

## Practical Information Guide

# Hotel Eden Roc

## Spain



C/Port Salvi 57  
17220 Sant Feliu de Guixols  
Costa Brava  
Spain

[Phone] +34 972 320 100

[Fax] +34 972 821 705

[Email] [eden@caproig.com](mailto:eden@caproig.com)

<http://www.caproig.com/index.asp?hotel=ER&idioma=4>

Contact: Mr. Nicolas Siebauer  
Hotel Manager

# Index

- **Access to the Site**
  - Group Transportation
  - By Air
  - By Rail
  - By Public Transport
  - 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**
  - At the Conference Center
  - In the Surrounding Area
  - Shopping Hours
  - Social Programme
- **Useful Information**
  - Passport & Visas Requirements
  - Insurance
  - Calling Spain / Making Calls within Spain
  - Facts for the Traveller

## Access to the Site

The conference will be held at **Hotel Eden Roc**, in Sant Feliu de Guixols. Sant Feliu is a small picturesque town situated on the northern Mediterranean coast of Spain, 120 km from Barcelona and 30 km from Girona. It is easily reached by motorway and provides plenty of facilities for visitors. Eden Roc Hotel overlooks the sea and is located 1.5 km from the centre of Sant Feliu de Guixols.



## Group Transportation

Group transportation by bus will be arranged on arrival and departure day between **Barcelona airport** and the hotel. The journey takes approximately 2 hours, depending on traffic. **For departure times, please see the conference website.**

### Airport departure point

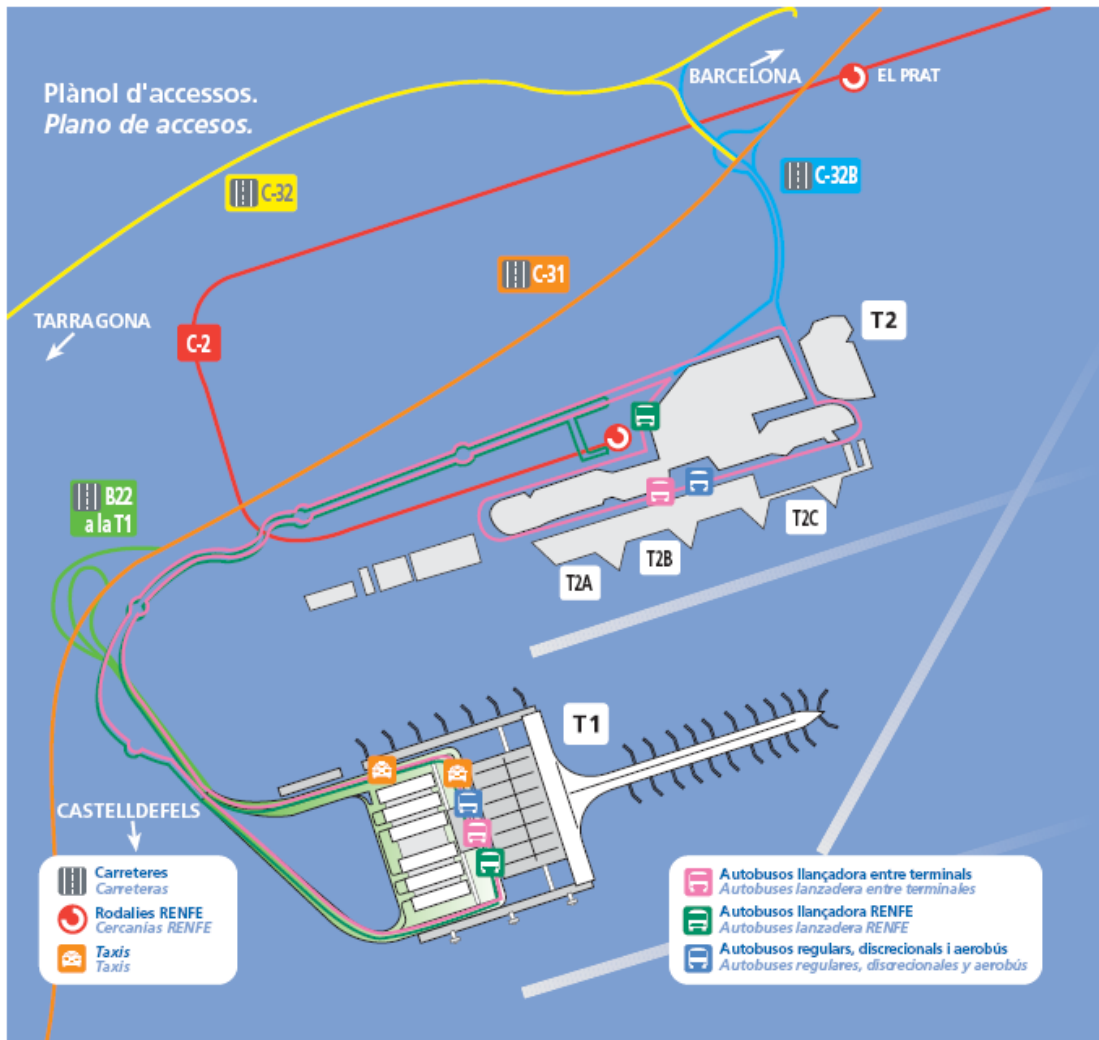
The buses will wait in the special bus parking area located just outside of **Terminal 1, level 0**. Each bus has been requested to be at the meeting point 20 minutes before scheduled departure. The buses will have an "ESF Research Conferences" sign in the window.

