

# Practical Information Guide Scandic Linköping Väst Sweden



Rydsvägen  
584 32 Linköping  
Sweden

[Phone] +46 13 495 50 00

[Fax] +46 13 495 50 11

[Email] [linkoping@scandichotels.com](mailto:linkoping@scandichotels.com)

<http://www.scandichotels.com/>

Contact person:  
Mrs Anna Törnlöf  
Conference Manager



## Linköping University

# Index

### ■ Access to the Site

- Group Transportation
- By Air
- By Rail
- By Public Transport
- By Taxi

### ■ 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 & Late Arrival
- Extra Nights
- Accompanying Guests
- Meals

### ■ Conference Facilities

- Meeting-room & Equipment
- Posters & Short Talks

### ■ Travel Contributions

- Travel Reimbursements
- Allowable Costs

### ■ Hotel Services

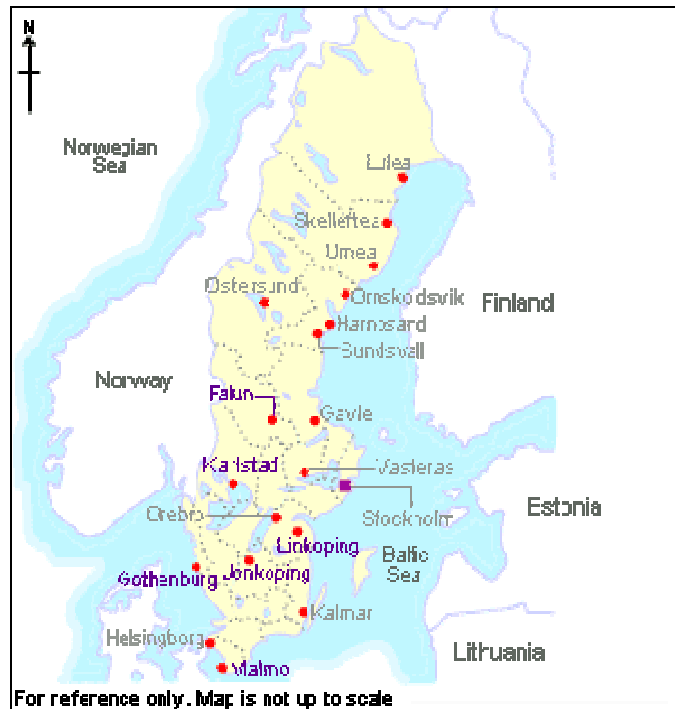
- Phone Calls
- Copies & Faxes
- Internet Access
- Means of Payment

### ■ Useful Information

- Passport & Visas Requirements
- Insurance
- Calling Sweden / Making Calls within Sweden
- Facts for the Traveller

## Access to the Site

The conference will be held at **Scandic Linköping Väst, Sweden** – 7km from Linköping airport and 4km from the train station. Most notably, the Swedish chain Scandic Hotel's commitment to sustainability won the Green Meetings Award in 2008. It is located in Linköping which is the capital of Östergötland county, situated in the center of a vast open farmland. It is Sweden's fifth largest city with more than 136,000 inhabitants and has a long history as a city of learning.



## Group Transportation

**Buses** will be arranged on arrival and departure day between **Linköping airport** via the **Linköping train station** and the hotel. The journey takes approximately 20 minutes.

The coaches will have a sign in the window indicating “**ESF Research Conferences**” for easy recognition.

**Please see the conference website for bus times**

**Airport departure point:** the meeting point is located just outside the small airport building.

**Railway station departure point:** the meeting point is located in the **long distance bus terminal** of the station. From the exit of the main building of the railway station, it is approximately 300 meters to the right.

Group transportation back 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 strongly urged to take advantage of this organised transportation, which is included in the conference fee.

## By Air

---

**Linköping airport** is situated approximately 2km east of the center. You can reach Linköping by air via Copenhagen or Stockholm with SAS/Skyways. Journey time from Copenhagen to Linköping is 65 minutes and from Stockholm, 45 minutes.

**For Sunday departures we recommend transiting through Copenhagen.**

Taxis can be taken from Linköping airport to Scandic Linköping Väst (see below).

