

Practical Information Guide Vadstena Klosterhotel Sweden



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ESF-LiU Conference
Literature for Europe: European Identities and
European Literature in a Globalizing World
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Index

■ **Access to the Site**

- Group Transportation
- By Air
- By Rail
- By Public Transport
- By Taxi

■ **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
- 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**

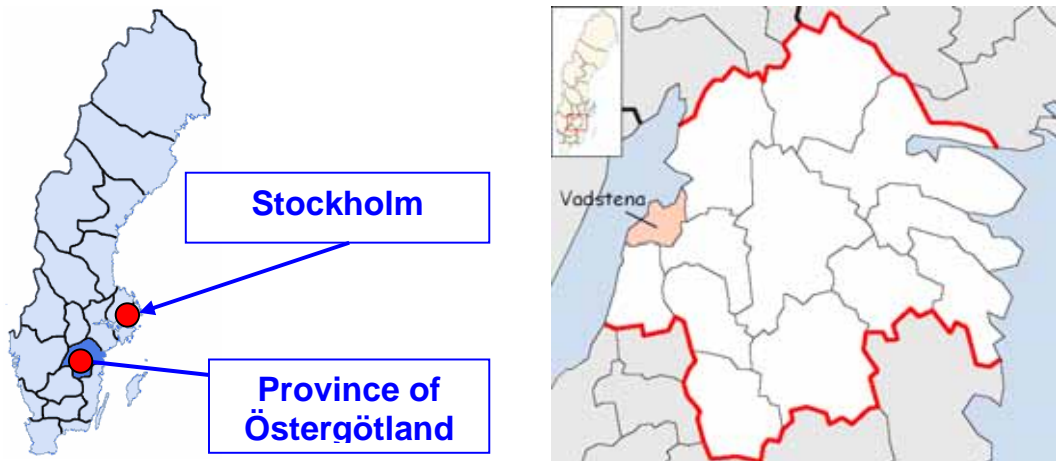
- Social Programme

■ **Useful Information**

- Passport & Visas Requirements
- Insurance
- Calling Sweded / Making Calls within Sweden
- Facts for the Traveller

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 – Saturday 12 May

- from Linköping airport: 15.45 and 16.45 and 17.45
- from Linköping railway station: 16.00 and 17.00 and 18.00

Airport departure point: the meeting point is located just outside the small airport building. The coaches will have a sign in the window indicating “**ESF Research Conferences**” for easy recognition.

Railway station departure point: the meeting point is located in the **long distance bus terminal** of the station. This is a short walk from the main building of the railway station. The coaches will have a sign in the window indicating “**ESF Research Conferences**” for easy recognition.

Group transportation back will be arranged in a similar way for the departure day.

Bus departure times – Wednesday 16 May

- to Linköping airport and railway station: 08.00 and 09.00 and 11.00

Do not forget to plan enough time for both journey and checking-in at the airport when booking your flight!

You are strongly urged to 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-Skvasta 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) ▶ <http://www.sj.se/sj/jsp/polopoly.jsp?d=10&l=en>

Phone: +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) ▶

<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, where supplementary information will be provided, will be located close to 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. 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 by filling in a [registration form](#) online (CTRL + click to follow the link). The form can also be accessed from www.esf.org/conferences/07230

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


  **Participants with travel grants:** are requested to indicate their full **bank account details** – including: IBAN and BIC numbers – when filling in their web registration form. Further information available from the “Travel Contributions” section.

Closing date for Registration & Fee Payment: 13 April 2007 (4 weeks prior to the conference).

Conference Fees & Fee Payment

Conference fees are accessible from www.esf.org/conferences/07230, except those applicable to accompanying guests (which should be collected directly from the conference venue).

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.

Board & lodging for **accompanying guests** (in double room with conferee) must be arranged and paid directly to the venue.

An **acknowledgement of receipt for fee payment** is emailed to all paying participants once payment has been credited on the ESF account.

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.



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 Vadstena Klosterhotel.

  Please note that **SINGLE** accommodation can only be guaranteed to **invited speakers**. All other participants will have to share a **TWIN** room. In case single rooms would become available at the time of the conference, rooms will be attributed on a “**first come, first served**” basis. Only the TWIN conference fee (EUR 720) should be paid to the ESF when registering. The supplement for single (EUR 150) should be paid to Vadstena Klosterhotel. Should you wish to be put on waiting list for single accommodation, please send an email to ablondeel@esf.org.

English and Swedish are spoken at the conference site.

Vadstena Klosterhotel  www.klosterhotel.se

Extra Nights

If you require **extra accommodation** in addition to the nights included in the conference booking, you will need to make your own arrangements by contacting the Conference Centre. Extra nights will be at your own expense and should be paid directly to the venue.

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 venue.

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 also 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.

Coffee Breaks

Coffee breaks will be served in the lounge area, next to the meeting room.

Conference Facilities

Meeting-Room & Equipment

The meeting room is equipped with a data projector, an overhead projector and a projection screen.

i Please note however that invited speakers are kindly requested to bring their own laptop along with them.

Posters

Poster sessions and short talks are shown on the final programme at www.esf.org/conferences/07230

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

Posters can be fixed with pins or tape 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

Travel Reimbursements

i **i** All reimbursements will be made by post-conference bank transfers. Invited Speakers or Participants who are granted a travel contribution (please refer to your letter of invitation) are requested to provide with their **bank account 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:

- taxi fares
- local travel in the city or locality of the event
- costs of health, life and luggage insurance.

Use of a private/rented car is covered on the basis of a 2nd class return train fare documented by an estimate from a certified travel agent.

Hotel Services

Phone Calls

Telephones are available in the sleeping rooms.

Copies & Faxes

Photocopies may be made, and faxes sent and paid for via the hotel reception.

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, Mastercard, Visa, Maestro and Bankomat. It is also possible to pay in cash.

Leisure Activities & Tourism

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 to obtain your visa, please contact the ESF person in charge of your conference.

Insurance

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 Sweden / Making Calls within Sweden

The international dialing code to Sweden is 46. When calling within Austria, a 0 must be inserted before the number to be dialed.

Facts for the Traveller

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