

Practical Information Guide
Center for Interdisciplinary Research (ZiF)
Bielefeld University
Germany



Center for Interdisciplinary Research (ZiF) Bielefeld University
D-33615 Bielefeld, Germany
✉ [Email esf-zif@uni-bielefeld.de](mailto:esf-zif@uni-bielefeld.de)
<http://www.uni-bielefeld.de/ZIF/>

Park Inn Bielefeld
Am Johannisberg 5
D-33615 Bielefeld, Germany
☎ **Phone** |+49 521 9238 0
☎ **Fax** |+49 521 9238 250
✉ [Email info.bielefeld@eventhotels.com](mailto:info.bielefeld@eventhotels.com)
<http://bielefeld.parkinn.de>

Index

- **Access to the Site**
 - Group Transportation on Arrival and Departure Day
 - Group Transportation between Hotel and Conference Center
 - By Air
 - By Rail
 - By Road
- **Arrival, On-site Registration & Conference Secretariat**
- **Registration & Fee Payment**
 - Registration Form
 - Conference Fees & Fee Payment
 - Means of Payment
 - Cancellations & Refunds
 - Extra Expenses
- **Accommodation & Meals**
 - Accommodation
 - Extra Nights
 - Accompanying Guests
 - Meals
 - Coffee Breaks
- **Conference Facilities**
 - Meeting-room & Equipment
 - Posters & Short Talks
- **Travel Contributions**
 - Travel Reimbursements
 - Allowable Costs
- **Hotel Services**
 - Phone Calls
 - Copies & Faxes
 - Internet Access
 - Means of Payment
- **Leisure Activities & Tourism**
 - In the Surrounding Area
 - Social Programme
- **Practical Information**
 - Passport & Visas Requirements
 - Insurance
 - Calling Germany / Making Calls within Germany
 - Facts for the Traveler

Access to the Site

The conference will be held at the Center for Interdisciplinary Research (ZiF) at Bielefeld University. The Center is an Institute for Advanced Study and is open to scientists from all disciplines and all countries to organize interdisciplinary projects, conferences or workshops. Participants will be housed at the **Park Inn Bielefeld**.

Center for Interdisciplinary Research (ZiF) [Go to Website](http://www.uni-bielefeld.de/ZiF/) ▶ <http://www.uni-bielefeld.de/ZiF/>
Park Inn Bielefeld [Go to Website](http://bielefeld.parkinn.de/) ▶ <http://bielefeld.parkinn.de/>

Bielefeld is a town in northern Germany, located in the nice, hilly surroundings of the Teutoburg forest. As an economic and cultural centre of Eastern Westphalia and with its population of 330,000, Bielefeld is one of the twenty major cities in Germany. Bielefeld's excellent infrastructure and its central location puts it within easy reach of all parts of Europe.



Group Transportation on Arrival and Departure Day

Group transportation will be arranged on arrival day and departure day from the Bielefeld train station to the Park Inn Bielefeld. The journey from the train station takes approximately 15 minutes. **For departure times, please see the conference website.**

Group transportation back to Bielefeld railway station will be arranged in a similar way for the departure day.

By Air

Hannover (approx. 110 km from Bielefeld)

Intercity trains from Hannover to Bielefeld leave at least every hour. The journey takes approx. 50 mins (it is not necessary to change trains). You can take the S-Bahn (No.5, departs every 30 mins - duration 12 mins) or the airport transfer bus from Hannover airport to the City Air Terminal at the train station (departures every 20/30 minutes, travel time approx. 25 mins) - or you can take a taxi.

Düsseldorf (approx. 190 km from Bielefeld)

From Düsseldorf airport there are direct connections to Bielefeld. The Intercity trains (ICE) leave every half hour during day time (duration approx. 1 ¾ hours). On some connections you may have to change at Dortmund, with the connecting trains stopping at the same platform.

Frankfurt/Main (approx. 320 km from Bielefeld)

There are Intercity trains from Frankfurt/M. airport to Bielefeld (departure at least every hour with a change in Cologne or Hannover - journey time approx. 4 hours). There is also the possibility of changing planes at Frankfurt and flying from there to Düsseldorf or Hannover. This is generally more expensive and does not necessarily save time.

Hannover Airport [Go to Website](#) ▶ <http://www.hannover-airport.de/index.php?L=1>

