

# ZEW-conference on ICT: FAQ's

## 1. What will be the reimbursement process?

The travel expenses of paper presenters will be reimbursed at APEX fares. Your conference package will contain a reimbursement form. Please fill out this form and send it back to the address indicated on the form along with the original tickets (we need the original tickets due to legal reasons). Hotel costs for paper presenters will be directly settled by the ZEW.

Please note that we will not reimburse costs for food and beverages (exception: food and beverages served during the conference), phone calls etc.

## 2. Do co-authors also get travel expenditures reimbursed?

Only travel expenditures of the presenting author will be reimbursed.

## 3. Should I make my own travel arrangements?

We can only make the hotel reservations for you. Please book your own flight and train connections.

## 4. Can I return the registration form by email?

Please return the registration form by fax.

## 5. What is the best way to get to Mannheim?

It's a 30 minutes train ride to get from Frankfurt/Main airport to Mannheim. You can check the train schedule on the internet at

[http://www.bahn.de/home/typ\\_b\\_files/db\\_home\\_international\\_guests.shtml](http://www.bahn.de/home/typ_b_files/db_home_international_guests.shtml).

A stylized map of Mannheim is available at <http://www.zew.de/en/kontakt/anfahrt.php3> (there also is a link from the conference website at <http://www.zew.de/ICT-Conference/index.htm>).

You can find information on the hotel at

<http://travelweb.com/booker/AppLogic+booker.hotel.info.Start?brand=BW&iid=BW&pid=95173>. This website also provides a map (and the weather forecast).

We will also email a map of the relevant parts of Mannheim to you shortly before the conference.

## 6. Who is my contact person at the ZEW as far as travel arrangements and hotel reservation are concerned?

Our travel expert is Mrs. Heidi Halder (phone: ++49/621/1235-194; fax: phone: ++49/621/1235-170; email: [halder@zew.de](mailto:halder@zew.de)). Our deputy travel expert is Mrs. Heidrun Foerster (phone: ++49/621/1235-197; fax: phone: ++49/621/1235-170; email: [foerster@zew.de](mailto:foerster@zew.de)).

## 7. What are the distances between the ZEW, the train station and the Hotel?

Here's my personal average walking time:

Train station -> ZEW: 3 minutes

Train station -> Hotel: 8 minutes

Hotel -> ZEW: 11 minutes

## 8. Will there be discussants?

Yes, there will (see the below note).

## 9. How much time do I have for the presentation?

The total session length 45 minutes. You have 25 minutes for the presentation. 10 minutes are left for the discussant and another 10 minutes are left for a plenary discussion.

## 10. How will the trip to Heidelberg be organized?

Those interested in joining the trip to Heidelberg meet on Sunday 17 at 3 p.m. at the ZEW. We will either take the train (15 minutes) or our own cars to get to Heidelberg.

Mannheim, March 13, 2001

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