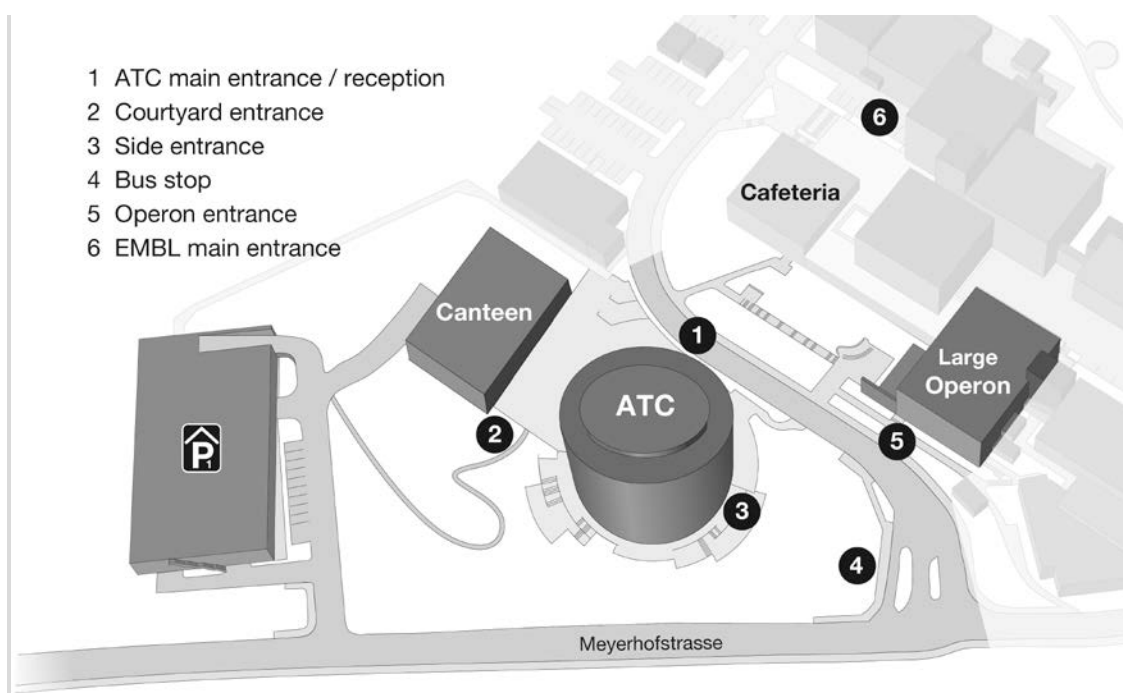


## CONTENTS

MAP OF EMBL CAMPUS	2
HEALTH & SAFETY NOTES	2
CONFERENCE BUS SCHEDULE	3
PUBLIC BUS	5
TAXI	7
CAR	7
TRAIN	7
COACH TO FRANKFURT INTERNATIONAL AIRPORT	7
AIRPORT TRANSPORT	7
POSTER SESSION INFORMATION	8
INFORMATION FOR SPEAKERS	8
CATERING	ERROR! BOOKMARK NOT DEFINED.
QUESTIONNAIRES & BADGES	9
LUGGAGE	9
CHARGING LOCKERS	9
NURSING ROOM	9
PHOTOGRAPHY	10
EMBL MERCHANDISE	10
USEFUL TELEPHONE NUMBERS	10
CONFERENCE TELEPHONE & INTERNET	10
TIME	10
POSTAL SERVICE	10
LOST AND FOUND	11
ELECTRICITY	11
PRINTING	11
SIGHTSEEING	11
CONTACT: CONFERENCE OFFICER	12
USEFUL GERMAN EXPRESSIONS	13






## MAP OF EMBL CAMPUS



The conference will take place at the **EMBL Advanced Training Centre (ATC)**.

While on campus, please wear your conference badge at all times for security purposes.

