

Participant information for the *Gene Golub SIAM Summer School 2014*

1 Travel hints

1.1 Travel to Linz

Linz can be reached easily by train. Trains can be booked in advance at <http://www.oebb.at/en/>. The station to be reached is *LINZ/DONAU*. The railway system in Austria is quite good, and usually English language announcements are made in addition to German ones.

Alternatively, Linz has an airport (LNZ). Since the airport is quite small, flights may be expensive. It may be a lot cheaper, and does not take much more time, to fly to a nearby larger airport and continue your travel by train. Good airports for this are Vienna (VIE), Salzburg (SZG), or Munich (MUC).

1.2 Travel in Linz

We will organize accommodation for the participants at the Hotel Sommerhaus <http://www.sommerhaus-hotel.at/en/location>. It is easy to reach from the central railway station using tram line 1 or 2 in the direction ‘Universität’ (University). Exit at the final stop ‘Universität’.

Since the travel from the airport is a bit complicated, we will organize transportation from and to the airport in Linz. (Do not book it yourself!)

To do so, please let us know your arrival and departure time and corresponding flight numbers.

1.3 Travel requirements

Depending on your nationality, it may be that a visa is required for traveling to Austria. If you require an invitation letter please let us know at your earliest convenience.

1.4 Health insurance

We can not provide health insurance. Please make sure that you are sufficiently insured for your trip to Austria.

1.5 General travel information

Given the general weather conditions in Linz in summer it is recommended to bring clothing suitable for a temperature range between 12° and 30° C. Rain is rare (avg. 4 days in August) but must be expected.

Since we will have a hiking trip, you should bring sturdy shoes. If you like, swimming is a possibility, so you may want to bring your swim wear and towel.

2 Reimbursement of travel expenses

Since we will take care of meals and accommodation no such expenses can be reimbursed.

For your travel from your home address to Linz and back, travel expenses can be reimbursed up to the amount stated in your acceptance notification mail following the general guidelines for reimbursements as outlined below. If in doubt, please consult us.

You are required to book the cheapest possible alternative, exceptions are justifiable only if this implies excessive savings in terms of travel time. In any case, only economy class flights and 2nd class train tickets can be reimbursed.

Please note that we will organize transportation from Linz airport and that taxi fares can not be covered.

2.1 Required documents

In order to reimburse your travel expenses the following documentation is required by our administration.

1. Train/Flight ticket. Train tickets need to be stamped (done by the conductor in the train).
2. Printed boarding pass for flights.
3. Your home address (not your office address).
4. Details of the Bank account to which the reimbursement should be paid. If possible, please provide this in the form of IBAN and BIC.
5. To avoid any trouble, it is advisable (in case you are flying) to provide a printout of the possible alternative flights by some flight search engine to justify your choice of flight connection.

To avoid long waiting periods, please send the information items 3–5 together with the price for the tickets as soon as possible, preferably until June 1, to winnifried.wollner@uni-hamburg.de so that our administration can prepare the necessary documents.

Please note that we can reimburse your travel expenses only after you have attended the summer school and all required documents have been provided.

3 Own Computer and Software

It is possible to use your own laptop for the exercise classes. To facilitate our preparation, please let us know if you intend to do so by March 20.

The required software will be made available to you on the website <http://www.math.uni-hamburg.de/g2s3/> in June.

4 Poster Presentation

You will have the possibility to present your own research in a poster session during the summer school. If you wish to participate, please let us know until June 1.

5 Emergencies

Should there be any trouble during your travel to the G2S3, such as missed train or flight connections, the organizers will be reachable by telephone. You will receive the telephone number in early July.

6 Cancellation

If for any reason you need to cancel your participation in the G2S3 please notify us immediately so that other candidates may take your place.

Please note that we can not reimburse travel expenses in this case.

7 Your Input

As outlined before, we will need your input for the following things, as soon as possible, but no later than the given deadline

<u>Information needed</u>	<u>Deadline</u>
Acknowledge participation and answer questions in the invitation email	March 20
Travel details (Arrival/Departure time & Flight/Train number)	Mai 1
Bank account details etc., see Section 2.1 (3.-5.)	June 1
Tickets and Boarding pass, see Section 2.1 (1.-2.)	at G2S3
Participation in poster session	June 1