**Note: To go between terminal 1 and terminal 2, you must take the airport shuttle bus, which take about 10 minutes.**

List of airlines by arrival/departure terminal:

[http://www.aena.es/csee/Satellite?cid=1239793090047&pagename=PlanBarcelona&Language=EN\\_GB&SiteName=PlanBarcelona&Section=2&c=Page](http://www.aena.es/csee/Satellite?cid=1239793090047&pagename=PlanBarcelona&Language=EN_GB&SiteName=PlanBarcelona&Section=2&c=Page)

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 organised transportation, which is included in the conference fee.



## By Air

**Barcelona airport** is the nearest major airport to Sant Feliu de Guixols. 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 Sant Feliu de Guixols costs about EUR 140. 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/>

There is also the possibility to fly to **Girona**. Girona airport is 45 minutes drive (90 km) from Barcelona airport, 25 minutes from the Costa Brava south and 35 from the Costa Brava north. It is located near the A7 motorway, 10 km away from Girona city centre.

The flights of Ryanair have a linking bus to Girona centre (the journey takes about 20 minutes) which starts at around 05.00 in the morning. From Girona centre you will then have to take a first bus to Lloret de Mar (Segalès bus company) and then a second one to Sant Feliu (SARFA bus company). Please note however that connections are extremely bad!

Another option is the Bravatur bus company which operates between Girona airport and Platja d'Aro, which is only 5 km from Sant Feliu. But you will then need to take a taxi from Platja d'Aro to the venue.

The last – and certainly most convenient - alternative is the TEISA bus, which links Girona station directly to Sant Feliu (see below, section “By Rail”).

A taxi from Girona airport to Sant Feliu costs approximately EUR 40. Taxis are ranked just outside the arrivals hall of the airport. The journey takes about 25 minutes.

Girona airport [Go to Website](#) ▶ <http://bcngro.cambra.gi/>

Sagalès [Go to Website](#) ▶ <http://www.sagales.com>

SARFA [Go to Website](#) ▶ <http://www.sarfa.com/>

Bravatur [Go to Website](#) ▶ <http://www.bravatur.com/>

Girona Airport Information Desk [Phone](#) +34 972 186 708

## By Rail

---

### From Barcelona airport to Barcelona Sants station:

RENFE / Spanish National Railways operate a frequent train service between Barcelona airport (Aeropuerto Stn) to Barcelona Sants 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/>

### From Barcelona Sants to Girona:

The nearest railway station to Sant Feliu is **Girona**. There are trains from Barcelona Sants railway station every 60-90 minutes. The trip takes 2 hours and costs around EUR 5. Girona is also easily reached from France via Montpellier and Portbou.

### From Girona station to Sant Feliu:

The TEISA Company **buses** leave for Sant Feliu approximately every hour, just outside Girona station. Arrival in Sant Feliu de Guixols is at the Monastery Square where you can take a taxi or walk (20 minutes) to the hotel. A taxi from Girona station to the hotel costs around EUR 27.

TEISA [Go to Website](#) ▶ <http://www.teisa-bus.com/>

## By Public Transport

---

From the airport, take the train to **Arc de Triomph/Estacio Nord**. From Barcelona Estacio Nord (Ali-bei street 80), the SARFA bus company travels to Sant Feliu de Guixols, to the "Carrer Llibertat" - "Carretera de Girona" junction. The buses are scheduled about every hour and cost EUR 12 one way. The trip takes about 2 hours. It is about a 20 minute walk from the bus station in Sant Feliu to the hotel. You can also take a **taxi** from the bus station to the hotel (price is about EUR 5).

