

Practical Information Guide Landeskulturzentrum Salzbau Germany



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ESF-IFW Conference

The International Regulation of New Medical Technology: Health Technology Adoption in the European Union, the United States, East Asia and in the Developing World

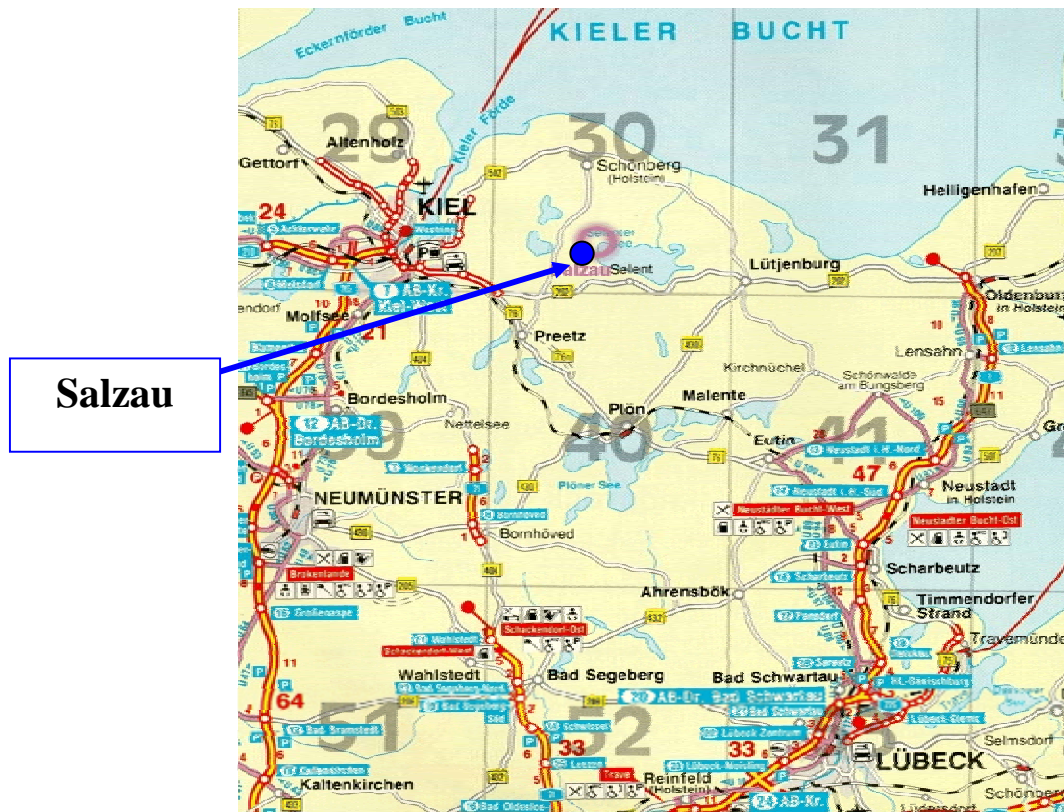
7-10 May 2007

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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.



Group Transportation

Two buses will be arranged on arrival and departure days from/to **Hamburg airport** to the **Landeskulturzentrum Salzau**. The journey takes approximately 90 minutes.

Airport departure point: The driver will meet you at the meeting point at Terminal 1 Arrival approximately 10 minutes before the departure of the bus. He will carry a sign “**ESF Research Conference**” and wear the black-orange **VINETA** uniform

Bus departure times will be as follows:

Bus departure times – Monday, 7 May
▪ From Hamburg airport: 15.30 and 17.30

Bus departure times – Thursday, 10 May
▪ to Hamburg airport: 11.15

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

The nearest airport to Kiel is Hamburg Airport (115 km). There are daily flights from Hamburg to international and European destinations.

Hamburg airport [Go to Website](#) ▶ <http://www.ham.airport.de/>

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

Lübeck Airport [Go to Website](#) ▶ <http://www.flughafen-luebeck.de>

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

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>

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

By Public Transport

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/de/id425.htm>

By Road

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.

