

Practical Information Guide

Centre de Recerca Matemàtica



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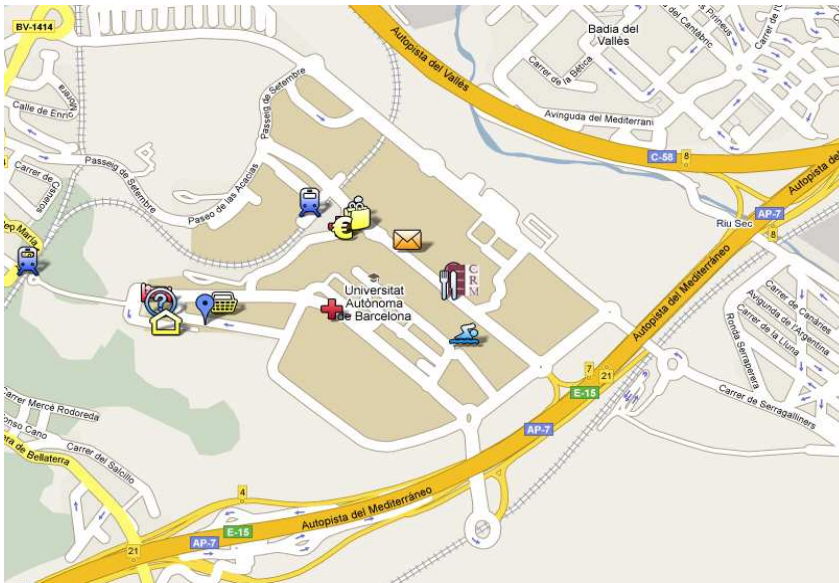
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Access to the Site

The conference will be held at **CRM – Centre de Recerca Matemàtica, Science Building (Edifici de Ciències) of the Universitat Autònoma de Barcelona (UAB)**. Bellaterra is a small town situated 20 km south of Barcelona. It is easily reached by A7 motorway.

Speakers and participants will be accommodated at the **Hotel Urpi**, situated in Sabadell, 7km from the CRM. Bus transportation will be organized to take participants from the hotel to the venue. For the schedule please refer to the conference website.



From the Airport to the hotel

Group transportation by bus will be arranged on arrival and departure day between **Barcelona airport** and the hotel – Hotel Urpi, Sabadell. More information in the following chapters. The journey takes approximately 45 minutes, depending on traffic. **For departure times, please see the conference website.**

Airport departure point: A guide from the bus company will wait for you in front of the arrival door inside the airport with an ESF sign for easy recognition.

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 organized transportation, which is included in the conference fee.

Individual Transportation: You can reach the hotel by train from Plaza Catalunya in Barcelona. Coming from the airport on a RENFE train, you need to change at Plaza Catalunya, get an FGC train to Sabadell, and get off at the stop “Rambla” - www.fgc.net/cat/index.asp The trip takes approximately 40 minutes. The hotel is located 10 minutes walking from the “Rambla” train stop. See the map to localize hotel and train station

<http://maps.google.com/maps/ms?hl=en&ie=UTF8&msa=0&msid=114491685960498778053.00046b85430ddbcd85286&ll=41.50652,2.114096&spn=0.022754,0.038624&z=15>

How to reach Barcelona by Air

Barcelona airport is the major airport to Bellaterra. It is located 10 km south-west of the Catalan capital. There are daily flights to Barcelona from most major European cities.

A **taxi** from Barcelona airport to Bellaterra costs about EUR 45. If you have any problems concerning the price to pay for the trip, please contact the hotel staff upon arrival.

Barcelona airport [Go to Website](http://www.barcelona-airport.com/menueng.htm) ▶ <http://www.barcelona-airport.com/menueng.htm>
Iberia airlines [Go to Website](http://www.iberia.com/) ▶ <http://www.iberia.com/>

By Rail

From Barcelona airport to Barcelona Saints station:

RENFE / Spanish National Railways operate a frequent train service between Barcelona airport to Barcelona Saints railway station. Journey time is approximately 20 minutes. Departures from the airport are about every 30 minutes throughout the day until about 22.30. Fare is about EUR 2.

RENFE – Spanish national railways [Go to Website](http://www.renfe.es/) ▶ <http://www.renfe.es/>

By Public Transport

From the Airport to Barcelona

Aerobus: Buses leave from outside the terminal buildings and go downtown Barcelona (Plaça Catalunya, in front of El Corte Inglés department store). There is a bus every 12 minutes and the ride takes around 30 minutes. The price is 3.90 € (VISA is accepted; payment can be made inside the bus).

