

Practical Information Guide

NH The Lord Charles Hotel Cape Town, South Africa



NH The Lord Charles Hotel
Corner Faure & Stellenbosch Roads
Somerset West
7130 Cape Town
South Africa

[Phone] +27 (0) 21 855 1040

[Fax] +27 (0) 21 855 1107

[Email] info@nh-hotels.co.za

www.nh-hotels.co.za/lordcharles

Index

- **Access to the Site**
 - Group Transportation
 - By Air
 - By Taxi
 - By Car
- **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**
 - At the Conference Center
 - In the Surrounding Area
 - Shopping Hours
 - Social Programme
- **Practical Information**
 - Passport & Visas Requirements
 - Insurance
 - Calling South Africa / Making Calls within South Africa
 - Facts for the Traveler

Access to the Site

The conference will be held at **NH The Lord Charles Hotel**. Situated 30 minutes from Cape Town International Airport, NH The Lord Charles is nestled amidst the natural beauty of the Cape Winelands,



Group Transportation

Buses will be arranged on **arrival day** from **Cape Town International Airport** to the Lord Charles Hotel. The journey from the airport takes approximately **30 minutes**.

Departure times will be announced shortly.

Airport meeting point: the meeting point is in the International Arrivals Terminal. A staff member of the bus company will be present and holding a sign indicating **“ESF Research Conferences”** for easy recognition.

Group transportation back to Cape Town Airport will be arranged in a similar way for the departure day.

Do not forget to plan enough time for both journey and checking-in at the airport when booking your flight!

You are warmly recommended to take advantage of this organised transportation, which is included in the conference fee.



By Air

The nearest airport to the Lord Charles Hotel is Cape Town International Airport (CPT), at a distance of 30 km.

Cape Town International Airport [Go to Website](http://www.acsa.co.za/home.asp?pid=229&selAirport=cpt) ▶ www.acsa.co.za/home.asp?pid=229&selAirport=cpt

By Taxi

Should you be unable to take advantage of the organized group transportation on arrival day, please arrange shuttle transportation by contacting:

Blue Bay Transport, Mr. Edwin Moses, Tel: +27 (0) 83 238 5844

The cost of a one-way journey by shuttle bus is R275.

Should you decide to take a taxi, please be aware that **Touch Down Taxis** is the only officially authorised airport taxi company, Tel: +27 (0) 21 919 4659

By Car

Exit Cape Town International onto N2 freeway towards Somerset West. Turn off after 25 km onto exit 43, labeled R44 (Broadway Boulevard & Stellenbosch). Turn left at traffic lights on the bridge towards Stellenbosch. At the next set of traffic lights will be a Waterstone Village, turn left at the intersection and first right into the hotel entrance.


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, issuing of receipts and certificates, gathering of travel tickets, etc. 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.

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 BIC numbers – 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.**

 A **EUR 100 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 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 the **NH The Lord Charles 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 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 the Lord Charles Hotel. Should you wish to be put on waiting list for single accommodation, please send an email to the conference officer.

NH Lord Charles Hotel [Go to Website](http://www.nh-hotels.co.za/lordcharles) ▶ www.nh-hotels.co.za/lordcharles

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 hotel. 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.

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 07.00 onwards in the Garden Terrace Restaurant. Times for lunch and dinner are as shown in the conference final programme. Mineral water, orange juice and coffee are served at lunch; water 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 foyer, directly outside of the conference room Somerset.

Conference Facilities

Meeting-Room & Equipment

The conference lectures will take place in room Somerset. It is equipped with a data projector and a projection screen.

i Please note that participants making an **ORAL PRESENTATION** (invited lecture and/or short talk) are kindly requested to bring their own laptop or their presentation on a memory stick along with them.



Posters & Short Talks

There will be no **short talks** other than those listed on the final programme. All other abstracts have been accepted as posters. The list of accepted posters is available on the conference website.

Posters can be fixed with pins onto poster panels. Recommended poster size is 100 cm wide x 140 cm high. Use letters and drawings that can be read from approximately 100 cm distance.

Travel Contributions

Travel Reimbursements

i i 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 their **bank account details** – including: IBAN and BIC numbers – when filling in their web registration form.

Photocopies of travel tickets and receipts 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 (only under exceptional circumstances)
- 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

Telephone Calls

All rooms are equipped with direct dial telephones.

Copies & Faxes

Photocopies may be made, and faxes sent and paid for via the hotel reception.

Internet Access

Free wireless internet connection is available throughout the property. Some computers are available in the hotel's business center.

Means of Payment

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

Currency can be exchanged at the hotel.

Leisure Activities & Tourism

At the Conference Center

The hotel is equipped with two swimming pools, tennis courts, a Jacuzzi and a gym.

In the Surrounding Area

The area surrounding the Lord Charles Hotel offers an array of activities and experiences to discover the rich diversity of nature and culture, such as wine tasting, whale watching, diving, hiking, and visiting wildlife sanctuaries.

Cape Town and Surrounding Area Tourism [Go to Website ▶ http://www.tourismcapetown.co.za/](http://www.tourismcapetown.co.za/)

South Africa Tourism [Go to Website ▶ http://www.safrica.info/](http://www.safrica.info/)

South Africa National Parks [Go to Website ▶ http://www.sanparks.org/](http://www.sanparks.org/)

Shopping

A shopping center, Waterstone Village, is located directly across the road from the hotel. Shopping hours are 9h00 to 17h30.

There is a cash machine at Waterstone Village and full banking services at Somerset Mall Complex, about 5 minutes away by car.

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 obtaining 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.

Calling South Africa / Making Calls within South Africa

The international dialing code to Austria is 27. When calling within South Africa, a 0 must be inserted before the number to be dialed.

For example: +27 (0) 21 855 1040 when telephoning from abroad; 021 855 1040 when calling from within South Africa.

Facts for the Traveller

Electricity supply	220/230V 50Hz 
Time GMT/UTC	GMT + 2
Country Dialing Code	+27
Weights & measures	metric
Currency	South African Rand (ZAR)

Banking and foreign exchange facilities are conveniently situated at Cape Town International. ABSA Bank has a bank and foreign exchange bureaux in both international and domestic departures, as well as a foreign exchange bureau in international arrivals. Both ABSA Bank and Nedbank have automated teller machines (ATMs) in domestic arrivals and departures.