SARFA [Go to Website](#) ▶ <http://www.sarfa.com/>

It is also possible to reach the SARFA bus station by **bus**. The “Aerobus A1” operates a frequent service between the airport and Plaza de Catalunya. Buses leave every 12-13 minutes from 06.00 to 24.00 from Monday to Friday, and from 06.30 to 24.00 on Saturdays, Sundays and bank holidays. A one way ticket costs EUR 3.45. The SARFA bus station is a couple minutes walk from Plaza de Catalunya. Further information available from Barcelona airport web pages.

## By Road

---

Sant Feliu de Guixols 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>

## 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 ESF 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 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 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): the EUR 100 supplement is charged on any payment made on the spot.

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 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 **Hotel Eden Roc**. All rooms have private bathrooms, TV and direct-dial telephones. Non-smoking rooms are available. English and German are spoken at the conference site.

  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.



## 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 07.30 to 09.30 hours. Times for lunch and dinner are as shown in the conference final programme. Mineral water and wine are served at lunch and dinner (coffee is served after lunch at the Dali bar). Additional beverages are at the participants' own expense.

Non-resident conferees are expected to have all their meals with resident conferees (for both lunch and dinner).

## Coffee Breaks

---

Coffee breaks will be on the terrace-bar next to the meeting-room, overlooking the swimming-pool.


## Conference Facilities

---

### Meeting-Room & Equipment

---

The meeting-room is located in a separate section, two minutes' walk from the main building of the hotel through the garden. It is equipped with a **data projector** and two screens for simultaneous projection.

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

### Posters & Short Talks

---

The list of accepted **posters** is 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 100 cm high x 70 cm wide. Use letters and drawings that can be read from approximately 100 cm distance.

## 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 BIC numbers – when filling in their web registration form. 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 on the basis of a 2nd class return train fare documented by an estimate from a certified travel agent.

## Hotel Services

---

### Phone Calls

---

All rooms are equipped with direct-dial phones. 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.

### Copies & Faxes

---

Photocopies may be made, and faxes sent and paid for via the hotel reception. Costs for a photocopy are EUR 0.10 per page. A fax (1 page) costs EUR 1.00 for Europe and EUR 2.00 for the rest of the world.

### Internet Access

---

For brief consultations, internet is accessible from the lobby of the hotel and from the computer in the conference room. For extensive work or research via internet, conferees are kindly requested to bring their own laptop along. Wireless access is available from the entrance hall and the bar area of the hotel as well as in the conference room.

### 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.

## Leisure Activities & Tourism

---

### At the Conference Center

---

The hotel has outdoor and indoor swimming pools, sauna, Jacuzzi, small fitness centre, billiard and it is also possible to hire bicycles. Other possibilities are windsurfing, snorkeling, scuba-diving and skin-diving.

### In the Surrounding Area

---

Some places of interest in the area are:

- the Cap Roig botanical garden, overlooking the sea
- the Faro San Sebastian with its panoramic view of the whole Costa Brava and the medieval village of Pals

- Girona, the capital of the province, which was founded 3000 years ago by the Iberians, with its Cathedral, Arabian baths and old quarter
- the medieval town of Besalu
- the panoramic route to Tossa de Mar and the fortified town Vila Vella
- at Figueres is the well known Dali museum, designed by the artist himself before his death, and located in the ancient municipal theatre which was restored in 1966. Multitudes of objects, paintings, decorations make this place the “gigantic surrealist object” Dali described it as, and not a museum. Also in the museum are paintings by other artists: Pitxot, Duchamp, Fortuny.

Salvador Dali museum [Go to Website ▶ http://www.salvador-dali.org/](http://www.salvador-dali.org/)

An introduction to Barcelona [Go to Website ▶ http://www.barcelonaturisme.com/](http://www.barcelonaturisme.com/)

A guide of Catalonia & the Costa Brava [Go to Website ▶ http://www.publintur.es/](http://www.publintur.es/)

## Shopping Hours

The shops in Sant Feliu de Guixols are open daily, including Sundays from 09.00 to 13.00 and from 17.00 to 21.30 hours. Some shops are closed on Mondays. There is an open air market in the town, which dates back to the XVth Century, held every Sunday morning in the Plaça de Espanya and Passeig de Mar. The shops are also located around this quarter.

Several banks as well as cash dispensers are to be found in town.

## 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 GMT/UTC	plus one hour
Weights & measures	metric
Currency	Euro (EUR)