

## Third circular of MPTL 8

This is the third and the last circular of MPTL 8; you received the second one at the end of May 2003. Purpose of this circular is to give you most detailed information on the organization of MPTL8 together with prices of services and also to obtain from you the **feedback** with regard to the program, to the accommodation and to the meals that you are interested in to order (informal dinner, breakfast and lunch on Monday and Tuesday, workshop dinner). We need your feedback in order to finalize the program, to specify the accommodation requirements and to specify the number of meals per each day of the workshop to the catering company.

1. The detailed **MPTL8 program** of oral presentations, poster introductions and poster presentations together with the afternoon social program on Sunday, September, 14, is displayed on the MPTL8 website <http://lucy.troja.mff.cuni.cz/~tichy/MPTL/>. As you will note we have in principle three types of oral presentations: Invited lectures (40 minutes + 5 minutes for discussion), progress reports (20 minutes + 5 minutes for discussion) and introduction to posters (5 minutes, no discussion). You may note some two exceptions in the assigned times, which we did in order to satisfy the participants wishes.

The program is still preliminary. Please, locate the presentation of yours in the program, and inform us about any problems, which may arise. After your feedback we amend the program and make it final.

The participants wishing to connect their notebook computers to the Internet network during the period of the workshop (active poster presentations, oral presentations etc.) are required to send the MAC (hardware) address of their network cards to the organizers **prior to their arrival**. In order to find out the hardware address of your network card you run the program "winipcfg" in Win 98/ME or DOS command "ipconfig /all" in Win NT, Win 2000, Win XP. The hardware address of the network card will be used for arranging the temporary IP address of your computer in our network.

2. We obtained the **workshop fee** by bank transfer only from a few participants. We advise therefore participants to be prepared that the workshop fee, cost of the accommodation, cost of the informal dinner on Sunday, and cost of the breakfasts and lunches (if ordered) will have to be settled at the registration on Saturday or Sunday. On Sunday the place of registration will be in the building A of the University campus (see the MPTL8 webpage) on the elevated level of the main entrance hall. For participants arriving on Saturday we shall organize point of registration at the dormitory reception (basement of the dormitory building A) on Saturday afternoon. Please, send the approximate hour of your arrival in Prague to [milan.tichy@mff.cuni.cz](mailto:milan.tichy@mff.cuni.cz) so that we can await you in the dormitory. Participants arriving earlier than on Saturday or later than on Sunday will have to settle their payments directly with Milan Tichy - please contact him by e-mail ([milan.tichy@mff.cuni.cz](mailto:milan.tichy@mff.cuni.cz)) for details.

We can only accept the payments in cash. We regret that we cannot accept payments by any other way (we do not have technique for that). Payments in Czech crowns (CZK) are possible; the workshop fee in CZK amounts to 1000.- CZK. Payments in EUR will also be possible. In either currency we would like to ask you to have the exact sum for us ready, since (at least at the beginning of the registration procedure) we shall not have too many coins and smaller bills at hand (we shall have some of those, though). Coupons will be issued for each purchased meal (including both banquets). Coupons will be collected at each meal (at banquets they will be collected at the entrance to the refectory).

According the requested period of accommodation and according the prices of accommodation and meals given below everyone can easily calculate the amount due at the registration. In order to avoid handling coins we quoted below the prices in EUR and their CZK equivalents we rounded up/down to the nearest whole ten.

A receipt will be issued to confirm the payment. As a rule we would issue receipts for all payments in total. In case you would need separate receipts for meals, accommodation and workshop fee, please ask for them in advance of us completing the receipt for the total sum. Invited lecturers will be treated individually.

For two participants who obtained grant from Young Physicists Fund the organizers waived the workshop fee in accord with requirements of the Fund. Cost of accommodation and meals will be subtracted from the grant and the rest will be paid out to them in cash in CZK using the rate of exchange valid on the date the money have been transferred from EPS to our account.

From the grants of the East West Task Force (EWTF) the workshop fee as well as the cost of meals and accommodation will be subtracted in accord with regulations of EWTF. The rest of the grant (if any) will be paid out in cash in CZK to the respective participants using the rate of exchange valid on the date the money have been transferred from EPS to our account.

3. We managed to arrange for MPTL8 participants the accommodation of acceptable quality in the Hall of residence and good quality meals, both for modest prices. Further we quote the prices of the accommodation in the Hall of residence and the description and prices of meals.

The meals are organized only during the period of the workshop. The organized meals begin by informal dinner on Sunday evening and finish by lunch on Tuesday. Participants arriving earlier or departing later must take care of their meals themselves outside the indicated period of the workshop. Meals are provided for participants as well as for their accompanying persons for the same price - the total cost of meals is settled at the registration.

#### **Accommodation** in the Hall of residence:

- Single occupied double room; two adjacent rooms share the bathroom facilities (this is standard accommodation for MPTL8 participants) without breakfast  
200.- CZK/night/room (or 7 EUR/night/room).
- Double room occupied by two MPTL8 participants without breakfast  
240.- CZK/night/room (or 8 EUR/night/room).
- Single occupied double room for accompanying persons without breakfast  
350.- CZK/night/room (or 12 EUR/night/room).
- Doubly occupied double room for accompanying persons without breakfast  
610.- CZK/night/room (or 20 EUR/night/room).
- Double room occupied by one MPTL8 participant and one accompanying person (e.g. husband-MPTL8 participant with accompanying wife) without breakfast  
500.- CZK/night/room (or 16 EUR/night/room).

