

COST-ESF High-Level Research Conference

The Future Role of Bio-energy from Tree Biomass in Europe

6-11 November 2011

The conference will take place at

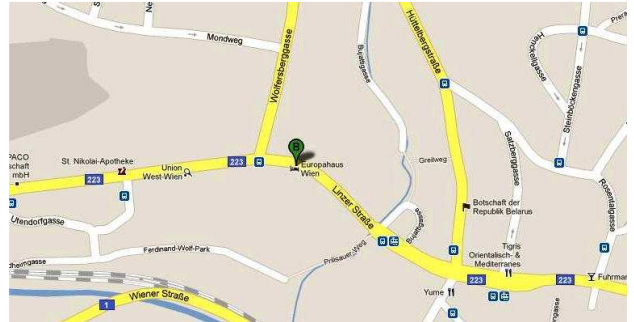
Europahaus Wien

Linzerstraße 429
A-1140, Vienna
Austria

Tel: +43 1576 6677

Fax: +43 1576 6669

E-mail: rezeption@europahauswien.at



The conference will be held at the **Europahaus Wien** in Vienna, the capital of Austria. Located just inside the western city limits and surrounded by a beautiful 6 hectare park, Europahaus Wien provides the ideal setting for all meeting needs, offering a perfect mixture of state-of-the-art conference facilities, comfortable accommodation and Viennese cuisine, all to be found in a wonderfully preserved natural green environment.

Reaching the venue

Please note that group transport will not be arranged to the venue. Participants must make their own way to Europahaus Wien.

From Vienna Airport

- **Vienna International Airport** is located 35 km from the venue and approximately 35 minutes by car. It is served by over 90 international and domestic airlines. The city center can be reached quickly by public transport. For more in-detail information visit <http://www.viennaairport.com/jart/prj3/va/main.jart?rel=en&reserve-mode=active&content-id=1249344074214>
- Take the City Airport Train (**CAT**) from the airport to central Vienna. The CAT takes ca. 16 minutes nonstop to reach the **Wien Mitte/Landstrasse** station. It operates daily every 30 minutes from 05.38 to 23.35. A single ticket costs 10 EUR, a return ticket 18 EUR. For more in-detail information and online tickets visit <http://www.cityairporttrain.com/>
- At **Wien Mitte/Landstrasse** take metro **U4** direction **Hütteldorf**. Get off at stop **Hütteldorf**.
- Take one of the following buses **149B, 150B, 151B, 153B, 249B** and get off at stop **Wolfersberggasse** which is right in front of Europahaus Wien.
- A one way ticket for metro and bus costs 3.60 EUR.

Alternatively:

- Take the express train (S-Bahn) **S7** from the airport to central Vienna. The S7 takes ca. 26 minutes to reach the **Wien Mitte/Landstrasse** station. It operates daily every 30 minutes from 5.24 am to 0.18 am.
- At **Wien Mitte/Landstrasse** take metro **U4** direction **Hütteldorf**. Get off at stop **Hütteldorf**.
- Take one of the following buses **149B, 150B, 151B, 153B, 249B** and get off at stop **Wolfersberggasse** which is right in front of Europahaus Wien.
- A one way ticket for express train, metro and bus costs 3.60 EUR.

From the Vienna train stations

- Trains coming from Munich, Zürich, Frankfurt, Paris will stop at **Hütteldorf** railway station.
- Take one of the following buses **149B, 150B, 151B, 153B, 249B** and get off at stop **Wolfersberggasse** which is right in front of Europahaus Wien.
- A one way ticket for the bus costs 1.80 EUR.

- Trains from/to Roma, Milano, Zagreb, Warsaw, Praha, Ljubljana, Klagenfurt and Graz will arrive at/leave from **Wien Meidling** station.
- At **Wien Meidling** take metro **U6** direction **Floridsdorf**. Get off at stop **Längenfeldgasse**.
- At **Längenfeldgasse** take metro **U4** direction **Hütteldorf**. Get off at stop **Hütteldorf**.