**Linköping airport** [Go to Website](http://www.linkopingsflygplats.se/) ▶ <http://www.linkopingsflygplats.se/>

**Stockholm Arlanda Airport** [Go to Website](http://www.arlanda.se/en/Traveller-Information/) ▶ <http://www.arlanda.se/en/Traveller-Information/>

**Copenhagen Airport** [Go to Website](http://www.cph.dk/CPH/UK/MAIN/) ▶ <http://www.cph.dk/CPH/UK/MAIN/>

**Skyways airlines** [Go to Website](http://www.skyways.se/Welcome_to_skyways/) ▶ [http://www.skyways.se/Welcome\\_to\\_skyways/](http://www.skyways.se/Welcome_to_skyways/)

**Norrköping Airport** [Go to Website](http://www.norrkopingairport.com/) ▶ <http://www.norrkopingairport.com/>

Ryanair serves Nyköping-Skvasta Airport (Stockholm- NYO) – 45km from Scandic Linköping Väst

**Ryanair** [Go to Website](http://www.ryanair.com/site/EN/?culture=GB) ▶ <http://www.ryanair.com/site/EN/?culture=GB>

From Nyköping-Skavsta Flygbussarna (the airport bus) runs a service to Linköping which takes about 90 minutes. In Linköping you arrive at the railway station.

Information is available on: <http://www.skavsta.se/en/content.asp?area=2&id=62>

## By Rail

---

### From Stockholm-Arlanda Airport to Linköping

Take the Arlanda Express and change to X2000 train in Stockholm central station. The journey lasts about 2h30.

### From Copenhagen

It takes you 4 hours to reach Linköping

**Swedish Railways** [Go to Website](http://www.sj.se/sj/jsp/polopoly.jsp?d=10&l=en) ▶ <http://www.sj.se/sj/jsp/polopoly.jsp?d=10&l=en>

Phone: +46 86 96 75 09

## By Bus

---

### From Linköping Central Station to Scandic Linköping Väst

Take bus no. 3, direction Ryd, stop Mårdtorpsgatan – directly outside the hotel.

**Time Table Information** [Go to Website](http://www.resplus.se/default.asp?language=2) ▶ <http://www.resplus.se/default.asp?language=2>

### To and From Linköping Central Station: Other destinations

**SWEBUS** [Go to Website](http://www.swebusexpress.se/) ▶ <http://www.swebusexpress.se/>

## By Taxi

---

### Taxi prices to Scandic Linköping Väst for 1 – 4 persons:

From Linköping Airport	150 SEK	15 min
From Linköping Train Station	120 SEK	15 min
From Mjölby	560 SEK	25 min
From Motala	735 SEK	40 min
From Stockholm Arlanda	3500 SEK	2 h 40
From Nyköping	1400 SEK	1 h 10 (approx. times)

## 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

**i** 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.

**i i** **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.

**\*\*\*Refer to the Website for Closing date of Registration & Fee Payment\*\*\***

### Conference Fees & Fee Payment

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.**

**i** A **EUR 100 supplement** is added if full payment has not been received by the deadline for registration (around 4 weeks prior to the conference). 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** will be available at the conference upon request.

### 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 Scandic Linköping Väst.

  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 a single room should be paid to Scandic Linköping Väst. Should you wish to be put on the waiting list for single accommodation, please send an email to the Conference Officer.

English and Swedish are spoken at the conference site.

Scandic Linköping Väst  <http://www.scandichotels.com/>

### 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

---

There is a full breakfast buffet. Water and fruit juice and are served at lunch plus 2 alcoholic beverages per person are served at dinner. Additional beverages are at the participants' own expense. Meal times are shown in the final conference programme.

## Conference Facilities

---

### Meeting-Room & Equipment

---

The meeting room is equipped with a data projector, an overhead projector and a projection screen.

**i** Please note however that invited speakers are kindly requested to bring their own laptop along with them.

## Posters

---

Poster sessions and short talks are shown on the Final Programme available on the conference website.

There will be no short talks other than those announced on the programme. All other abstracts are accepted as posters.

Posters can be fixed with pins or tape onto poster panels. Poster size should be no more than 100 cm high x 70 cm wide. 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 with their **bank account details** – including: IBAN and BIC numbers – 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:

- 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

---

Telephones are available in the hotel rooms.

## Copies & Faxes

---

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

## Internet Access

---

Wireless access is available at no cost in all areas of the hotel. For extensive work or research via internet, conferees are kindly requested to bring their own laptop along.

## Means of Payment

---

The hotel accepts the following credit cards: Visa, Mastercard, Diners and Amex. Please note that Maestro is NOT accepted. It is also possible to pay in cash.

## 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 Conference Officer.

### 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 Sweden / Making Calls within Sweden

---

The international dialing code to Sweden is +46. When calling within Sweden, a 0 must be inserted before the number to be dialed.

### Facts for the Traveller

---

Time Zone	GMT/UTC +1
Currency	Swedish Krona
Electricity	230V 50Hz
Country Dialing Code	+46