

Frequently asked questions

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. Can I return the registration form by email?

Please return the registration form by fax.

3. What is the best way to get to Mannheim?

A stylized map of Mannheim is available at <http://www.zew.de/en/kontakt/anfahrt.php3>. 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.

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).

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

Our travel expert is Mrs. Andrea Altenrenger (phone: ++49/621/1235-131; fax: ++49/621/1235-225; email: altenrenger@zew.de). You may also contact Elke Wolf (phone: ++49/621/1235-294; fax: ++49/621/1235-225; email: wolf@zew.de).

5. 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