## HEALTH & SAFETY NOTES

	Do not smoke in any EMBL building.
	Eating and drinking is prohibited in the Auditorium and all laboratories.
	Do not enter any restricted areas or the laboratories unless instructed to do so.
	<p><b>If first aid is required ...</b></p> <ul style="list-style-type: none"> <li>The first aid room is located next to the ATC Registration Desk (room 10- 205).</li> <li>Dial the <b>Emergency number 222</b> from any <b>EMBL internal phone</b> only.</li> <li>Where is the accident? What happened? How many injured?</li> <li><b>Emergency number 06221-387 7821 from mobile phones.</b></li> <li>Please report all accidents to the conference officer at the registration desk.</li> </ul>
	<p><b>In case of fire ...</b></p> <ul style="list-style-type: none"> <li>Press the nearest fire alarm button or the <b>Emergency number 222</b> from any internal phone.</li> <li>A loud fire alarm will go off if an evacuation is required. On hearing the alarm leave the building immediately following the escape route and fire wardens.</li> <li>Do not use the lifts.</li> </ul>

## CONFERENCE BUS SCHEDULE






Date	Time from	to
<b>Sunday, 18 March</b>		
<b>Downtown - EMBL</b>		
	12:00 Kurfürsten-Anlage (Opposite Train Station)	EMBL Bus Stop (Bus 1)
	11:55 Neckarmuenzplatz	EMBL Bus Stop (Bus 2)
	12:00 Peterskirche	EMBL Bus Stop (Bus 2)
	12:05 Crowne Plaza/ back entrance	EMBL Bus Stop (Bus 1+2)
	12:05 ISG Hotel, Boxberg	EMBL Bus Stop (Bus 3)
	12:30 Kurfürsten-Anlage (Opposite Train Station)	EMBL Bus Stop (Bus 1+2)
	12:25 Neckarmuenzplatz	EMBL Bus Stop (Bus 3+4)
	12:30 Peterskirche	EMBL Bus Stop (Bus 3+4)
	12:35 Crowne Plaza/ back entrance	EMBL Bus Stop (Bus 1+2+3+4)
	12:35 ISG Hotel, Boxberg	EMBL Bus Stop (Bus 5)
<b>EMBL - Downtown</b>		
	19:00 EMBL Bus Stop	downtown, all hotels
	19:00 EMBL Bus Stop	Neckarmünzplatz (downtown tour)
<b>Monday, 19 March</b>		
<b>Downtown - EMBL</b>		
	08:15 Kurfürsten-Anlage (Opposite Train Station)	EMBL Bus Stop (Bus 1+2)
	08:10 Neckarmuenzplatz	EMBL Bus Stop (Bus 3+4)
	08:15 Peterskirche	EMBL Bus Stop (Bus 3+4)
	08:20 Crowne Plaza/ back entrance	EMBL Bus Stop (Bus 1+2+3+4)
	08:20 ISG Hotel, Boxberg	EMBL Bus Stop (Bus 5)
<b>EMBL - Downtown</b>		
	21:00 EMBL Bus Stop	downtown, all hotels
	22:00 EMBL Bus Stop	downtown, all hotels
	23:00 EMBL Bus Stop	downtown, all hotels
<b>Tuesday, 20 March</b>		
<b>Downtown - EMBL</b>		
	08:15 Kurfürsten-Anlage (Opposite Train Station)	EMBL Bus Stop (Bus 1+2)
	08:10 Neckarmuenzplatz	EMBL Bus Stop (Bus 3+4)
	08:15 Peterskirche	EMBL Bus Stop (Bus 3+4)
	08:20 Crowne Plaza/ back entrance	EMBL Bus Stop (Bus 1+2+3+4)
	08:20 ISG Hotel, Boxberg	EMBL Bus Stop (Bus 5)
<b>EMBL - Downtown</b>		
	21:00 EMBL Bus Stop	downtown, all hotels
	22:00 EMBL Bus Stop	downtown, all hotels
	23:00 EMBL Bus Stop	downtown, all hotels
	00:00 EMBL Bus Stop	downtown, all hotels
<b>Wednesday, 21 March</b>		
<b>Downtown - EMBL</b>		
	08:15 Kurfürsten-Anlage (Opposite Train Station)	EMBL Bus Stop (Bus 1+2)
	08:10 Neckarmuenzplatz	EMBL Bus Stop (Bus 3+4)
	08:15 Peterskirche	EMBL Bus Stop (Bus 3+4)
	08:20 Crowne Plaza/ back entrance	EMBL Bus Stop (Bus 1+2+3+4)
	08:20 ISG Hotel, Boxberg	EMBL Bus Stop (Bus 5)
<b>EMBL - Downtown</b>		
	13:00 EMBL Bus Stop	Frankfurt Int. Airport
	13:00 EMBL Bus Stop	downtown, all hotels

Please make sure that you are at the bus stop 5 minutes before the departure time.

