

# Practical Information Guide Hotel Villa del Mare Acquafredda di Maratea, Italy



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## Access to the Site



The conference will be held in **Hotel Villa del Mare** in Acquafredda di Maratea which is situated on the coast, in the Gulf of Policastro, between Sapri and Maratea, about 200 km (125 miles) south of Naples and about 400 km (250 miles) south of Rome.

The conference will begin at **19.00** on **3 October** and end with breakfast on **8 October**. Participants are expected to arrive in the afternoon/early evening on 3 October and depart after breakfast on 8 October.

## Organised Group Transportation

All major trains arriving in Sapri from Rome/Naples will be met by bus to transfer you the 8 km to the Hotel. This transfer service will operate free of charge from **15.00** hours until **22.45** hours on **3 October**. The buses will have a sign in the window indicating “**ESF-COST High-Level Research Conference**” for easy recognition.

In the (unlikely) event of no bus appearing, participants should call the hotel directly. Outside these times, people should take a taxi, which costs about EUR 18 from either Sapri or Maratea.

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

\*\*\*Refer to the Website for Transport Times\*\*\*

## By Air

The nearest airports to Acquafredda are **Naples** and **Lamezia Terme** in the Calabria region. International flights to Naples are available usually with connections via **Rome** or **Milan**. The Lamezia Terme airport is around 140 km from Maratea and from there the best solution would be to rent a car.

## By Rail

A good train service links Acquafredda to both Rome and Naples with trains usually going to the Calabria region or Sicily. The most convenient station for Acquafredda is **Sapri** (about 8 km away) but Maratea (8 km away in the other direction) can also be used for more local trains. A taxi from Sapri or Maratea to the hotel costs about EUR 18.

## Connections at Rome

Direct trains from Rome to Sapri leave from **Termini**, the Central Railway Station. There is a fast train service called Eurostar (ES) or Intercity (IC) trains. Both can get very crowded, especially on Friday and Saturday and you are well advised to book them in advance on the website of Italian Railways at <http://www.trenitalia.com/en/index.html>. The journey takes approximately 3 hours 45 minutes.

Approximate single standard fares from Rome to Sapri are:

<b>Eurostar</b>	EUR 35 (2nd class), up to EUR 50 (1st class)
<b>Intercity</b>	EUR 30 (2nd class), up to EUR 40 (1st class)

Rome has two main international airports:

### **1. Leonardo da Vinci International Airport** (Rome Fiumicino, code FCO)

- There is a direct **train**, Leonardo Express, from Fiumicino Airport to Termini Station, Rome Central Railway Station, where the direct trains to Sapri leave from. Journey takes about 35 minutes and there are no mid-journey stops. For timetable and ticket prices please [click here](#).
- Terravision runs a **bus service** to Termini Station. The journey takes 70 minutes, there are 5 mid-journey stops and 7 services a day. Schiaffini also provides two buses a day. For timetables and ticket prices please [click here](#).
- **Taxi** from Fiumicino to the city centre is EUR 40.

### **2. Ciampino International Airport** - (Rome Ciampino, code CIA)

- There is **no train** connection from Ciampino Airport to Termini Station.
- Terravision runs a shuttle **bus** service to Termini Station, the journey takes approximately 40 minutes and there are about 20 services a day. For more information please [click here](#). Sit bus shuttle also provides a direct bus service from/to Termini, the journey takes approximately 40 minutes and there are about 25 services a day. For more information please [click here](#). Schiaffini runs direct buses to Termini too but with much fewer departures.
- **Taxi** from Ciampino to the city centre is EUR 30.

## Connections at Naples

**Bus No 3S** and **Alibus** connect the Naples airport (Capodichino) with the Central Railway Station (Stazione Centrale/ Piazza Garibaldi). The bus stop is to the right of the arrival doors and the journey takes approximately 25 minutes with 3S and approximately 15 minutes with Alibus which makes fewer stops. The fare is about EUR 1.50 for 3S and EU 3 for Alibus. For the **return journey** (from Stazione Centrale/Piazza Garibaldi to Capodichino airport) buses leave from just outside the station on your right. Tickets can be bought in a small kiosk in front of the station or at the driver.

A **taxi** from the airport to the Central Railway Station costs about EUR 12.

Trains from Naples to Sapri leave from Naples Central Railway Station which has two floors: Stazione Centrale (above ground) and Stazione Piazza Garibaldi (underground). You should pay attention to which station your train stops at. The express trains to Sapri leave from Naples Central Station and take 2-2½ hours. They run every 30-50 minutes throughout the day. Most trains going southwest (to Reggio Calabria, Palermo, Siracusa or Cosenza) stop at Sapri. Note: Pompei is only 25 minutes from Naples by train.

Approximate single standard fares from Naples to Sapri are:

<b>Eurostar</b>	EUR 28 (2nd class), up to EUR 40 (1st class)
<b>Intercity</b>	EUR 22 (2nd class), up to EUR 17 (1st class)
<b>Regional Train</b>	EUR 8.30 (2 <sup>nd</sup> class)

**Warning!** Prices of train fares can depend on train type so be careful as supplements are charged on certain trains. Tickets bought on the train cost 20% extra and not all trains have refreshments. To make a reservation in advance please <http://www.trenitalia.com/en/index.html>.

