

Practical Information Guide
The Institute of Mathematics
Conference Center,
Będlewo, Poland



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<http://www.impan.gov.pl/EN/Bedlewo/about.html>

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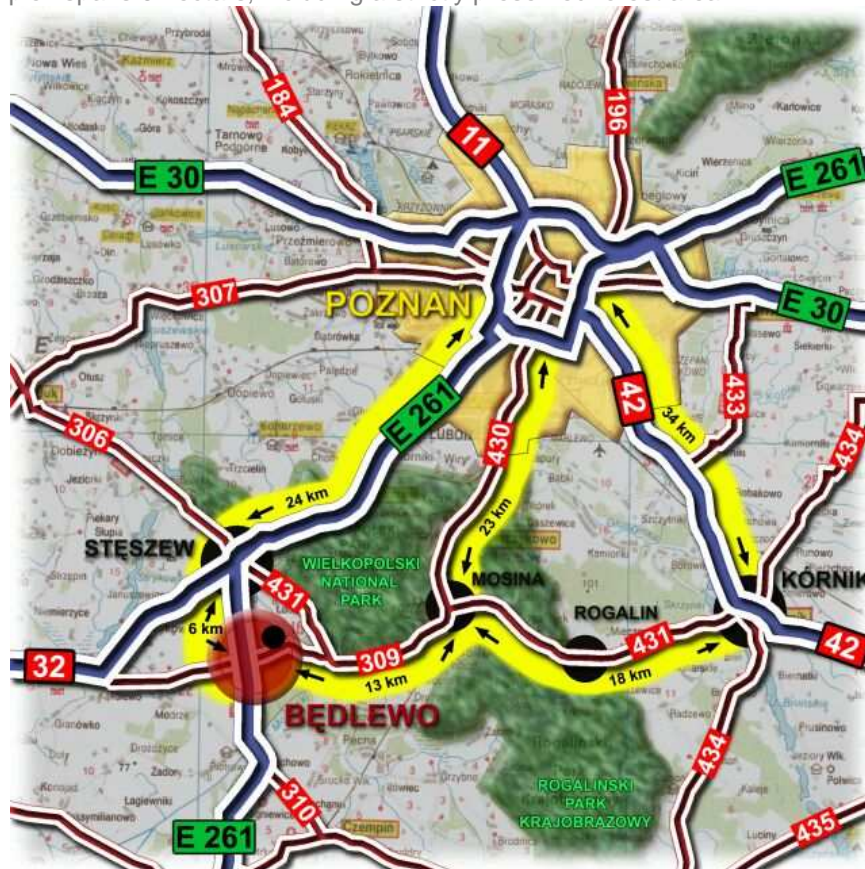
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Access to the Site

The conference will be held at the **The Institute of Mathematics Conference Centre**. The centre is located 26 km southwest from the center of Poznań (2 km from the Poznań - Wrocław route). It is situated in a charming spot on the border of the Wielkopolski National Park, among great woods and beautiful lakes. The complex spans 9 hectares, including a strictly preserved forest area.



Group Transportation

Two buses will be arranged **on the scheduled arrival day (refer to final programme)** from Poznań Ławica Airport, via the Main Railway Station (Poznań Główny), to Będlewo. The journey from the airport takes approximately 1 hour (45 minutes from Poznań Główny Railway Station).

Airport departure point: the meeting point is located in front of the 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 a 200M walk from the front of the train station building. Upon exiting the station, walk directly ahead about 200M and you will come to a parking area for buses. The coaches will have a sign in the window indicating “**ESF Conference**” for easy recognition.

Group transportation back will be organised in a similar way on **the scheduled departure day (refer to final programme)**

You are strongly urged 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 Będlewo are **Poznań Ławica Airport** (40 km), **Berlin** (280 km) and **Warsaw Frederic Chopin Airport** (330 km). People flying to Warsaw should first try to book their flights to Poznań via Warsaw. If not possible, then they must catch the train to Poznań. The departure station in Warsaw is **Warszawa Centralna** and arrival station is **Poznań Główny**.

A **Taxi** (holding up to 4 persons) from Poznań Ławica Airport to Będlewo costs about 100 PLN (EUR 30). **Please be careful** only to use an official Taxi (with phone number and the word TAXI displayed on car roof).

We strongly suggest that you book one at the desks of regular taxi companies or the city information desks present in the airport arrival hall rather than take a cab just outside the airport building.

If you have any problems concerning the price to pay for the trip, please contact the venue staff upon arrival.

Poznań Ławica Airport [Go to Website](http://www.airport-poznan.com.pl/en/) ▶ <http://www.airport-poznan.com.pl/en/>

Warsaw Frederic Chopin Airport [Go to Website](http://www.lotnisko-chopina.pl/?lang=en) ▶ <http://www.lotnisko-chopina.pl/?lang=en>

Berlin Airports [Go to Website](http://www.berlin.de/english/visitors/getting_here_away/plane.html) ▶ http://www.berlin.de/english/visitors/getting_here_away/plane.html

By Rail

POLRAIL SERVICE operates a frequent train service between Warsaw Central train station (**Warszawa Centralna**) and **Poznań Główny** (the nearest railway station to Będlewo). Journey time is approximately 3 hours.

POLRAIL SERVICE [Go to Website](http://www.polrail.com/) ▶ <http://www.polrail.com/>

There are also international trains to **Poznań Główny** from other major European cities. Check on: <http://reiseauskunft.bahn.de/bin/query.exe/en>

By Public Transport

From Poznań Główny train station, you can buy a ticket for a local train to Mosina, and there you can get a taxi to Będlewo.

The trains are scheduled approx. every 30 minutes depending on time of day. The trip takes about 20 minutes: <http://www.impan.gov.pl/Bedlewo/tt-po-mo.html>

A Taxi from Mosina to the Conference Center is approx. 9 km price 40-50 PLN (EUR 15).

The venue works with Taxi Koziółki: 061 96-29 6

By Road

If you travel by car, you can plan your route using <http://mapa.szukacz.pl/> where you can get detailed maps of regions of Poland (choosing an option **zbliz - oddal** in the upper-right-hand corner).

See below a map of the neighborhood of Będlewo.




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> which will be available after invitations are sent.

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.

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

Conference Fees & Fee Payment

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*** 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 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

Accommodation

  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 The Institute of Mathematics Conference Centre. Should you wish to be put on waiting list for single accommodation, please send an email to the conference officer (see website).

English and Polish are spoken at the conference site.

* Bank transfers can be made only in exceptional cases

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 venue. 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.

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

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).

Conference Facilities

Meeting-Room & Equipment

The meeting room is equipped with a blackboard, screen, multimedia projector and sound system

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



Posters & Short Talks

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

Posters can be fixed with 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.

Internet Access

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

Means of Payment

The venue accepts all major credit cards and it is also possible to pay in cash.

Travel Contributions

Travel Reimbursements - Participants

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

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.

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 Poland / Making Calls within Poland

The international dialing code to Poland is 48. When calling within Poland, a 0 must be inserted before the number to be dialed.

For example: +48 22 5228 232 when telephoning from abroad: 0 22 5228 232 when calling from within Poland.

Facts for the Traveller

Electricity supply	230V, 50Hz
Time GMT/UTC	plus one hour
Weights & measures	metric
Currency	Złoty (zł, PLN)