**IMPORTANT:** Most of the buses are sent from/by Hoffmann Reisen Company and display the company logo. However, it is important to always double check the signage on the front window at your designated meeting point, because sometimes a bus is sent with a different company branding.

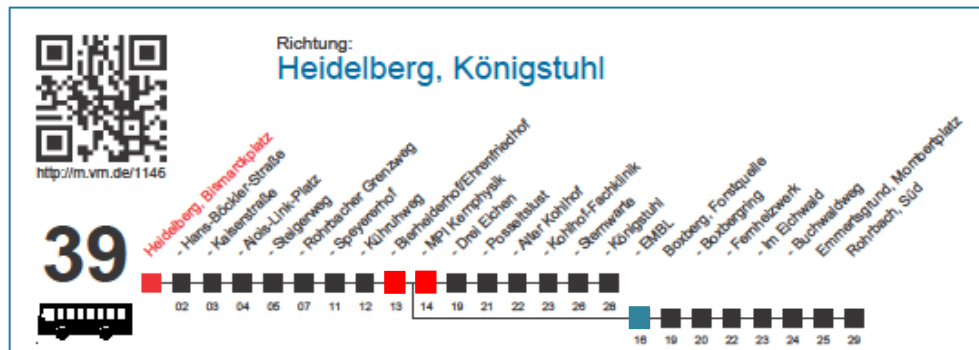
"Fahr mit"  
**HoffmannReisen**



	<p><b>Kurfürsten-Anlage (opposite Main Station)</b></p>
	<p><b>Neckarmünzplatz</b></p>
	<p><b>Peterskirche</b></p>
	<p><b>Crowne Plaza Hotel</b></p>
	<p><b>ISG Hotel</b></p>

## PUBLIC BUS

A one way bus fare costs 2.50 Euro to be paid in cash to the bus driver.



### Bus 39 via EMBL

The bus 39 also travels to and from Königstuhl so **please make sure you take the bus 39 stating EMBL as a destination.**

Leaving Bismarckplatz*	Arriving at EMBL	Leaving EMBL	Arriving at Bismarckplatz*
06.30	06.46	07.11	07.28
07.30	07.46	10.11	10.28
07.50	08.06	11.11	11.28
08.10	08.26	12.11	12.28
08.30	08.46	13.01	13.18
08.50	09.06	14.11	14.28
09.10	09.26	15.11	15.28
09.30	09.46	16.11	16.28
10.30	10.46	16.41	16.58
11.30	11.46	17.11	17.28
12.30	12.46	17.41	17.58
		18.11	18.28
		18.41	18.58
		19.11	19.28
		20.47	21.04

\*Bismarckplatz - is the main bus and tramway stop in Heidelberg city centre.

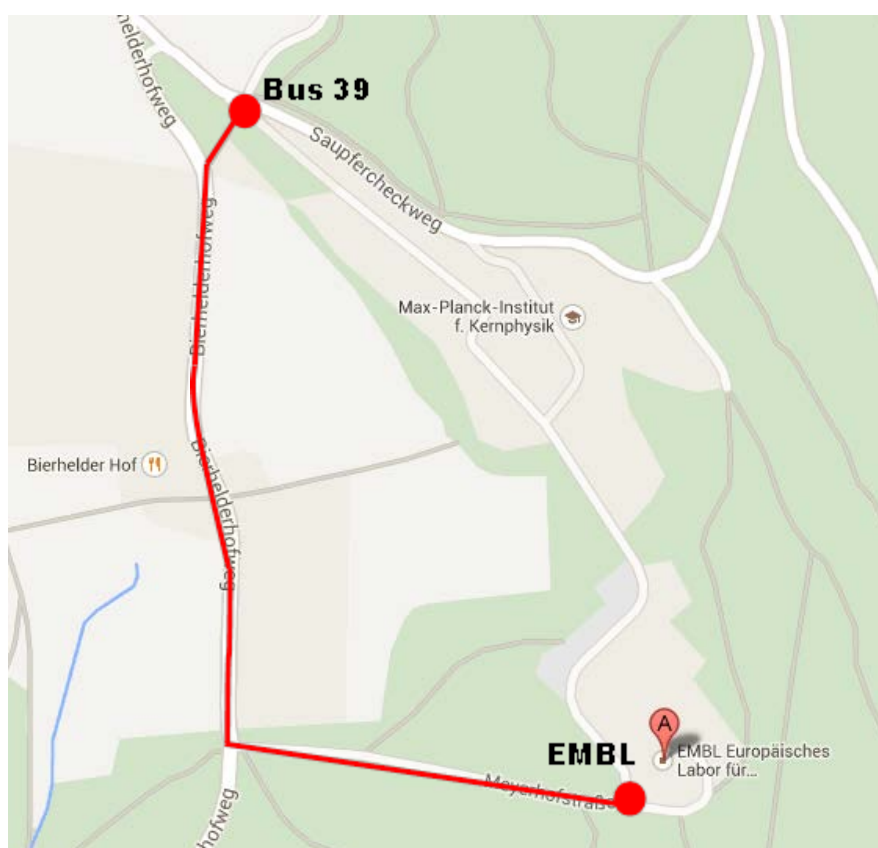
**Please note:** this bus does not run at the weekend or public holidays.

