

COST Office 149 avenue Louise 1050 Brussels, Belgium

Tel: +32 (0)2 533 3800 Fax: +32 (0)2 533 3890 E-mail: office@cost.esf.org http://www.cost.esf.org

COST Exploratory Workshop Animal Nutrition and Health – Benefitting from Research Networks

Tuesday 20 and Wednesday 21 April 2010 Prins Claus Congreszaal, Jaarbeurs, Utrecht, the Netherlands (Alongside VIV 2010)

Practical information for participants

Date

This Exploratory Workshop will be held on Tuesday 20 April and Wednesday 21 April 2010.

Venue

The Jaarbeurs is situated right in the centre of Utrecht, only 5 minutes away from the Utrecht Central Station. Please see the Google Map or go to the website of Jaarbeurs Utrecht to find more information about the venue and its location.

Registration

In order to confirm your participation please register for the VIV 2010 event via https://www.databadge.net/vive2010/reg/?link=b1a2f7d38bd171ca3b1527ff4b403574 as soon as possible.

Travel reimbursement rules

Please proceed to make your travel bookings. A summary of Rules for Reimbursement is below. Please note that deviation from the rules for reimbursement (you can find them on the back of the attached travel reimbursement form) is possible only if approved by COST Office prior to the Workshop.

Before the workshop:

- Register your bank details on https://www.cost.esf.org/e-cost. Registered members should check and update, if necessary, their bank and contact details by using their username and password in order to enable us to reimburse them after the Workshop.
- Fill in, ideally electronically, the attached Travel Reimbursement Form.
- Make legible copies of your air / train tickets as well as your travel agency invoice.
- All transport tickets must indicate the total price, the departure and arrival dates as well as the departure and arrival city. Air tickets must also mention the departure and arrival time, the ticket number (not the booking confirmation), the booking class or 'economy' and the name of the passenger.
- For local transport expenses no receipts are required under a total of EUR 25 (out & return); for expenses exceeding EUR 25 in total for the entire trip all receipts must be added to the reimbursement form.
- Taxi fares are only reimbursed where no reasonable public transport is available and are limited to EUR 40 in total for the entire trip and taxi receipts are always required.

During the workshop:

- Hand in your travel copies with your signed reimbursement form.
- Sign the COST attendance list at the venue on the day of the workshop.

After the workshop:

Return receipts can be faxed or e-mailed to Ms Claudia Ntampaka (cntampaka@cost.esf.org) up to two weeks after the end of the Workshop (i.e. 5 May 2010). Please mention your name, name and date of the workshop in all correspondence.

Accommodation

Accommodation will be reimbursed at the flat rate of EUR 120 in a standard single room with breakfast included for up to three nights. Any deviation is possible only if approved by COST Office prior to the Workshop.

Unfortunately, none of the hotels in Utrecht could offer room rates that would fit the COST reimbursement rules. We made a block booking for all speakers for the nights of 19 - 21 April 2010 at the NH Jan Tabak







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Hotel in Bussum (Amersfoortsestraatweg, 27, 1401CV Bussum, The Netherlands, http://www.nh-hotels.com/nh/en/hotels/the-netherlands/bussum/nh-jan-tabak.html). The room rate at this hotel in single room with breakfast, VAT and city taxes included is 119.64 EUR.

In order to confirm the booking please go to http://www.nh-hotels.com/events/en/event-detail/4834/cost office.html and provide your contact details and the credit card guarantee no later than 5 April 2010.

How to get around

From the Airport to Jaarbeurs (total time: 33 minutes)

From Amsterdam Schiphol Airport, there is a direct train to "Utrecht Centraal" Station. Follow the signs to the Jaarbeurs (5 minutes walk from the station).

From the Airport to the NH Jan Tabak hotel (total time: 30 minutes)

At the train station Schiphol take Intercity train destination Hilversum. Get off at train station 'Naarden-Bussum'.

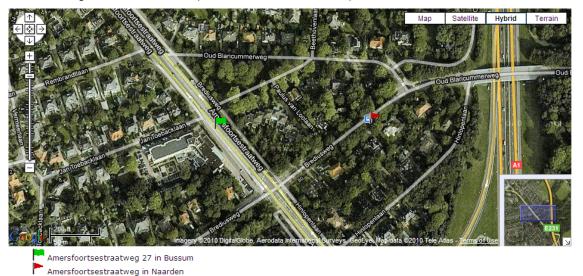
Take bus 100 destination Hilversum or bus 107 destination Huizen and get out at 'Amersfoortsestraatweg'. From the bus stop it is a short walk to the hotel (4 minutes walk time - see the map below).

From the NH Jan Tabak Hotel to the event (total time: 40 minutes)

Walk to busstop 'Amersfoortsestraatweg' in Naarden (4 minutes walk time - see the map below). Take bus 100 or 107 destination Bussum Station. Get off at the last stop.

Take Intercity train destination 'Utrecht Centraal'.

Follow the signs to the Jaarbeurs (5 min walk from the station).



On this website http://journeyplanner.9292.nl/ you can find timetables and routes for all travels in the Netherlands by public transports.

Meals

The meals are reimbursed at a fixed rate of EUR 20 for both lunch and dinner unless provided by the local organiser.

Contact

For any further information please do not hesitate to get in touch with **Ms Zuzana Vercinska**, Conference Officer, E-mail: zvercinska@cost.esf.org, Tel.: +32 (0)2 533 38 05.