

## Selwyn College, Cambridge, United Kingdom

The conference will be held at the Selwyn College in Cambridge, the renown university town and administrative centre of the county of Cambridgeshire, England. It is located in East Anglia about 80 km (50 miles) north-by-east of London.

### Contact:

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### Address of venue:

Selwyn College  
Grange Road  
Cambridge CB3 9DQ  
United Kingdom  
<http://www.sel.cam.ac.uk/conference/>

Telephone: Porters' Lodge/Switchboard: (+44) (0) 1223 335846

Fax: (+44) (0) 1223 335837

Selwyn College was founded in 1882 in memory of George Augustus Selwyn, the first Bishop of New Zealand. Built in a Tudor Gothic style and set in secluded grounds, Selwyn College has been a popular venue for local, national and international meetings since Victorian times. Today its tranquil location affords easy access from the M11 and space for parking, and yet the city centre is just a short stroll away through the beautiful college gardens and the famous riverside Backs.

## Reaching the Venue

### By air

Below you will find information on how to reach Cambridge from the three major London airports London Gatwick, London Heathrow and London Stansted. Please see the section titled 'from central London' for further information of how to travel to Cambridge from London. Although correct at time of printing, these details are subject to change. For further information on airports please visit [www.baa.com](http://www.baa.com) or make enquiries with your travel agent.

### From London Gatwick

#### **Coach**

Coach services run around the clock and at the regular interval on direct routes between Gatwick airport and Cambridge city centre (stop Parkside). You will find coach information and ticketing desks in both the north and south terminals or alternatively, you can pre-book your coach ticket online at [www.nationalexpress.com](http://www.nationalexpress.com)

Journey times may vary between 3 hours, 35 minutes and 6 hours, 20 minutes dependent upon time of travel and number of stops made. Return fares start at £40.80: single fares start at £29.50

From Cambridge Parkside, please walk about 300m to bus stop D3 in Drummer Street which is a continuation of Parkside and in the direction which the bus is facing. You need the Citi 4 bus, going in the direction of Cambourne. Get off at Westroad stop. You will see the college from there. Please walk to the main entrance in Grange Road.

#### **Gatwick Express**

The Gatwick express provides a high-speed, non-stop service between Gatwick Airport and London Victoria Station in Central London. You may either purchase your ticket on the day at the Gatwick Express ticketing desk or pre-book your ticket online at [www.gatwickexpress.com](http://www.gatwickexpress.com)

The journey time from Gatwick to London Victoria is just 30 minutes from Monday to Saturday and 35 minutes on Sundays, Return fares start at £28.80; single fares start at £16.90

### ***Train***

The First Capital Connect train service runs between Gatwick and London St Pancras station in central London. You may purchase your ticket on the day at Gatwick Airport or you may pre-book your ticket online at [www.firstcapitalconnect.co.uk](http://www.firstcapitalconnect.co.uk)

Journey times range between 45 minutes and 1 hour. Return fares start at £17.00; single fares start at £8.90

### **From London Heathrow**

#### ***Coach***

Coach services run around the clock and at regular intervals on direct routes between Heathrow Airport and Cambridge city centre (stop Parkside). You will find coach and ticketing information at the central bus station or alternatively, you can pre-book your coach ticket online at [www.nationalexpress.com](http://www.nationalexpress.com)

Most coaches pick up and set down passengers at the central bus station, which is located close to Terminals 1, 2 and 3, however, some services stop outside the terminals themselves. Journey times vary between 2 hours, 10 minutes and 2 hours, 50 minutes dependent upon time of travel. Return fares start at £36.50; single fares start at £22.20

From Cambridge Parkside, please walk about 300m to bus stop D3 in Drummer Street which is a continuation of Parkside and in the direction which the bus is facing. You need the Citi 4 bus, going in the direction of Cambourne. Get off at Westroad stop. You will see the college from there. Please walk to the main entrance in Grange Road.