**Bus 39 via Max Planck Institute for Nuclear Physics** (schedule also available on the info board)

Departs from the Max-Planck-Institut für Kernphysik “*Kernphysikalisches Institut*” or “*Bierhelderhof*” to Heidelberg “*Bismarckplatz*”.

Leaving Bismarckplatz	Arriving at Bierhelderhof	Leaving Bierhelderhof	Arriving at Bismarckplatz
08.00	08.13	12.45	12.58
09.00	09.13	13.45	13.58
10.00	10.13	14.15	14.28
11.00	11.13	14.45	14.58
12.00	12.13	15.15	15.28
13.00	13.13	15.45	15.58
13.30	13.43	16.15	16.28
14.00	14.13	16.45	16.58
14.30	14.43	17.15	17.28
15.00	15.13	17.45	17.58
15.30	15.43	18.45	18.58
16.00	16.13	19.45	19.58
16.30	16.43		
17.00	17.13		
18.00	18.13		
19.00	19.13		

You need to walk about 15 minutes to reach EMBL. Please follow a map below.



## TAXI

You can also call a local taxi on: **Taxi Zentrale** +49 (0) 6221 302030

## CAR

If you are travelling by car we recommend parking in the car park P1, at the beginning of Meyerhofstrasse. The car park is free of charge.

GPS Address: Meyerhofstrasse 1, 69117 Heidelberg

## TRAIN

For train travel times check the German Rail website.

[http://www.bahn.de/p\\_en/view/index.shtml](http://www.bahn.de/p_en/view/index.shtml)

## COACH TO FRANKFURT INTERNATIONAL AIRPORT

**Wednesday 21 March at 13.00**

EMBL Bus Stop – Frankfurt International Airport and will take approximately 1 hour.

A coach ticket costs 25 Euro and is available at the registration desk from the second day of the conference.

## AIRPORT TRANSPORT

### Private Taxi Airport Transfer

#### **A&S Airportservice**

Tel: +49 (0) 6229 93 08 55, Mobile: +49 (0) 172 74 48 85 6

Email: [info@as-airportservice.de](mailto:info@as-airportservice.de)

[www.as-airportservice.de](http://www.as-airportservice.de)

#### **PMJ Fahrservice**

Tel: +49 (0) 6223 7399020, Mobile: +49 (0) 163 7232348

Email: [info@pmj-fahrservice.de](mailto:info@pmj-fahrservice.de)

[www.pmj-fahrservice.de](http://www.pmj-fahrservice.de)

#### **Frankfurt Airport Shuttles** (schedule available on the info board)

Tel: +49 (0) 6152 97690 99 for reservations

(Monday - Friday 7.00 – 18.00, Saturdays 8.00 – 13.00)

Email: [info@frankfurt-airport-shuttles.de](mailto:info@frankfurt-airport-shuttles.de)

[www.transcontinental-group.com/en/frankfurt-airport-shuttles](http://www.transcontinental-group.com/en/frankfurt-airport-shuttles)

The bus runs every 90 minutes, seven days a week between Terminal 1, Arrival Area, Hall B, Exit B4-5, Frankfurt International Airport and downtown Heidelberg Crowne Plaza Hotel, Kurfürstenanlage 1–3, Heidelberg (city centre).

You do not need to be a Lufthansa passenger in order to use this service.

We recommend early booking in order to reserve a seat and to take advantage of the early booking discounts.

The discount fares are:

Weeks before transfer	Discount in %	Fare
4 – 2	20%	19,20 EUR
2 – 1	10%	21,60 EUR
under 1 week	----	24,00 EUR (regular fare)

### Long distance bus

Alternatively, you can take one of the long distance busses from Frankfurt International Airport to Heidelberg. Please visit this website for more information and booking: [www.busradar.com/](http://www.busradar.com/)

## POSTER SESSION INFORMATION

During the workshop there will be a permanent poster exhibition with **2** sessions of viewing:

Your poster board number is the number of your abstract in the abstract book.

