

PRACTICAL INFORMATION GUIDE

ESF-COST High-Level Research Conference Systems Chemistry III

23-28 October 2011

Venue

The conference will take place at

Agapi Beach Hotel

71002 Ammoudara

Nr. Heraklion

Crete, Greece

Tel: +30 2810 250502

Fax: +30 2810 258731

www.agapibeach.gr

The conference will be held at the **Agapi Beach Hotel** in the splendid coastal resort of Ammoudara that is located approx. 6 km (3.8 miles) from Crete's capital, Heraklion.

Reaching the Venue

Group Transportation

Group transportation by bus will be arranged on arrival and departure day between Heraklion International Airport, Nikos Kazantzakis (HER) and the hotel. The journey takes approximately 30 minutes.

You are kindly requested to provide your flight details at:

http://events.cost.eu/forms/transfers_systems_chemistry

Bus departure times will be communicated 1 week before the meeting.

If you are not travelling on 23 and 28 October, you will need to arrange your own transport either by taxi or public bus.

By Air

Heraklion International Airport (<http://www.heraklion-airport.info/>), Nikos Kazantzakis (HER) is 12 km (7.5 miles) and approximately 20 minutes by car from Agapi Beach. It is served by many international and domestic airlines and is only a 40 minutes flight from Athens International Airport.

From the Airport you can reach Agapi Beach Hotel by:

- **Taxi** - The taxi rank is located just outside the passenger terminal. It costs approximately **25 EUR** from the airport to the hotel. A taxi from Heraklion Centre to the hotel costs between **12 and 15 EUR**.
- **Rental Car** - Rental cars can be arranged at the airport, as well as through the hotel.
- **Bus** – First take the bus to Heraklion City Centre. Local buses leave the airport every few minutes. From Heraklion, take bus No. 6 from the "Eleftheria Square" in the town. Exit the bus at stop 'Agapi Beach' which is located opposite the hotel. **Important:** Guests should always purchase the bus tickets in advance as it is not possible to pay on the bus. To get to Heraklion from the hotel, you can purchase your ticket at the mini market.

By Boat

The port of Heraklion is accessible from Piraeus, the main port of Athens. From here you can take a taxi to the hotel.



Accommodation and Meals

Accommodation

All participants – except non-residential participants - will be accommodated at the Agapi Beach Hotel. You will receive a welcome pack upon check-in. Please complete the registration form and return it to the front desk within one day after arrival.

Single Rooms

Please note that single accommodation can only be guaranteed to invited speakers and COST Action members. All other participants will have to share a twin room. In case single rooms would become available they will be assigned 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 hotel directly. Should you wish to be put on waiting list for single accommodation, please send an email to the conference officer.

Meals

Breakfast, lunches and dinners will be served buffet style at the hotel. Times for meals are as shown in the final programme. Soft drinks and alcoholic beverages will be offered by the hotel at lunch and dinner as well as in the bar area. Non-resident conferees are expected to have lunch and dinner with resident conferees.

Please let us know if you have any special dietary requirements.

Conference Facilities

The conference room is located in the main building. The lecture hall is equipped with an overhead projector, projection screen, laptop with internet, sound system, 3 microphones and flipcharts.

Speakers and participants making an oral presentation (invited lecture and/or short talk) are kindly requested to bring their presentation on a memory stick.

Short Talks

There will be no short talks other than those listed on the final programme. The list of abstracts accepted for short talk presentation is available on the conference website.

Posters

All accepted poster presenters are listed in the List of Posters at the event's website.

The maximum poster size is A0 portrait (1189 mm high x 841 mm wide). Please use letters and drawings that can be read from approximately 100 cm distance.

The poster exhibition will take place in a dedicated area at the Agapi Beach Hotel and will be accessible during all breaks of the event. A dedicated poster session will take place on Tuesday 25 October, 16:30 as part of the scientific programme.

You are invited to put up your poster on Monday 24 October during the first coffee break. Posters can be fixed with self-adhesive tape onto poster panels. Please bring your own self-adhesive tape and make sure it can be removed easily from the poster panels. Posters may hang for the entire duration of the event. Spaces will be numbered according to the List of Posters made available in the poster area in the morning of 24 October. Poster and tape must be removed after the last session on Thursday 27 October. Please make sure that no tape is left on the poster panel.

Practical Information

Arrival, On-site Registration and Conference Secretariat

Upon arrival, participants should 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 officer will be present for the duration of the conference, taking care of the administrative aspects and the day-to-day running of the conference: registration, issuing certificates and receipts, collection travel tickets, etc.

The conference officer 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.

Cancellation and Refunds

Should you need to **cancel** your participation, please contact the Conference Officer immediately. If notice of cancellation is received more than **four weeks before the conference**, all but **EUR 100** will be reimbursed. No refund is possible if notice of cancellation is received less than four weeks before the conference.

Extra Expenses

Any expenses not covered by the conference fee (additional nights, beverages, telephone calls, etc.) must be paid directly to the conference venue during your stay.

Board & lodging for **accompanying guests** (in double room with conferee) must be booked with the conference secretary and paid directly to the venue. Please pay applicable guest fees directly to the venue.