Düsseldorf Airport [Go to Website](#) ▶ http://www.dus-int.de/dus_en/

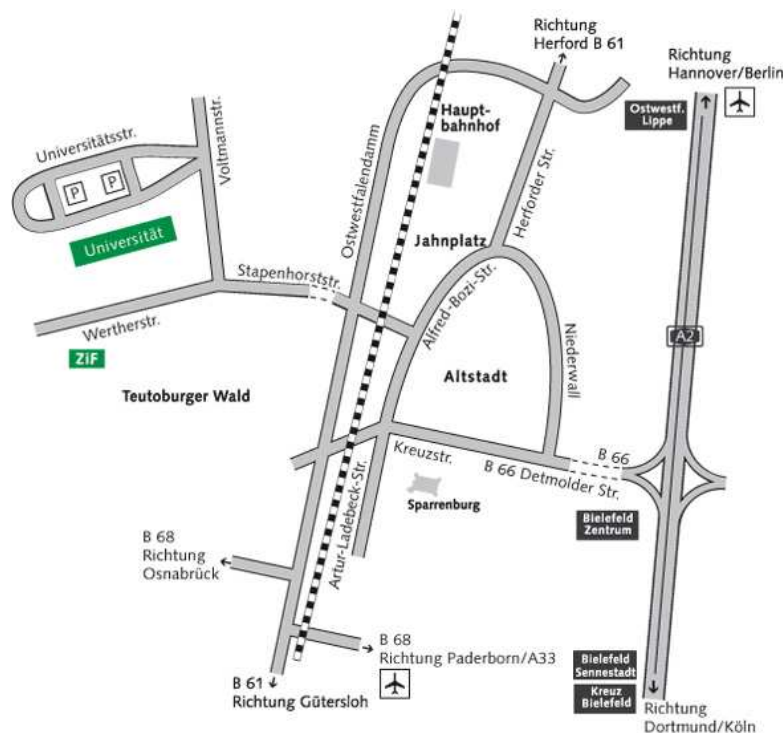
Frankfurt Airport [Go to Website](#) ▶ <http://www.airportcity-frankfurt.com/cms/default/rubrik/9/9682.htm>

By Rail

Bielefeld can be reached from any major town by trains running on an hourly schedule (Eurocity train system: marked EC, IC, or ICE on the [train schedule](#)). From Bielefeld's main station you can either take a taxi to the ZiF (approx. € 10 -12,-) or take the underground tram line 4 (destination "Universität" or "Lohmannshof"). From the tram stop "Universität" you can reach the ZiF by walking up the hill behind the main building of the university (the way is signposted).

From the railway station to the Park Inn Bielefeld, it is best to take a taxi (approx. € 13)

DB Bahn [Go to Website](#) ▶ <http://reiseauskunft.bahn.de/bin/query.exe/en?ld=212.57&newrequest=yes&>



Group Transportation between Hotel and ZiF

A shuttle bus will be arranged between the Park Inn Bielefeld and ZiF in the morning and evening of each full conference day. The journey takes approximately 20 minutes. Departure times to be announced.

If you wish to make your own way from the Park Inn Bielefeld to ZiF, you can take a taxi (approx. 12 EUR) or walk (30 min.).

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 hotel reception. The conference registration desk, where supplementary information will be provided, will be located close to the hotel reception.



The 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. 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 (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.

  **Participants with travel grants:** are requested to indicate their full **bank account details** – including: IBAN and SWIFT/BIC codes – when filling in their web registration form. Further information available from the “Travel Contributions” section.

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.**

Board & lodging for **accompanying guests** (in double room with conferee) must be booked with the conference officer and paid directly to the venue.

Means of Payment

Payment by **credit card**: payment by Master Card, Visa or Eurocard is accepted.

Payments by **cheque** 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 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 the Park Inn Bielefeld.

  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 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 Obergurgl University Centre. Should you wish to be put on waiting list for single accommodation, please send an email to the conference officer.

English and German are spoken at the conference site.

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 Park Inn Bielefeld. 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 Park Inn Bielefeld.

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 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

Breakfast will be served buffet style from 07.30 onwards Park Inn Bielefeld.

Lunch will be served at the ZiF and times are as shown in the conference final programme. Mineral water, orange juice and coffee are served at lunch.

Dinner will be served at the Park Inn Bielefeld. Mineral water, juice, beer and wine are served at dinner. Additional beverages are at the participants' own expense.

Non-resident conferees are expected to have all their meals with resident conferees.

Coffee Breaks

Coffee breaks will be served in the cafeteria.

Conference Facilities

Meeting-Room & Equipment

The conference will take place in the "Plenarsaal" (Room 222). It is equipped with a data projector, a visualiser, a laptop and a projection screen.



Posters & Short Talks

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

Posters can be affixed with magnets or self-adhesive tape and should be about 1 meter wide by 1 meter high.

Travel Contributions

Travel Reimbursements

  All reimbursements will be made by post-conference bank transfers. Invited Speakers or Participants who are granted a travel contribution (please refer to your letter of invitation) are requested to provide with their **bank account details** – including: IBAN and SWIFT/BIC codes – when filling in their web 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.

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 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.

Hotel Services

Phone Calls

There are direct dial telephones in all the rooms at the hotel.

Copies & Faxes

Faxes can be sent and copies can be made free of charge at ZiF.

Internet Access

Free e-mail connection is provided at the conference venue at various internet stations, and in the library. Wireless LAN is available in the meeting room and foyer.

At the hotel, every bedroom is equipped with a WLAN connection.

Means of Payment

The hotel accepts the following credit cards: American Express, Mastercard, Visa, Maestro and Bankomat. It is also possible to pay in cash.

Leisure Activities & Tourism

In the Surrounding Area

Bielefeld Official Web site [Go to Website ▶ http://www.bielefeld.de/en/index.html](http://www.bielefeld.de/en/index.html)

Social Programme

Please refer to the conference Final Programme for detailed information.

Practical 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 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.

Calling Germany / Making Calls within Germany

The international dialing code to Germany is 49. When calling within Germany, a 0 must be inserted before the number to be dialed.

For example: +49 521 106-2768 when telephoning from abroad; 0 521 106-2768 when calling from within Germany.

Facts for the Traveler

Electricity supply	240V, 50Hz
Time GMT/UTC	plus one hour
Weights & measures	metric
Currency	Euro (EUR)