**Monday 19 March, 17.00 - 19.00**

**Poster Session 1**

**Odd numbers**

**Tuesday 20 March, 17.00 - 19.00**

**Poster Session 2**

**Even numbers**

**Poster boards** are located on Helix **A** in the Advanced Training Centre. The sizes of our poster boards are 1.05 m wide x 2.30 m high. Pins for fixing the posters are available on the board. If you need additional pins, please ask at the registration desk.

**Please refrain from taking photographs of posters and/or slide presentations without prior consent.**

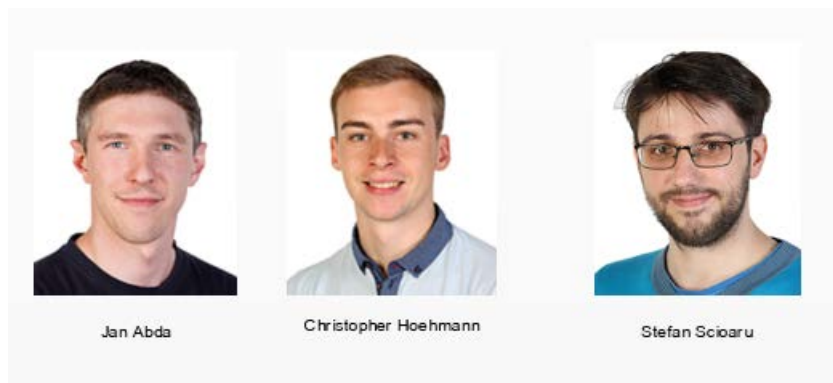
## INFORMATION FOR SPEAKERS

All **talks** will be held in the EMBL Advanced Training Centre Klaus Tschira **Auditorium**. Please get in touch with the audiovisual staff at the back of the Auditorium in advance of the time of your talk. We prefer to have the presentation running on our machines due to incompatibilities that might appear if running from your own workstations. If your presentation contains movies, please save the movie files and the presentation in one folder (with an indication of order). The file name should be labeled with your name and the date that the file was last modified or created.

We ask you to please make sure to keep within your presentation time limit.

You can address our **AV technicians** for help regarding your presentations:





## CATERING

All meals and coffee breaks are included in the registration fee. Our catering staff will prepare a wide variety of vegetarian meals, meat and fish dishes, soups, pasta, fresh fruit and vegetables, as well as a variety of desserts.

**PLEASE WEAR YOUR BADGE AT ALL TIMES WHEN SERVING YOURSELF.**

**NO FOOD OR DRINKS ARE ALLOWED IN THE AUDITORIUM.**

**Coffee breaks** will take place in the ATC Foyer.

**Lunch** will be served in the ATC Foyer.

**Dinner** will be served in the EMBL Canteen.

## QUESTIONNAIRES & BADGES

Please help us with the organisation of future conferences by giving us your **feedback** on this meeting. After the meeting we will be sending the questionnaire link per mail to all participants.

Please help us **to be green** by returning the reusable **plastic holder of your badge** at the end of the conference to the registration desk.

## LUGGAGE

There are lockers available on-site to store your luggage, which require a 2 EURO coin to operate. There is another luggage room on the E0 Floor, which is free to use but remains unlocked during the conference.

## CHARGING LOCKERS

There are lockers available next to the stairs leading down into the Auditorium. You will find some of those equipped with sockets to charge your smartphone / tablet etc.

## NURSING ROOM

There is a nursing room available in the ATC Rooftop Lounge on level A29.

## PHOTOGRAPHY

During the conference an EMBL Photographer may be taking photographs. If you would not like to appear in these, please inform the photographer or a member of the Course and Conference Office.

## EMBL MERCHANDISE

EMBL Merchandise is available during weekdays. If you are interested in purchasing an EMBL souvenir (products presented in the glass display in the registration area), please ask at the registration desk for more information.

## USEFUL TELEPHONE NUMBERS

### Internal Numbers:

EMBL's Advanced Training Centre registration desk	8752
Course & Conference Office	8797/ 8570
Switchboard/Security	8100

Below are the most important emergency service phone numbers for Heidelberg.

Police	110
Ambulance and fire	112

If you become ill during the event, please notify the Conference Officer(s) at the Registration Desk immediately.

