A. General Information – AT A GLANCE

B SCHEDULE ETN Workshop

C Reimbursement Procedure

Contact:

If you have questions or need assistance (such as with the transfer from Brussels airport), do not hesitate to get in touch with Marina Franckx (marina.franckx@soc.kuleuven.be) or with me (ine.vanhoyweghen@soc.kuleuven.be). For any urgent cases, my mobile phone number is + 32 494 57 47 36
A. GENERAL INFORMATION – AT A GLANCE

**4\textsuperscript{th} Project Funding Group Meeting COST Bio-objects – ETN**

**VENUE:**

We will all work/sleep/eat at one central place in Leuven:

Irish College, Janseniusstraat 1, 3000 Leuven, Belgium
(www.leuveninstitute.eu)
Leuven is only 14 min. away (by train) from Brussels – so travel to Brussels!

**Schedule at a glance**

- **ETN Workshop Jan 16–17, 2014**
  - Start: Jan. 16 at 10.30/11.00AM
  - End: Jan. 17 at 13.00 PM
  - Venue: Irish College, Janseniusstraat 1, 3000 Leuven, Belgium
    (www.leuveninstitute.eu)

Please write an e-mail to me (**ine.vanhoyweghen@soc.kuleuven.be**), in which you inform 1. when you will arrive in Leuven and 2. for how long you will stay. Please note that you will need to book for your accommodation at “Irish College” yourselves! (see details below). Could you also inform me in case you want a vegetarian meal for the dinner. This will facilitate the organization of the meetings. Thank you!

**Venue:**

the Leuven Institute for Ireland in Europe (also called “Irish College”)
[http://www.leuveninstitute.eu](http://www.leuveninstitute.eu)

The Venue is located in the heart of the historical university city of Leuven with easy access to Brussels (11 min. train ride to Brussels airport), see maps and directions infra.
Travel arrangements:

Please book your flights/trains to Brussels as soon as possible for making your travel arrangements.

Accommodation:

We have blocked rooms at the Venue Irish College in Leuven a rate 105 Euro per night/per person, or 65 Euro per night/person if sharing rooms.

The COST re-imbursement procedures make it necessary that you make your own reservation. Please book your rooms as soon as possible.

You can book through filling in the reservation form (see ANNEX1) and send it to: reception@leuveninstitute.eu, mentioning “Bio-objects COST Meeting”.

B SCHEDULE ETN Workshop

Venue: Irish College

January 16, 2014 Chair: Giuseppe Testa

10.30–11.00 am Welcome/Coffee

11.00–13.00 Introduction by Giuseppe Testa
Recap format and guidelines ETN
State of the Art ‘LifeScales’
Wrap up general project outline

13.00–14.00 Lunch @IrishCollege

14.00 –16.00 Wrap up general project outline

16.00–16.30 Coffee and fresh nose

16.30–18.00 Discuss/-wrap up subsections ETN proposal
(possibly in subgroups)

18.00–19.00 Closing of the day; Reflection on progress
January 17, 2014 Chair Giuseppe Testa

09.00 – 10.30   Wrap up Subgroup results
10.30-11.00   Coffee
11.00-13.00   General round-up
               Concrete plans work dissemination draft ETN
13.00   Lunch and Farewell

C REIMBURSEMENT PROCEDURE

You will all receive invitations via “E-COST”, the database that the Grant Holder has to complete. (These e-mails are good candidates for ending up in some sort of spam-folder, so if you have not received such e-mails, do get in touch with Sarah Shrive-Morrison: sarah.shrive-morrison@york.ac.uk.) **We will send these invitations shortly once you have confirmed your intention to attend.**

These e-mails contain a link in which you are asked to confirm or to decline your participation. Please follow this link and confirm or decline your participation.

If you are eligible for reimbursement, **you can follow the same link to deposit your intention to make a claim and to download the reimbursement form for the meeting.**

Please download one of these forms, complete it, and

- Send it with the relevant receipts to **Sarah Shrive-Morrison**
  (SATSU, University of York, YO10 5DD, UK)

No receipts are necessary for:
- Accommodation
- Local transport (if you do not re-claim more than €25).

Receipts are necessary for:
- Air fares and long distance travelling (such as trains);
- Local transport above €25;
- Taxis – please ensure that you only take a taxi if no reasonable public transport is available. All expenses for taxis have to be justified.
- Please note: COST members are allowed to claim only 20 euros per day for meals. Most meals are covered by the Local organiser as part of the programme.
MEETING VENUE + ACCOMMODATION

the Leuven Institute for Ireland in Europe (also called: “The Irish College”)
Janseniussstraat 1
3000 Leuven, Belgium
tel 00 32 16 31 04 30
Fax 00 32 16 31 04 31
reception@leuveninstitute.eu
www.leuveninstitute.eu

How to get from:

FLYING:

➢ Brussels Airport to Leuven Central Station:

