



## ESF Research Conferences

A Programme of the European Science Foundation

### Practical Information Guide

## Landeskulturzentrum Salzau Germany

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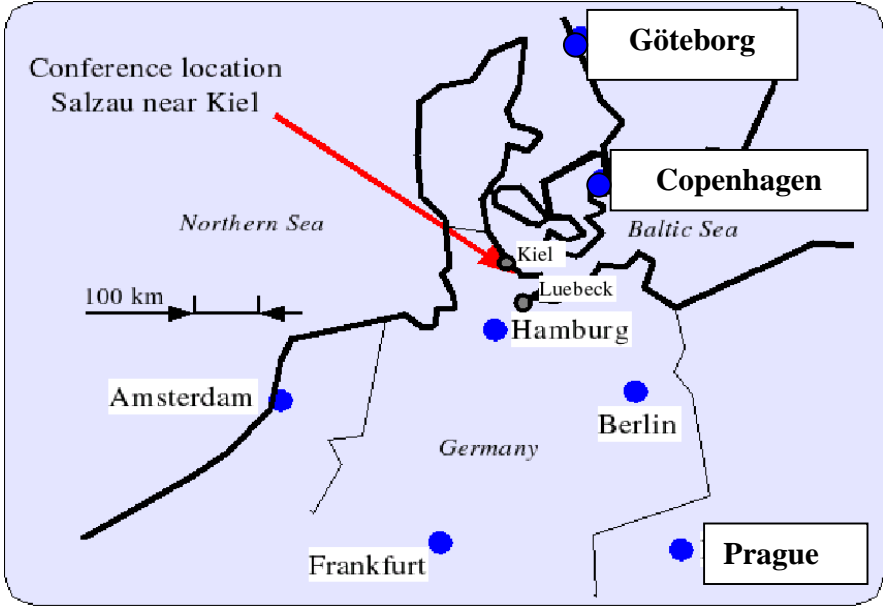
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## Access to the Site

The conference will be held at the **Landeskulturzentrum Salzau**, near **Kiel** in **Schleswig-Holstein, Germany**. The Landeskulturzentrum is situated 140 km north of Hamburg. Kiel is about 30km from Salzau.



Salzau



## Group Transportation

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Two buses will be arranged on arrival and departure days from/to **Hamburg airport** to the **Landeskulturzentrum Salzau**. The journey takes approximately 120 minutes.

**Airport departure point:** The bus stop is located between Terminal 4 and parking garage (P4). Because of construction work at the airport the bus stop may be slightly moved towards Terminal 1. Map of Hamburg Airport: [www.ham.airport.de/de/lageplaene\\_parken.html](http://www.ham.airport.de/de/lageplaene_parken.html)

The coaches usually have the logo **Autokraft** at the front, and are usually of green colour. The coaches will have a sign in the window indicating “**ESF Research Conferences**” for easy recognition.

**Bus departure times** will be as follows:

<b>Arrival day: Wednesday 4 October</b>		
From Hamburg Airport	First departure at	Second departure at
	18.00 hrs	19.30 hrs
<b>Departure day: Monday 9 October</b>		
To Hamburg Airport	First departure at	Second departure at
	8.00 hrs	9.00 hrs

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

## By Air

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The nearest airport to Kiel is **Hamburg-Fuhlsbüttel** (140 km). There are daily flights from Hamburg to European cities.

Hamburg airport [Go to Website ▶ http://www.ham.airport.de/index.phtml](http://www.ham.airport.de/index.phtml)

You can also fly to **Lübeck Blankensee Airport** with RyanAir (connections with London Stansted, Shannon, Glasgow, Stockholm, Pisa and Milano). Once you arrive in Lübeck, we recommend you to take the bus (No.6 at busstop 5) departing every 20 minutes to the main station (journey time 30min). From there, you can take the train to Kiel Hauptbahnhof (leaving every hour). A taxi from the airport to Lübeck takes approximately 20min and costs about 16.00€.