- Take one of the following buses **149B, 150B, 151B, 153B, 249B** and get off at stop **Wolfersberggasse** which is right in front of Europahaus Wien.
- A one way ticket for metro and bus costs 3.60 EUR.

From the long-distance bus terminal

- **Vienna International Busterminal VIB** is Vienna's biggest and most modern bus terminal. It is situated in the Erdbergstraße 200A.
- Opposite to the VIB is the subway station **U3 Erdberg**. Take metro **U3** to stop **Wien Mitte/Landstrasse**.
- At **Wien Mitte/Landstrasse** take metro **U4** direction **Hütteldorf**. Get off at stop **Hütteldorf**.
- Take one of the following buses **149B, 150B, 151B, 153B, 249B** and get off at stop **Wolfersberggasse** which is right in front of Europahaus Wien.
- A one way ticket for metro and bus costs 3.60 EUR.

From Bratislava Airport

- **Bratislava Airport** is located 65 km from the centre of Vienna. It is served by several low-cost airlines. For more in-detail information and transfers to Vienna visit <http://www.airport-bratislava.sk/en/passengers/getting-here.html>
- **Terravision** offers a bus transfer between Bratislava Airport and **Vienna International Busterminal VIB**. A single ticket costs 10 EUR, a return ticket 16 EUR. For more in-detail information and online tickets visit http://www.terravision.eu/vienna_bratislava.html?IDb=ILI&IDp=HME
- Opposite to the VIB is the subway station **U3 Erdberg**. Take metro **U3** to stop **Wien Mitte/Landstrasse**.
- At **Wien Mitte/Landstrasse** take metro **U4** direction **Hütteldorf**. Get off at stop **Hütteldorf**.
- Take one of the following buses **149B, 150B, 151B, 153B, 249B** and get off at stop **Wolfersberggasse** which is right in front of Europahaus Wien.
- A one way ticket for metro and bus costs 3.60 EUR.

Please note:

Tickets need to be purchased before boarding the train. Each passenger needs two tickets at 1.80 EUR each if the one way ticket is indicated at a cost of 3.60 EUR. Validate both tickets before boarding. The tickets can be purchased from tourist information at the airport, from ticket machines in Vienna and at the airport or from newspaper stands. The ticket is valid for the entire Vienna public transport network for one journey. For more in-detail information visit www.oebb.at

For a map of the subway and train connections see:

http://www.wienerlinien.at/media/files/2011/quick_connections_vienna_53891.pdf



Accommodation and Meals

Accommodation

All participants will be accommodated at **Europahaus Wien**.

Single Rooms

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 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 will be offered by the hotel at lunch and dinner. Additional beverages are at the participants' own expense.

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 227m² lecture hall is equipped with the necessary conference facilities including conference computer with MS Office 2010 package in English language, beamer, screen, WiFi internet connection and PA.

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 Europahaus and will be accessible during all breaks of the event.

You are invited to put up your poster on Tuesday 8 November 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 8 November. Poster and tape must be removed after the last session on Thursday 10 November.

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 **two weeks before the conference**, all but **EUR 100** will be reimbursed. No refund is possible if notice of cancellation is received less than two 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 collect applicable guest fees directly from 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.

Practical Information

The international dialing code for Austria is **43**. To reach the hotel dial +43 1576 6677 when telephoning from abroad; dial 01 57666-77 when calling from within Austria.

Time: UTC/GMT plus one hour

Weights & measures: Metric

Currency: Euro (EUR)

Electricity supply: 220V, 50Hz

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

The average temperatures in November in Vienna drop to a daily maximum of 8 degrees Celsius, the minimum is 4 degrees Celsius. Bring warm and windproof clothing, especially proper shoes, a hat and gloves.

Hotel services

Telephone

All rooms are equipped with direct-dial telephones. To make an international call, dial 00 followed by the code of the country you are calling. All phone calls should be paid for at the hotel reception before departure. Photocopies may be made, and faxes sent and paid for via the hotel reception.

Internet

Wireless internet access is available throughout the hotel and in the conference room free of charge.

Means of payment

Europahaus accepts the following credit cards: American Express, Diners Club, Mastercard and Visa.