By train:
After you have collected your luggage and gone through customs into the arrivals hall, go to your right towards the escalators. Take the escalator down to Level -1 where you find the train station. There are currently three platforms and ten ticket desks. A ticket to Leuven costs €8.10. If you are buying a return ticket (€16.20) you will need to specify your return date. You will be given two separate tickets for a return ticket. The
train to Leuven always leaves from platform 3; however works are currently ongoing at the station so alterations to platform numbers may occur. On weekdays, trains to Leuven leave at 18 minutes and 39 minutes past the hour. During weekends and public holidays, there is only one train per hour at 37 minutes past the hour. If you are running late and there is a queue for tickets, just board the train. However, you must indicate to the conductor as you board the train that you don’t have a ticket and you wish to pay on the train. The journey is 14 minutes and Leuven is the first stop. The destination of the train on the screen will say either ‘Leuven’ or ‘Landen’.

- Charleroi (‘Brussels–South’) Airport to Leuven Central Station:

  This is the Ryanair Hub to get you into Belgium/Brussels. Cheap ![but it takes some more effort to get you in Leuven (90km away). You can take the bus to Charleroi railway station and take a train from there to Leuven (via Brussels central station), approx. 2 hours.

By RAIL

- From Paris to Brussels 1 hour 20 minutes
- Koln to Brussels 2 hours 20 minutes
- Amsterdam to Brussels 2 hours
- London to Brussels 2 hours 15 minutes
- From Brussels Rail Station (Nord/Central/South–midi) to Leuven Central Station

  Train in direction to Liege/Hasselt/Tongeren/Landen. Leuven is the first stop. Journey time 22–25 minutes.

- Leuven Central Station to Irish College (Venue):

  - By bus: bus 2
    
    [http://www.leuveninstitute.eu/docs/Directions_from_Railway_Sation_to_the_Leuven_Institute_for_Ireland_in_Europe.pdf](http://www.leuveninstitute.eu/docs/Directions_from_Railway_Sation_to_the_Leuven_Institute_for_Ireland_in_Europe.pdf)

  - By foot: 20 minutes walk

  - By taxi: to get you from the train station to Irish College, taxis should not charge you more than 10 euros.
ANNEX 1: RESERVATION FORM ACCOMMODATION
ANNEX 2: CANCELLATION POLICY

ANNEX 1

Reservation Form
The Leuven Institute for Ireland in Europe

Personal Information
Name:  
Last Name:  
Address:  
Post Code:  
Telephone Number:  
Fax:  
Email Address:  
Arrival Date:  
Arrival Time:  
Departure Date:  
No of Nights Staying:  

**Accommodation Details (Prices per VAT inclusive)**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>B&amp;B Rate</th>
<th>Number of rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Room (Twin Beds) Single Occupancy</td>
<td>€105</td>
<td></td>
</tr>
<tr>
<td>Single Room (Twin Beds) Double Occupancy</td>
<td>€65 per person (€130 Room)</td>
<td></td>
</tr>
</tbody>
</table>

*Shared with:*

Name:  
Last Name:  

**Card details are required in order to secure your booking. You can pay for your stay at our Reception on arrival.**

- Visa  
- MasterCard  
- Switch / Maestro  
- Delta  
- Solo

Name of Card Holder:  
Card Number:  
Card Start Date *(if shown)*  
Card Expiry Date  
Issue Number *(if shown)*  

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COST IS10014th Project Funding Meeting, January 2014, Leuven
Security Code

<table>
<thead>
<tr>
<th>Reservation Cut-off Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation Policy:</td>
</tr>
<tr>
<td>Please see attached</td>
</tr>
</tbody>
</table>

Signature: ___________________________  Date: ________________
ANNEX 2:

Cancellation policy – Individuals:

Cancellation of the agreement and no-show:

Whole or partial cancellation of the agreement by the customer must be done in writing. The date on which the Institute is notified in writing of the cancellation by the customer shall be decisive for any compensation owed to the Institute due to the cancellation. The amount of compensation owed by the customer to the Institute as the result of cancellation is a percentage of the total amount of the cancelled service as specified in the quote confirmation. This amount is stipulated as follows:

Accommodation:

If a reservation for only hotel accommodation (with breakfast included) is made, for a one or more Individuals then the following applies to the Cancellation of this reservation.

a. In case of Cancellation more than 1 month before the Commencement Date, the Customer is not obliged to pay any money to The leuven Institute for Ireland in Europe.

b. In case of Cancellation more than 5 days before the Commencement Date, the Customer is obliged to pay 30% of the Reservation Value to the The leuven Institute for Ireland in Europe.

c. In case of Cancellation more than 2 days before the Commencement Date, the Customer is obliged to pay 50% of the Reservation Value to the The leuven Institute for Ireland in Europe.
d. In case of Cancellation 48 hours or less before the Commencement Date, the Customer is obliged to pay 100% of the Reservation Value to the Leuven Institute for Ireland in Europe."

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