Lübeck Airport [Go to Website ▶ http://www.flughafen-luebeck.de/1024/deutsch-english/fluglinie.htm](http://www.flughafen-luebeck.de/1024/deutsch-english/fluglinie.htm)

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

## By Bus

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From Hamburg airport, the easiest way to get to Kiel is to take the airport shuttle “Kielius”. A one-way ticket costs about 15€, a round-trip ticket costs 27€ and it will take you to 2 hours to get to Kiel.

Timetables for Kielius bus [Go to Website ▶ http://www.kielius.de/docs/KieliusFahrplanab072006.pdf](http://www.kielius.de/docs/KieliusFahrplanab072006.pdf)

## By Taxi

A taxi from Hamburg Airport to Kiel will cost about EUR 80 and take approximately 1h00. Detailed prices and travel times can be found at: <http://www.vineta.net/taxi/airportservice.html> or by phone +49 431 77080 (airport) or +49-431-77070 (general).

## By Rail

The Deutsche Bahn (DB) operates a frequent train service between Hamburg and Kiel train station (**Kiel Hauptbahnhof**). Journey time is approximately 2 hours.

DB Deutsche Bahn [Go to Website](http://reiseauskunft.bahn.de/bin/query.exe/en) ▶ <http://reiseauskunft.bahn.de/bin/query.exe/en>

In Kiel, you can take a taxi to the Landeskulturzentrum in Salzau. It will cost about 25 EUR.

## By Car

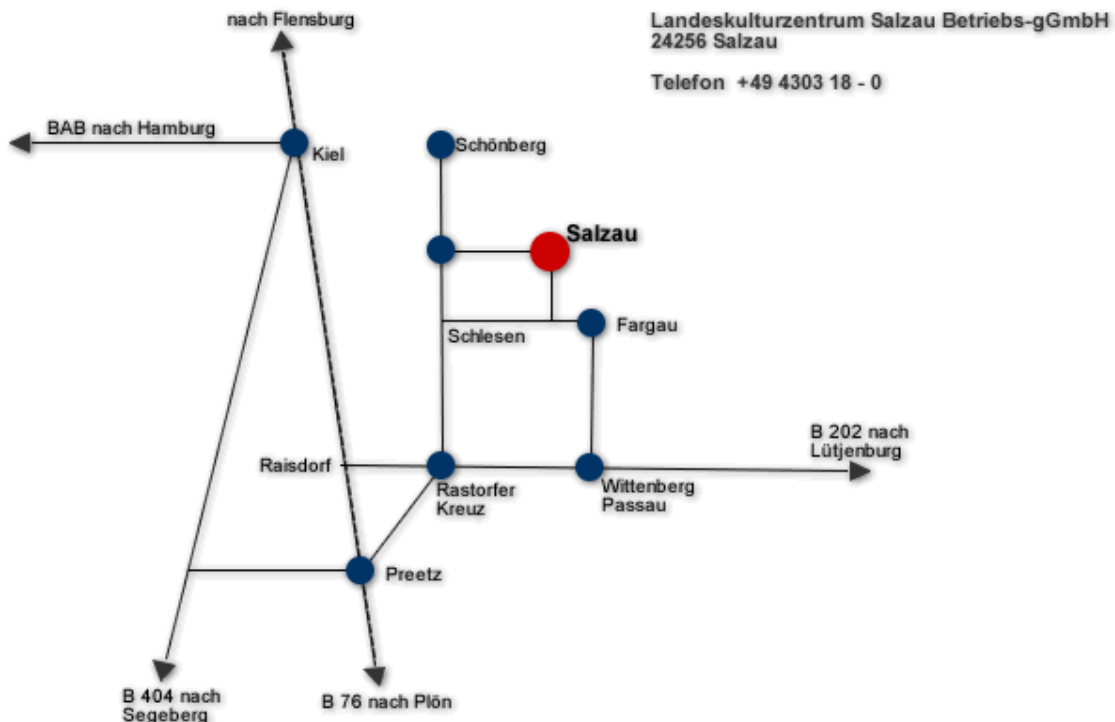
From Hamburg (South) or from Flensburg (North) motorway (BAB A7) and take the turn to Kiel on the A 215.