Accompanying guests are not entitled to take part in any of the actual conference activities (attend talks in the conference room, coffee breaks, etc.). Conference facilities, such as access to the internet, are destined for the sole use of conferees.

Travel Contributions

All reimbursements will be made by post-conference bank transfers. If you have been granted a travel contribution, please provide your bank account details – including IBAN and BIC/SWIFT numbers – in the online registration form.

Photocopies of 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.

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 (in exceptional cases, taxi fares may be reimbursed)
- 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 either on the basis of a 2nd class return train fare documented by a certified travel agent, or on actual mileage according to the ESF coefficient applicable at the time of travel.

Passport and 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 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.

Additional information

The international dialing code for Greece is **+30**. To reach the hotel dial +30 2810 250502 when telephoning from abroad; 2810 250502 when calling from within Greece.

Time: UTC/GMT plus two hours

Weights & measures: Metric

Currency: Euro (EUR)

Electricity supply: 220V, 50Hz

Please check before the conference if your electric appliances work in Greece. Please bring your own adaptor if needed.

The average temperature in October on the north coast of Crete is 19°C (66F). The average water temperature is 22°C (72F).

Hotel Services

Telephone

All rooms are equipped with direct-dial telephones. To make an external call, dial 9 followed by the telephone number. All phone calls should be paid for at the hotel reception before departure.

Internet

Wi-Fi Internet connection from 23 to 27 October is covered by your conference fee. Please ask the staff at reception for your access information.

Means of payment

The hotel accepts the following credit cards: Visa, MasterCard, Diner's, American express & Maestro. Please pay any supplements, telephone bills and additional drinks directly to the hotel before departure.

Leisure Activities and Tourism

At the hotel

The hotel's prime location allows guests to relax on the beautiful beach or explore the wonders of the Minoan civilization. The hotel features a private sandy beach, three fresh water pools, a fitness club and sport facilities including ping pong tables, tennis and beach volleyball courts.

In the surrounding area

Ammoudara with its 5 km long sandy beach is one of the most popular resorts near Heraklion city. The holiday centre of Ammoudara bustles with life during summertime. Its long sandy beach, awarded with the European Blue Flag is ideal not only for sunbathing and swimming, but also for all kinds of water sports. In Ammoudara

visitors will find everything they need: traditional taverns serving delicious dishes, cafes, shops, jewellery stores, bars and nightclubs for a fabulous nightlife.

The most famous sights and attractions near the property are:

- The Palace of Knossos
- Historical Museum of Crete
- Ammoudara Beach
- Iraklion Archaeological Museum
- Venetian Walls and Tomb of Nikos Kazantzakis
- Cretan Aquarium

Please find below some suggestions for private excursions. Ms. Alexandra Meganck, the Guest Relations Manager of the Agapi Beach Hotel, will be delighted to provide more details:

- There is a flea market every Saturday in Heraklion that is worth visiting. You can take the public bus that stops directly in front of the hotel.
- The village of Anogia is can be reached in 45 minutes by car. It is a traditional Cretan village in the mountains Local people often dress in traditional Cretan outfits. This tour can be done in half a day.
- The town of Rethymnon can be reached in approx. 60 minutes by car. The city's architecture shows signs of Venetian and Turkish influences. The main sights are the beautiful Venetian Port and the Arkadi Monastery, Crete's most famous and beautiful monastery.
- The town of Chania in the west of the island can be reach in 2 hours by car. The Venetian port is worthwhile a visit.
- Agios Nikolaos and Elounda in the East of Crete can be reached in 1 hour by car. You will enjoy beautiful panoramic views of the crystal blue sea and the Mirabello bay. The charming city of Agios Nikolaos features a marina and a sweet water lake in the centre of the town and plenty of nice shops. Elounda is a little fishermen's village. When driving through Elounda, you arrive at Plaka from where you can take a boat to visit the little island of Spinalonga with its old Venetian fortress that served as a leprosy colony between 1912 and 1960.
- Festos, Gortys and Matala can be reached in 1,5 hours by car. Festos is the 2nd biggest of the four Minoan Palaces. It has not been renovated and is in its authentic condition. Gortys is an old Roman city founded in 5000 B.C. Matala features a beautiful bay with caves where the first Cretans were settling.
- The beautiful villages of Archanes and Peza can be reached in 30 minutes by car. They are surrounded by vineyards. Archanes has won two awards as the 2nd best restored village in Europe and the 1st in long term development.

More travel tips and ideas can be found at:

www.explorecrete.com

Please find below some suggestions for restaurants serving local cuisine. Ms. Alexandra Meganck, the Guest Relations Manager of the Agapi Beach Hotel, will be delighted to provide more details:

- Restaurant "Elia & Diosmos" in Heraklion
http://www.meetandeatguides.com/index.php/iraklion/elia+_diosmos
- Restaurant "To rodi" (the word means pomegranate) in the Rogdia village (10 minutes drive from the hotel). The restaurant features a breathtaking view over the town of Heraklion and served great local food www.tavernatorodi.gr

Reviews of Cretan restaurants can be found at:

<http://www.meetandeatguides.com/index.php/mainpage>