From Barcelona to the CRM

From Plaça Catalunya there are two train services to Universitat Autònoma de Barcelona, run by Ferrocarrils de la Generalitat de Catalunya and RENFE, although the latter only runs during school working days (i.e., not weekends, holidays or during vacation time). Note that they leave from entirely separate stations underneath Plaça Catalunya. You will need to cross the square towards La Rambla, and look for the signs.
FGC: Take a S2 (Sabadell) or S55 (Universitat Autònoma) train to the station named Universitat Autònoma, if you are going straight to the CRM, or to Bellaterra station if you are going to Vila Universitària or Hotel Campus. Trains depart approximately every 12 minutes between 5:15 am and 11:50 pm (every 20 minutes on weekends and holidays), and take 33 minutes. The price is 1,85 € (two-zone ticket), although you can buy a 10-journey two-zone ticket, called T10, for 13,80 €, if you plan to make several trips to Barcelona. For more information, visit www.fgc.net.

By Road

CRM can be reached on motorway A7. This motorway should be left at exit 9 if travelling from Barcelona and at exit 7 if travelling from France.

ACESA Catalan highways [Go to Website](http://www.autopistas.com) ▶ <http://www.autopistas.com>

Arrival, On-site Registration & Conference Secretariat

From the Airport to the Hotel

Group transportation will be organized from the hotel to the Venue every morning departure at 8:30
In the evenings participants will be free to go back to the hotel, to go to Bellaterra, or to go to Barcelona. They will be provided with a ticket of 10 trips for the local public transport which will allow them to take train and buses up to Barcelona and return (zone 2).

At the Conference Center

Registration will start on Sunday afternoon at the hotel with the **ESF Conference Officer for the attendees staying at the hotel**, Participants will be asked to 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 indicated at the entrance. On Monday registration will be open at CRM at 8:30 for the attendees who are not accommodated at the hotel Urpi. The ESF Conference Officer and the CRM Administration representer will welcome you at the registration point: it will be indicated at the entrance of the venue.

The ESF Conference Officer and the CRM Administration representer 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. They 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 the conference website.


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.

Please see the conference website for the closing date for Registration & Fee Payment

Conference Fees & Fee Payment

Conference fees are accessible from the conference website, 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 150 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 or cash): is **not accepted**.

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 hotel– 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 **Hotel Urpi** (www.hotelurpi.com). All rooms have private bathrooms, telephone and air-conditioning. Non-smoking rooms are available. English is spoken at the hotel.

  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 should be paid to the ESF when registering. The supplement for single should be paid to the venue directly. Should you wish to be put on waiting list for single accommodation, please send an email to the conference officer.

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. For any other information, please contact hotelurpi@hotelurpi.com

The hotel accepts the major credit cards.

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 hotel.

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 hotel 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 at the Hotel from 05:00 to 10:30 hours.

Lunches will be served at the University Campus. Participants will receive lunch vouchers and directions to the university canteen.

Participants are asked to make their own arrangements for dinner. During the conference week there will be organized two conference dinners. For more details please refer to the final programme.

Coffee breaks will be served at the conference venue.

Conference Facilities

Meeting-Room & Equipment

The meeting-room is equipped with a **computer, data projector and screens** for projection that participants making the oral presentation (invited lecture and or short talk can use).

Posters & Short Talks

The list of accepted **posters** will be available from the conference website. There will be no **short talks** other than those listed on the final programme.

Posters can be fixed with self-adhesive tape, blu-tack or drawing pins onto double-sided 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.

Copies & Faxes

A small amount of photocopies and faxes can be done at the Conference Venue. Please refer to the administration office.

Internet Access

Free Wireless Internet access is provided at the CRM and in the conference room. Password: crmwifikey.

Means of Payment

The hotel accepts the following credit cards: American Express, Diners Club, Mastercard and Visa. It is also possible to cash travellers' cheques and exchange currency at the hotel.

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 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 Spain / Making Calls within Spain

The international dialing code to Spain is 34. Since 1998, a 9 has been inserted before the area code, which has to be dialed when calling from abroad as well as when calling within Spain.
For example: +34 972 320 100 when telephoning from abroad; 972 320 100 when calling from within Spain.

Facts for the Traveller

Electricity supply	220v 50Hz AC
Time zone	CEST (Centre European Summer Time)
Weights & measures	metric
Currency	Euro (EUR)