

## Practical Information Guide IGeSA, Porquerolles France



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## Access to the Site

The conference will be held at the **Centre IGESA**, on the Island of Porquerolles, Hyères, France <http://www.porquerolles.com/>. This is one of a three-island group directly to the South of Hyères, and South East of Marseille. The Centre IGESA is in the village of the island of Porquerolles, 5 min by foot from the port. It belongs to the armed forces of France as a recreation and meeting location. See further details below.



## Group Transportation

**Buses** will be arranged on arrival and departure day between **Toulon Train Station** via **Toulon-Hyères Airport** to **La Tour Fondue** in Giens (where a ferry will go across to Porquerolles). The journey takes approximately 1 hour.

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

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

**Railway station departure point:** to the left of the Exit

**Airport departure point:** in front of the Exit

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

Toulon-Hyères International Airport is the nearest airport to Porquerolles.

**Go to Website** ▶ <http://www.toulon-hyeres.aeroport.fr/>

There is also **Marseille airport** (70 km from Giens) **Go to Website** ▶ [Aéroport Marseille-Provence](#)  
And **Nice Airport** (120 km from Giens) **Go to Website** ▶ [Aéroport Nice Côte d'Azur](#)

## By Rail & Public Transport

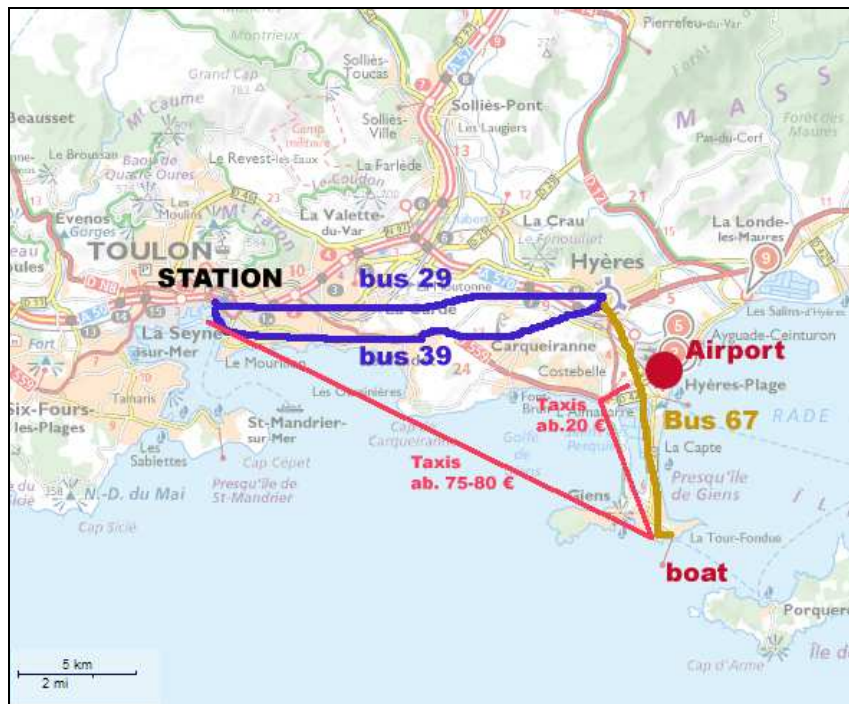
The closest train station is **Hyères**.

From the train station, take the bus 67 to 'La Tour Fondue' (yellow line below).

Toulon train station is also close. From there you can take either bus 29 or 39 direction "Gare routiere de Hyères". Stop at "Hyères gare routiere" (blue line below).

For timetables **Go to Website** ▶ <http://www.voyages-sncf.com/>

These buses are waiting slightly to the right outside Toulon railway station (with your back to the railway station). In general, they are waiting there before departure. However, depending on the traffic, they may arrive late, and will stop only if you wave your hands. (The bus number can be seen in the front of the bus). You can buy a ticket from the bus driver (better if you have some small change), and you have to stamp it inside the bus.



## By Taxi

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### Taxi prices to La Tour Fondue (Giens) – Ferry Terminal to Porquerolles:

From Toulon	80 EUR	45 min
From Hyères	25 EUR	15 min

Taxis Radio Hyérois [Go to Website](http://taxishyerois.free.fr/) ▶ <http://taxishyerois.free.fr/> Tel. +33 (0) 4 94 00 60 00  
Radio-Taxi Toulon [Go to Website](http://www.taxi-toulon.com/) ▶ <http://www.taxi-toulon.com/> Tel. +33 (0) 4 94 93 51 51

## Ferry

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The Ferry goes from La tour Fondue (Giens) to Porquerolles at the following times during November 2008:

0730 0900 1000 1100 1200 1330 1430 1530 1700 1800 (LAST CROSSING)

[Go to Website](#) ▶ [Compagnie TLV / TVM](#) Tel : +33 4 94 58 95 14

The journey takes around 20 minutes and costs approx. 16€

### BOAT TAXI

For those who can not avail of the boat at these times, a Boat Taxi service can be used:

Taxi boat **Pélican 24h/24h**: Tel: +33 (0)4.94.58.31.19 / 06 09 52 31 19

From 8H to 18H : around 70€ for 1 to 6 persons / From 19H to 23H : around 80€ for 1 to 6 persons

**Please note it is strongly recommended that you do not arrive late as it will prove to be very costly**

## By Car

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To find your itinerary to La Tour Fondue ferry terminal, use the following link [www.mappy.com](http://www.mappy.com) (click on the English flag). At this "mappy" web page, fill in the form as follows for the arrival place:

Street and n°, tube, district: La Tour Fondue

Place: Giens

Post code: 83400

Country : France

## 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. She will be at the registration desk half an hour each morning before the meeting starts, during coffee breaks, and before 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. 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 IGeSA.

**i** **i** 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 IGeSA directly. Should you wish to be put on waiting list for single accommodation, please send an email to the Conference Officer.

English and French are spoken at the conference site.

IGeSA [Go to Website](http://www.igesa.fr/) ▶ <http://www.igesa.fr/>

### 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 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.

## Conference Facilities

### Meeting-Room & Equipment

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

**i** Please note 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 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 small binder clips (19mm width) or tape (not pins) onto poster panels. Poster size should be no more than 150 cm high x 100 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.

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 on the basis of a 2nd class return train fare documented by an estimate from a certified travel agent.

## Hotel Services

### Phone Calls

Several public telephone booths are available throughout the venue.

### Copies & Faxes

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

### Internet Access

Wireless access is available in the Reception area, the Bar and the Conference Room.

This is payable via credit card as follows:

- 1 hour = 4.50€ (valid for 24 hours)
- 3 hours = 10€ (valid for 30 days)
- 10 hours = 15€ (valid for 30 days)
- 50 hours = 50€ (valid for 90 days)

Please note that conferees must bring their own laptop – there are no public computers at the venue.



## Means of Payment

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The hotel accepts all major credit cards EXCEPT American Express. It is also possible to pay in cash.

## Useful Information

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### Passport & Visa Requirements

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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

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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 France / Making Calls within France

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The international dialing code to France is +33. When calling within France, a 0 must be inserted before the number to be dialed.

### Facts for the Traveller

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Time Zone	GMT/UTC +1
Currency	Euro
Electricity	230V 50Hz
Country Dialing Code	+33