#### ***Heathrow Express***

The Heathrow Express is a non-stop train service which offers the fastest route to central London from Heathrow Airport and stops at London Paddington station. You can purchase your ticket on the day at the Heathrow Express ticketing desk or, alternatively you can pre-book your ticket online at [www.heathrowexpress.com](http://www.heathrowexpress.com)

The journey times from Heathrow to London Paddington are just 15 minutes from Terminals 1, 2 and 3 and just 24 minutes from Terminal 4. Return fares start at £30.00; single fares start at £16.50

#### ***Underground (Tube)***

The London Underground runs direct from Heathrow Airport to London King's Cross station on the Picadilly Line. Trains run approximately every 4 to 10 minutes from 3.55 am to 2.35 am Monday to Saturday and from 3.19 am to 2.35 am on Sundays.

The journey time from Heathrow Airport to London King's Cross is approximately 1 hour. You will not be able to buy a return ticket for this journey unless you are completing the return journey on the day. Single fares start at £4.00.

#### ***Bus***

The Underground service in London closes every night between approximately midnight and 5.30 am. During this time, the N9 night bus connects Heathrow Airport to central London. The N9 runs from the Central Bus Station at approximately 20 minute intervals. For further information on bus timetables and routes please visit [www.tfl.gov.uk/buses](http://www.tfl.gov.uk/buses)

#### ***Taxi***

Taxis licensed to travel within the London area are available from outside each terminal at Heathrow Airport. The approximate cost for a taxi from Heathrow Airport to Central London is £50-55.00. You will need to take a taxi to either London King's Cross station or London Liverpool station and then get a direct train to Cambridge.

### **From London Stansted**

#### ***Coach***

Coach services run around the clock and at regular intervals on direct routes between Stansted Airport and Cambridge city centre (stop Parkside). Tickets can be purchased from the coach ticket desk in the arrival area in the Stansted terminal between 6 am and 9 am or in the coach station 24 hours a day, 7 days a week. Alternatively, you can pre-book your coach ticket online at [www.nationalexpress.com](http://www.nationalexpress.com).

Journey times vary between 50 minutes and 1 hour dependent upon time of travel. Return fares start at £13.50; single fares start at £11.50.

From Cambridge Parkside, please walk about 300m to bus stop D3 in Drummer Street which is a continuation of Parkside and in the direction which the bus is facing. You need the Citi 4 bus, going in the

direction of Cambourne. Get off at Westroad stop. You will see the college from there. Please walk to the main entrance in Grange Road.

### ***Train***

First Capital connect runs a regular train service from London Stansted Airport to Cambridge. Trains run seven days a week and the Journey time is approximately 30 minutes. Tickets can be purchased on the way from the railway station, or alternatively, you may book online through any of the following websites: [www.qjump.co.uk](http://www.qjump.co.uk); [www.nationalrail.co.uk](http://www.nationalrail.co.uk); [www.firstcapitalconnect.co.uk](http://www.firstcapitalconnect.co.uk)  
Return fares start at £11.90; single fares start at £9.00.

### ***Taxi***

The Stansted Airport taxi operator, Checkercars, has a reservation desk on the international arrivals concourse where you will be able to book a taxi. A Checkercars courtesy telephone is also situated in the United Kingdom baggage reclaim hall. Please email [stansted@checkercars.com](mailto:stansted@checkercars.com) to book online.

The journey time from Stansted Airport to Cambridge is approximately 40 minutes. Wheelchair accessible cars are available on request. The approximate cost for taxi from Stansted Airport to Cambridge is £45-55.00.

### ***Airport taxis to Cambridge***

A&M Carriages, Cambridge	+44 (0) 1223 513703
Air Connections, Stansted	+44 (0) 1279 505015
Airport Runs, Cambridge	+44 (0) 7801 573637
Central Cars, Stansted	+44 (0) 1279 661616
Airport Lynx, Cambridge	+44 (0) 8453 886074

## **By rail**

### **From Central London**

#### ***From London Victoria***

Take the Eastbound Circle Line on the London Underground to King's Cross station. From King's Cross station take a direct First Capital Connect train to Cambridge

#### ***From London King's Cross***

Take a direct First Capital Connect train to Cambridge.

