

Practical Information Guide
Utsikten Meetings
Nynäshamn
Sweden



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ESF-VR-FORMAS Conferences on Global Change Research

Global Environmental Change: The Role of the Arctic

13-17 October 2007

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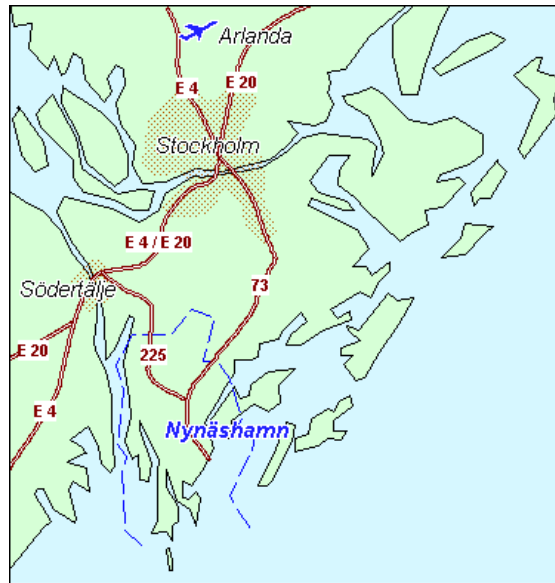
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Access to the Site

The conference will be held at **Utsikten Meetings**, in Nynäshamn. Nynäshamn is 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 **09.00 hours** on **Sunday 14 October** and end with **dinner** on Tuesday 16 October. Participants are expected to arrive in the afternoon/early evening of Saturday 13 October and depart after breakfast on Thursday 17 October.

Group Transportation

On **Saturday 13 October**, group transportation will be arranged from Stockholm - Arlanda airport to the hotel. The coaches will have a sign in the window indicating “ESF Conference” for easy recognition. The journey takes approximately 1.5 hours.

Bus departure times – Saturday 13 October

- from Stockholm-Arlanda airport: 16.00 and 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 Conference”.

Bus transportation back to Stockholm - Arlanda airport will also be arranged for Wednesday 17 October departing after breakfast.

Bus departure times – Wednesday, 17 October

- to Stockholm-Arlanda airport: 09.00 and 10.00

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 1100 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/>

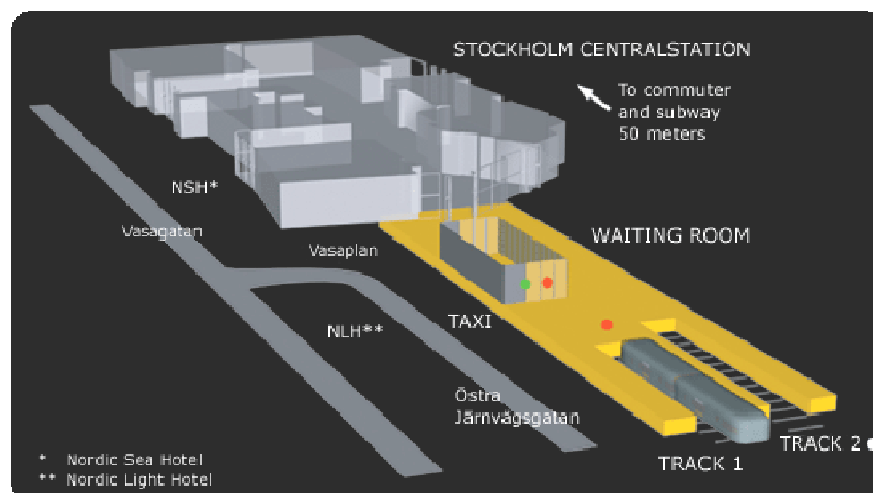
By Rail

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) ▶ <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 Public Transport

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 along the way. When entering Nynäshamn, follow the signs to 'Utsikten Meetings'.

By Taxi

A taxi from Stockholm - Arlanda airport to the venue costs about SEK 1100 or EUR 110.


Arrival, On-site Registration & Conference Secretariat

Upon arrival, participants should first register with the **ESF Conference Officer**, 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 Officer 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. 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. The form can be accessed from www.esf.org/conferences/07240

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: 21 September 2007.

Conference Fees & Fee Payment

Conference fees are accessible from www.esf.org/conferences/07240, except those applicable to accompanying guests (which should be paid 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.**

i A **EUR 100 supplement** is added if full payment has not been received by the deadline for registration. 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 **Utsikten Meetings**.

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 970) should be paid to the ESF when registering. The supplement for single should be paid to **Utsikten Meetings**. 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.

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

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 and 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

Coffee breaks will be in the restaurant or on the terrace overlooking the archipelago.

Conference Facilities

Meeting-Room & Equipment

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

 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/conferernces/07240

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

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.

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 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

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

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.

Leisure Activities & Tourism

Social Programme

Please refer to the conference Final Programme for detailed information.

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.

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 Conference Officer.

Insurance

The European Science Foundation (ESF) does NOT provide insurance and can not take any responsibility for incidents, 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 ALL insurance requirements.

Calling Sweden / Making Calls within Sweden

The international dialing code to Sweden is 46. When calling within Sweden, 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