## By Road

**Rome-Sapri** is about 400 km and **Naples-Sapri** is about 200 km. Take the **autostrada A3 south** and leave at **exit Langonegro Nord Maratea** on route **585** for 6 km. Take route **104** to Sapri. In Sapri take route **18 south** to Maratea for 6 km. The hotel is on the sea side of the road, it has a yellow "HOTEL" sign on the roof and is approached down a steep driveway.

## 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 venue reception. The conference registration desk, where supplementary information will be provided, will be located close to the venue 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 in of travel tickets. 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 by filling in a **registration form** online:

<http://www2.esf.org/WD100AWP/WD100Awp.exe/connect/regform?Confcode=267&Meetno=1> which will be available after invitations are sent.

Registration deadline: **5 September 2008** (4 weeks prior to the conference).

**\*\*\*Refer to the Website for Closing date of Registration & Fee Payment\*\*\***

### Conference Fees & Fee Payment

EUR 730	conference, meals and twin OR double room
EUR 520	non-resident: conference, meals (no room)

Advance payment of the **full** amount is required from both resident and non-resident conferees. **The full amount 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 available on request 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): a EUR 100 supplement is charged on any payment made on the spot.

Payments by **cheque**, **bank transfer**<sup>\*</sup> 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

<sup>\*</sup> Bank transfers can be made only in exceptional cases

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

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Participants must pay directly to the conference venue – before departure – for any additional night on top of 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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  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, see website, should be paid to the ESF when registering. The supplement for a single room should be paid to Hotel Villa del Mare directly. Should you wish to be put on waiting list for single accommodation, please send an email to the Conference Officer (see website). Participants willing to share a twin room with another conferee, please indicate the name of your roommate on the Registration Form. Room allocation is otherwise made by the hotel

English and Italian are spoken at the conference site.

All participants will be accommodated at **Hotel Villa del Mare**. Rooms have been booked for the nights of **3-8 October 2008 inclusive** (5 nights), with departure after breakfast on **8 October**.

All rooms have satellite TV, air conditioning private bathroom, hairdryer and safe. Direct-dial telephones from which international calls can be made are available in all the rooms too (calls are expensive especially between 08.00 and 18.30 on weekdays, the cheapest time to call is between 22.00 and 08.00). Non-smoking rooms are available.

### 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 make your own arrangements by contacting the venue. Extra nights will be at your own expense and should be paid directly to the venue.

### 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 venue.

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

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Times for meals 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).

1/4 l wine or 1/2 l mineral water will be offered by the Hotel at lunch and dinner. Other drinks from the bar or restaurant need to be paid for directly.

Special diets can be arranged with advance notice. Please mention it on the **Registration Form** if you require one.

## Conference Facilities

### Meeting Room & Equipment



The Meeting room of the Hotel Villa del Mare is equipped with an overhead projector, two carousel slide projectors, a video scope compatible with VHS and a data projector, two screens, multimedia projector and sound system.

The meeting room is equipped with a platform, blackboard and flipchart.

**i** Participants making an **ORAL PRESENTATION** (invited lecture and/or short talk) can optionally bring their own laptop along with them.

### Posters & Short Talks



All posters are accepted, unless the Conference Chair or the ESF Research Conferences office informs you otherwise.

The exact location of the posters will be indicated at the conference. Posters can be exhibited for the whole duration of the conference.

They can be fixed with self-adhesive tape onto poster panels which will be available. Recommended poster size is 100 cm high x 100 cm wide. Use letters and drawings that can be read from approximately 100 cm distance.

### Internet Access

Connections will be available in on-site computer halls. LAN is also available.

### Means of Payment

The hotel accepts all major credit cards, eurocheques and traveller cheques. It is possible to change traveller cheques in the hotel. The nearest banks are in Sapri or Maratea.

## Travel Contributions

### Travel Reimbursements

All reimbursements will be made by post-conference bank transfers. Participants who are granted a travel contribution (please refer to your letter of invitation) are requested to provide their **bank account details** – including: IBAN (or ABA for US accounts) 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

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### Travel costs may not be higher than:

- The 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.

## Useful Information

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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 conference officer.

### Insurance

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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.

### Shopping Hours

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Shops are normally open from 8-1 pm and 5-8 pm on weekdays and closed on Sundays. Sapri has an open-air market on Friday mornings.

### Facts for the Traveller

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Electricity supply*	220V, 50HZ
Time zone	UTC(GMT) +1
Weights & measures	metric
Currency	EUR

\*Note: The plugs are special for Italy. The grounding hole does not work with other systems. The two other holes are too narrow to be used with some plugs. An adapter to convert other plugs to Italian outlets costs EUR 0.80 in supermarkets in Italy but there are adapters available upon request at the reception too.

Emergency telephone numbers:

Polizia	113
Carabinieri	112
Fire Department	115
Medical Rescue	118
State Forestry Department	1515
Coast Guard	1530