#### ***From London St. Pancras***

Walk to London King's Cross; the two stations are next to one another. Take a direct First Capital Connect train to Cambridge

#### ***From London Paddington***

Take the Eastbound Hammersmith and City Line or the Eastbound Circle line on the London underground to King's Cross. From King's Cross station take a direct First Capital Connect train to Cambridge

#### ***From London Liverpool Street***

Take a direct First Capital Connect train to Cambridge

In general you can save money on train travel by **booking in advance** (tickets normally go on sale three months in advance) and by **avoiding travel during peak times** (6AM-9:30AM, 4PM-7PM M-F) as trains are busier and more expensive. You are required to buy a ticket prior to boarding a train, unless the your station has no ticket facilities (not uncommon in rural areas) in which case you must buy a ticket on the train at the first opportunity, else you are liable to pay a 'penalty fare' and may be prosecuted for fare evasion.

National Rail offers three broad kinds of ticket, which allow you to choose between flexibility and value. In increasing order of cost per mile, tickets are classed as:

- Advance - Buy in advance, travel on specific trains
- Off-Peak - Buy any time, travel 'off-peak' (outside busy times, normally after 10am and all day at the weekends)
- Anytime - Buy any time, travel any time
- 

Advance tickets are only sold as single (one-way) tickets. With the exception of suburban and commuter trains, the cheapest fares are almost always Advance tickets. These are released for sale in limited numbers approximately 12 weeks in advance, and must be used on the train specified on the reservation. They are not valid on any other train.

## **By road**

Selwyn College is in easy reach of the A1, A10 and M11

## **By public transport**

### **From Cambridge Station to Selwyn College**

Taxis may be found outside the Cambridge Station. The journey time to Selwyn College is approximately 8 minutes. The approximate cost for taxi from Cambridge Station to Selwyn College is £8.00.

Alternatively, it will take you approx. 30 minutes to walk from Cambridge Station to Selwyn College or to take the city 1-3 buses to the city centre. There, you walk to bus stop D3 in Drummer Street. You need the Citi 4 bus, going in the direction of Cambourne. Get off at Westroad stop. You will see the college from there. Please walk to the main entrance in Grange Road.

Tickets may be bought at the driver or at a ticket machine at the stop.

## **Accommodation and Meals**

Upon arrival at Selwyn College, please obtain the keys and directions to your room from the Porters' Lodge which is located at the front of the College on Grange Road.

The ESF Conference Officer will leave instructions and information at the Porters' Lodge for the collection of badges and conference material.

### **Accommodation**

All participants will be accommodated in single study rooms at Selwyn College.

Please note that accommodation with en-suite bathrooms can only be guaranteed to invited speakers. All other participants will be accommodated in rooms with washbasins and shaver points. Shared bath rooms are located on each corridor and serve approx. 6 rooms.

The Domestic Assistants service rooms Monday to Friday. Beds are changed weekly and towels twice weekly. If you like to use more towels it is advisable to bring some of your own as well.

Rooms must remain free of items that are hazardous such as candles and incense burners.

Smoking is not permitted in any rooms and only in designated smoking areas.

### **Departure**

Please vacate your room and return keys to the Porters' Lodge on the day of your departure, by 9.30am, otherwise a charge will be made. Luggage may be left in a designated area advised by the Porters' Lodge. Taxis can be arranged from the free phone in the Porters' Lodge.

### **Meals**

Full English breakfast is available between 7.30am to 8.30am from the Dining Hall.

Times for luncheons and dinners are as shown in the conference final programme.

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

## **Conference Facilities**

### **Conference Room**

The Chadwick Room of Selwyn College is equipped with a screen, multimedia projector, laptop and sound system, as well as a flipchart.

Speakers and participants making an oral presentation (invited lecture and/or short talk) are kindly requested to bring their presentation on a memory stick in PPT format.

### **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**

Posters can be fixed with self-adhesive tape onto poster panels. Please do not exceed A0 format (841 mm wide x 1189 mm high). Use letters and drawings that can be read from approximately 100 cm distance.

## College Facilities

### **Cafeteria**

The Cafeteria is open from 8.00 am to 6.45 pm. They offer food, beverages and basic bathroom items. Only cash payments accepted.

### **Bar**

The college bar is open from 6.00pm to 11.00pm Monday to Saturday and closed on Sunday. The bar accepts only cash payment.