## CONFERENCE TELEPHONE & INTERNET

The conference **telephone number** where you can be reached or where messages can be left for you is: +49 (0)6221 387 8752.

The conference **fax number** is: +49 (0)6221 387 8158. Faxes or messages will be posted on the info board near the registration desk.

**WiFi** is available everywhere on the premises (no password required, just log on as ATC Guest. The **eduroam** –secure, world-wide roaming access service developed for the international research and education community – network is also available).

## TIME

Germany operates on Central European time (CET), which means that the country is 6 hours ahead of eastern standard time (EST) in the United States and 1 hour ahead of Greenwich mean time (GMT). Summer daylight saving time begins in Germany in April and ends in October. Always check if you are traveling during these periods, especially if you need to catch a plane.

## POSTAL SERVICE

Post offices are normally open Monday to Friday 8am to 6pm and Saturday 8am to 1pm. Sending a letter within Germany costs €0.70, €0.45 for a postcard. To send a letter within or outside Europe, you will have to pay €0.90 (postcard or letter) or €1.50 for a heavier letter (up to 50 grams). More information can be found on the pages of [Deutsche Post](#).

## **LOST AND FOUND**

“Lost and Found” are kept at the registration desk and sometimes are also kept at the main reception

## **ELECTRICITY**

In most places the electricity is 220 volts AC (50 cycles). An adaptor and a plug that fits the German socket may be needed for your appliances/laptop (i.e. American, Japanese, etc.).

A USB charging station for electronic devices is available at the registration desk.

## **PRINTING**

We can help printing your boarding passes/train ticket. Please send it to [events@embl.de](mailto:events@embl.de)

Alternatively our printer is able to print from USB stick. Please come visit us at the registration desk.

## **SIGHTSEEING**

A variety of activities in Heidelberg can be found in this website:

<http://www.heidelberg-marketing.com/>

## **CONTACT: CONFERENCE OFFICER**

If you have any further questions please contact the conference officer at the registration desk. There will be a member of the conference office at the registration desk throughout the entire conference.

### **Conference Officer**



**George Luca-Ruse**

European Molecular Biology Laboratory  
Meyerhofstr. 1  
D-69117 Heidelberg  
Tel: +49 (0)6221 387 8570  
Fax: +49 (0)6221 387 8158  
Email: [george.luca.ruse@embl.de](mailto:george.luca.ruse@embl.de)

### **Sponsor and exhibit enquiries**



**Assol Rustamova**

European Molecular Biology Laboratory  
Meyerhofstr. 1  
D-69117 Heidelberg  
Tel: +49 (0)6221 387 8907  
Fax: +49 (0)6221 387 8158  
Email: [assol.rustamova@embl.de](mailto:assol.rustamova@embl.de)

## USEFUL GERMAN EXPRESSIONS

Hello	Hallo
Goodbye	Auf wiedersehen
Good morning	Guten Morgen
Good afternoon	Guten Tag
Good evening	Guten Abend
Good night	Gute Nacht
I'm sorry	Tut mir leid
Excuse me...	Entschuldigen Sie
How are you?	Wie gehts?
I'm fine thanks. And you?	Mir geht es gut , danke, und dir/Ihnen?
What is your name	Wie heisst du? Wie heissen Sie?
My name is	Ich heisse
Do you speak English	Sprechen sie Englisch?
I don't understand	Ich verstehe nicht
Please speak more slowly	Können sie bitte langsamer sprechen
Thank you	Dankeschön
Where is the toilet?	Wo ist die Toilette?
Please call me a taxi	Bitte rufen sie mir ein Taxi
How do I get to....?	Wie komme ich zum/zur.....?
A beer/two beers please	Ein Bier/zwei Bier bitte
A glass of red/white wine please	Ein Glas Rot/Weisswein bitte
The menu, please	Die Speisekarte, bitte
Is there a local speciality?	Gibt es eine Spezialität aus dieser Gegend?
I'm Vegetarian	Ich bin Vegetarier
It was delicious	Es war hervorragend
The bill, please	Die Rechnung, bitte
I have a headache	Ich habe Kopfschmerzen
I have a sore throat	Ich habe Halsschmerzen
My stomach hurts	Ich habe Magenschmerzen
I'm allergic to	Ich bin allergisch gegen
I need a doctor who speaks English	Gibt es einen Arzt, der Englisch spricht?

Enjoy your stay in Heidelberg!

