

FAIR Experiment Cost Scrutiny Group—ECSG, 2nd Meeting FAIR Expert Committee Experiments—ECE, 11th Meeting

Mon-Tue 4-5 Nov 2019, KBW lecture hall at GSI/FAIR

Please inform us on wishes for **accommodation**, transport and possible dietary requirements by registering **on our meeting page** <http://indico.gsi.de/e/ECE11-ECSG02> with access key **ece@fair**, if at all possible **until 14 Oct 2019**.

Contact

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FAIR Event Management, <eventmanager@fair-center.eu>, Office: +49-6159-71-1639 / 2002

Accommodation

We offer accommodation as follows (expenses covered). Please use the registration form if possible to inform us if you wish us to book a room. We will assume that the nights you require match with the given arrival and departure dates. Else please let us know.

ACHAT Premium Frankfurt/Egelsbach (former Hotel Johanneshof)

Im Geisbaum 22, D-63329 Egelsbach, Germany

www.egelsbach.achat-hotels.com

Phone: +49 6103 4060, Email: Achat Hotel Egelsbach <egelsbach@achat-hotels.com>

Travel

If you want us to book the flight/train for you, please let us know your wishes and we will ask our travel agent to book it for you. We offer transfer from/to the Airport Frankfurt (FRA) to/from the hotel or the venue as appropriate. **Please inform us** with your travel details (via the web registration if possible) if you wish us to organise such a transfer. The required details are flight numbers, dates, times and places of arrival and departure for both ways.

Transfer (if requested) from Airport Frankfurt by Top-Transfer (phone +49-6150-86066): You will be picked up as appropriate at the following locations (confirmed by separate mail)

- Terminal 1, departure hall, at Exit B5
- Terminal 2, arrival hall, Exit E9

Usually, the car will wait in the second lane outside of the exit and is labelled on its side by "Top-Transfer" and there will be a sign with "GSI" or "FAIR" inside the car window.

Dinner

Sun 3 Nov 20:00 (in case of enough requests the hotel restaurant opens for dining otherwise sandwiches can be provided)

Mon 4 Nov 20:00 - Official Meeting Dinner (Tue 5 Nov, dining at request)

all at Achat Premium Hotel Frankfurt/Egelsbach

Please confirm your participation by the web registration (see above).

Venue and Transport

GSI/FAIR, Planckstr. 1, 64291 Darmstadt

fair-center.eu/en/contact/how-to-reach-fair.html (see also <http://goo.gl/maps/LGF8U>)

A shuttle will be organised between Achat Hotel and the venue on all meeting days. Typically, it will leave the hotel ¾h before the start of the first session and return shortly after the last session. The exact times will be announced on short notice.

Reimbursement of Expenses

We will reimburse your travel expenses (please look for budget prices) provided you will send us the **original receipts** including the **boarding passes**. If you haven't done so yet or in case of changes, please also remember to provide us with your **bank details** well in advance of the meeting: Account owner (Name, Address) ♦ Bank (Name, Address) ♦ IBAN ♦ BIC/SwiftCode. You will receive a form sheet to sign during the meeting.