### **Laundry Facilities**

Coin operated laundry facilities are available for residents' use in Old Court and Cripps Court. A security lock is in operation; the code can be obtained from the Porters' Lodge. Washing powder is not supplied but irons and ironing boards are provided.

### **Telephones**

A public telephone can be found in the entrance of the A staircase in the Old Court. There is also a taxi free phone in the Porters Lodge.

### **Messages**

Short telephone messages can be left at the Porters' Lodge and the blackboard outside the Porters' Lodge alerts delegates to these. Our telephone number is Cambridge +44 (0)1223 335846 and our fax number is +44 (0)1223 335837. Please remind any relatives or friends who wish to contact you that they should allow for any time difference between your home country and the United Kingdom when telephoning.

### **Post**

Letters sent to delegates during the conference should be addressed to Selwyn College, Grange Road, Cambridge CB3 9DQ stating the delegate's name and conference clearly. There is an outgoing mail box at the Porters' Lodge and the Porters will be happy to inform you of collection times. Stamps can be purchased from the Porters' Lodge as to can College souvenirs.

### **Gardens**

Delegates are welcome to use the College gardens but are requested not to enter the Fellows and Master's garden. Delegates are requested not to walk on the grass in the Old Court or to play any games, Frisbee etc in the gardens.

## Practical Information

### **Security**

The College does not accept liability for the loss or damage to property brought onto the premises. Delegates should obtain appropriate insurance cover. Please ensure that the door is locked when you leave your room and that ground floor windows are not left open.

A Porter will be on duty throughout the night but the main College gates are locked between 12 midnight and 6.30am. Delegates can gain access after the gates are locked with their room key.

### **Fire**

Fire regulations are found on the back of your room door and on each staircase. Please make sure you read and understand the procedures in the event of fire.

### **Emergencies**

In the event of an emergency contact the Porters' Lodge. First aid facilities are available in the Porters' Lodge.

### **Telephone calls**

When calling from outside United Kingdom, dial the country code (+44), followed by the area code dropping the 0 and the number.

### **Emergency numbers**

Porter's lodge: +44 (0) 1223 335846

Electricity supply: 230V, 50 Hz  
Time: UTC  
Weights and Measures: metric  
Currency: Pound £

The standard British plug is a three pin type. Please bring your own adapter.

Shops are normally open from 9am - 6pm from Monday - Saturday and 11am - 5pm on Sundays. Cambridge has an open-air market.

### On-Site Registration & Conference Secretariat

After check-in at the Selwyn College, participants should register with the ESF Conference Officer, sign the attendance list and collect their name badges.

The conference officer will be present for the duration of the conference, taking care of the administrative aspects and the day-to-day running of the conference: registration, issuing certificates and receipts, collection travel tickets, etc.

The conference officer 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 and Payment

Please confirm your attendance by filling in an **online registration form** accessible from the conference website.

Conference fees are to be paid by **credit card** (Visa, Mastercard and Eurocard) via this form by the registration deadline (see conference website). A EUR 150 supplement is added if full payment has not been received by the registration deadline.

Payments by **cash, cheque or bank transfer** are not accepted.

### Cancellation and Refunds

Should you need to **cancel** your participation, please contact the Conference Officer immediately. If notice of cancellation is received **more than two weeks before the conference**, all but **EUR 100** will be reimbursed. No refund is possible if notice of cancellation is received less than two weeks before the conference.

### Extra Expenses

Any expenses not covered by the conference fee (additional nights, beverages, telephone calls, etc.) must be paid directly to the conference venue during your stay.

Board & lodging for **accompanying guests** is not available at Selwyn College. Accompanying guests are not entitled to take part in any of the actual conference activities (attend talks in the conference room, coffee breaks, etc.). Conference facilities, such as access to the internet, are destined for the sole use of conferees. Only cash payment accepted.

### Travel Contributions

All reimbursements will be made by post-conference bank transfers. If you have been granted a travel contribution, please provide your bank account details – including IBAN and BIC/SWIFT numbers – in the online 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.

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 (in exceptional cases, taxi fares may be reimbursed)
- 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.

### **Passport and 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 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.