Arriving at Kiel take B76 in direction to Lübeck (second exit) and drive approx. 10 km.

After passing the shopping area and village of Raisdorf take the turn to Puttgarden on the B202.

Reaching the cross drive in direction of Schönberg (from here follow signs to "Landeskulturzentrum Salzau"), take a right turn in the village of Schlesien and a left turn in Fargau.

When you have crossed the small river the chateau Salzau is at your right.



Map: [Go to Website](http://www.yellowmap.de/YM/Home/HomeDefault.aspx) ▶ <http://www.yellowmap.de/YM/Home/HomeDefault.aspx>

[Go to Website](http://www.viamichelin.com/viamichelin/fra/tpl/hme/MaHomePage.htm) ▶ <http://www.viamichelin.com/viamichelin/fra/tpl/hme/MaHomePage.htm>

## 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 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

Please confirm your attendance and room requirements by filling in a **registration form** online.

**Conference fees** (where required) are also paid via this form, and, in order to guarantee your accommodation, should be credited to the ESF account by the fee deadline.

**Closing date for registration & fee payment: 15 September 2006.**

### Conference Fees & Fee Payment

Conference fees are listed on the conference web page, which is accessible through <http://www.esf.org/conferences/sc06219>.

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. 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 note that the supplement for single or the guest fees must be paid directly to the venue. Only the twin conference fee has to be paid to the ESF when registering.**

Information about **guest 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

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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

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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

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### Accommodation

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Participants will be accommodated at the **Salzau Landeskulturzentrum**, a charming and quiet castle. Meals and breakfast will be taken at the venue.

English & German are spoken at the conference site.

Landeskulturzentrum [Go to Website](http://www.kulturzentrum-salzau.de/) ► <http://www.kulturzentrum-salzau.de/>

### Extra Nights

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If you require extra accommodation in addition to the nights included in the conference booking, you will need to contact the **Salzau Landeskulturzentrum** directly and make your own arrangements. Extra nights will be at your own expense and should be paid to the **Salzau Landeskulturzentrum** directly.

### Accompanying Guests

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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. Please note that for this venue, the number of rooms is limited and you may not be able to book an extra one for guests.

## Meals

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Lunches and dinners will be served in a buffet style with fruit juice, water and one coffee per meal. Wine is not included but can be bought separately. Additional beverages are at the participants' own expense. Times for lunch and dinner are as shown in the conference final programme. Non-resident conferees are expected to have all their meals with resident conferees (for both lunch and dinner).

## Coffee Breaks

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Coffee breaks will be served in the lounge area.

## Conference Facilities

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### Meeting-room & Equipment

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The meeting-room is located in the main building of the Landeskulturzentrum. It is equipped with an overhead projector, a video recorder, a slide projector and microphones

**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

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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 magnets and pins onto poster panels. Recommended poster size is 140 cm high x 100 cm wide. Use letters and drawings that can be read from approximately 100 cm distance.

## Travel Contributions

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### Travel Reimbursements

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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

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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

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### Internet Access

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Please note that only one computer is available and Internet is not accessible from most parts of the Castle as there are only 12 rooms with Internet connection.

### Means of Payment

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**The hotel DOES NOT accept credit cards.** It is **ONLY** possible to pay in cash. Please make sure that you enough have money with you to pay for all your extras. If you decide to stay in a single room, the difference between the single and the twin room will have to be paid directly on the spot in cash.

## Facts for the Traveler

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### Passport & Visa Requirements

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

### Insurance

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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.

### Calling Germany / Making Calls within Germany

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The international dialing code to Germany is 49. When calling within Germany, a 0 must be inserted before the number to be dialed.

For example: +49 5256 6212 when telephoning from abroad; 05256 6212 when calling from within Germany.