**Catering** will be provided by the mensa (student refectory) staff. This guarantees the freshest food since all the served products are made in-house. The place of both common dinners as well as the place of breakfasts and lunches is located in the mensa building in the dormitory campus in Patkova Street, Prague 8, in the close vicinity (50 meters) from the dormitory accommodation and approximately 5 minutes walk from the place of the workshop.

- **Informal dinner** will be organized on Sunday, September, 14. Expected duration is from 19:30 till 22:00. This dinner is organized in form of a rout (people mostly standing, chatting, eating and drinking; there will also be seats available, of course). At the disposal there will be cold buffet with large choice of cold specialties (caviar eggs, minutiae, fried chicken nuts, ham-rolls, roast-beef-rolls, garnished ham and cheese plates with vegetables, fresh fruit, pickles and many other savories). There will also be a drink buffet with choice of red and white wine (Cabernet and Sauvignon from South Moravia), Gambrinus Pilsner beer, apple and orange juice, mineral water. The dinner participants will be greeted by glass of champagne (for an inviting toast). The dinner will not finish by coffee, but towards the end sweets will be served.  
In accord with the tradition of the MPTL the informal dinner is not included in the workshop fee. The price of the informal dinner is 20 EUR (600,- CZK) and it is the same for participants as well as for their accompanying persons.
- **Workshop dinner** will be organized on Monday, September, 15. Expected duration is from 19:30 till 22:00. This dinner is organized in a standard style, sitting at the tables. Menu will consist of an aperitif (Martini Extra Dry), cold entree, warm entree, main dish, dessert and

coffee. Drinks will be available in similar choice as on Monday, i.e. white and red wine (Sauvignon and Cabernet), Gambrinus beer, two choices of juice, mineral water.

In accord with the tradition of the MPTL the workshop dinner is included in the workshop fee. The cost for accompanying persons is 20 EUR (600,- CZK) payable at the registration.

- **Breakfasts** will be provided for MPTL8 participants and their accompanying persons in the mensa hall on Monday and Tuesday. Breakfasts will be served from 7:00 till 8:15 (workshop sessions start at 8:30). They will consist of a warm drink (coffee, tea, sugar, cream, refill possible), of a plate with choice of cheese and ham and/or salami, individually packed butter/margarine, jam, honey according to choice and taste, bowl with yoghurt, juice (refill possible), bread, sweet (donut, cake etc.).  
Cost of one breakfast is 2 EUR (60 CZK).
- **Lunches** will also be provided for MPTL8 participants and their accompanying persons in the mensa hall on Monday and Tuesday. Lunches will be served from 13:00 (morning sessions end at 12:50) till 14:15 (at 14:20 begins the afternoon session). Lunch will consist of a soup and/or entree, main dish, dessert, coffee. Drinks (beer, juice, mineral water) are included. The quality of the served lunches is very good as I (M.T.) can confirm from my own experience and it is well worth the price.  
Cost of one lunch is 6 EUR (190 CZK).
- Morning and afternoon **coffee breaks** will be organized on Monday and Tuesday in the building of the Faculty, where the workshop takes place. In the morning they will be combined with poster session. Discussions at the posters will also be possible during the afternoon coffee break. Coffee and tea will be served together with biscuits/cookies during coffee breaks. Price of the coffee breaks is included in the workshop fee.

We would like to ask the participants to refine their orders for meals. When deciding on the meals order, please, bear in mind that the program of the workshop is very busy and that there are **no other possibilities** where to get food in the reasonable vicinity of the Faculty campus. This, in fact, was the main reason, why we organized the meals for participants centrally. Therefore we would like that most of the MPTL8 participants and their accompanying persons make use of the above described meals. **Please, write your order for food during MPTL8 to the mail address milan.tichy@mff.cuni.cz as soon as possible.** In case we do not get any feedback from you we shall assume that you want to order all the meals described above.

Please note that in-detail description of the journey from Prague airport, from the main Prague train station, from the train station Praha-Holesovice and from the main bus station Florenc is displayed on the MPTL web-site <http://lucy.troja.mff.cuni.cz/~tichy/MPTL/>. Please, look well after your belongings and pockets when traveling by Prague town transport to prevent theft. Weather in September in Prague is usually sunny although a few showers cannot be excluded (do not forget your umbrellas). We expect amiable temperatures around 20 centigrade.

**At the end of this circular we review what feedback we want from you (send your feedback to the e-mail address milan.tichy@mff.cuni.cz):**

- **Comments with regard to the program (no comments ≡ everything o.k.).**
- **Specification of your accommodation that you want to book in the dormitory and pay for (no specification received ≡ accommodation ordered in accord with dates specified in the registration form).**
- **Specification of meals that you want to order and pay for (no specification received ≡ ordered all meals in accord with description given above).**

We look forward to welcome you in Prague.

Sincerely Yours  
MPTL8 organizers