panels. Recommended poster size is 140 cm high x 100 cm wide. Use letters and graphics 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 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**.

Hotel Services

Internet Access

In some of the rooms in the main building there is access to internet via ADSL. For extensive work or research via internet, conferees are kindly requested to bring their own laptop along. Wireless access is available at the reception.

Means of Payment

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

Useful Information

Passport & Visa Requirements

Please check your passport and visa requirements with your travel agent **before** departure. If you need help obtaining a visa please contact the ESF dedicated conference organizer..

Insurance

The European Science Foundation (ESF) and Linköping University (LiU) do not provide insurance nor 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. Participants should therefore check their health insurance requirements.

Facts for the Traveler

Time Zone	GMT/UTC +1
Currency	Swedish Krona
Electricity	230V 50Hz
Country Dialing Code	46