By Taxi

A **taxi** from Hamburg Airport to Kiel will cost about EUR 80 and take approximately 1h00. Please mention that you are participating in an ESF Research Conference to benefit from our special rates.

Detailed prices and travel times can be found at:

[Go to Website](#) ▶ <http://www.taxi-kiel.de/taxi/airport-service.html>

or by phone +49-431-77080 (airport) or +49-431-77070 (general). Staff speaks English, German


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/07237

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: 26 April 2007.

Conference Fees & Fee Payment

Conference fees are accessible from www.esf.org/conferences/07237, 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.**

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**: 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.

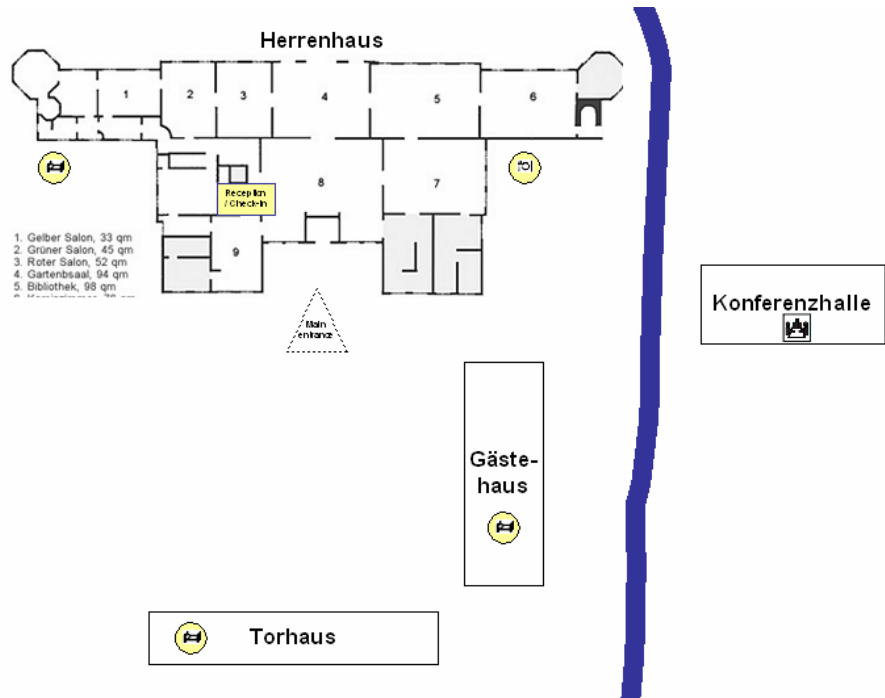
Accommodation & Meals

Accommodation

Participants will be accommodated at one of the three houses of Salzau Manor: the Herrenhaus (main building), the Torhaus and the Gästehaus. (see plan below)

i i 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 should be paid to **Landeskulturzentrum Salzau**. Should you wish to be put on waiting list for single accommodation, please send an email to ablondel@esf.org.

English and German are spoken at the conference site.



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

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

Coffee breaks are served in the restaurant facilities of the main building.

Conference Facilities

Meeting-Room & Equipment

The conference is held at the “Konferenzhalle/ Probenhalle” – a building on the grounds of Salzau Manor (see plan). It is equipped with an overhead projector, a video recorder, a slide projector and microphones

Posters



Poster sessions will take place at the “Herrenhaus” (main building) of Salzau manor.

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.

Poster sessions and short talks are shown on the final programme at www.esf.org/conferences/07237

Travel Contributions

Travel Reimbursements

  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

Internet Access

Please note that only one computer is available. Wireless internet access is available throughout most of the conference venue.

Means of Payment

Cash and **Credit Cards** are accepted at the venue. Single room supplements, beverages, phone charges etc. will be payable at check-out. Please allow enough time for check-out.

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 Germany / Making Calls within Germany

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.