

# WELCOME TO ESTEC

European Space Thermal Engineering Workshop  
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**European Space Agency**

Welcome to ESTEC

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# 1. ENTRANCE PROCEDURE

When you arrive on site you will need to **check in at the Security Gatehouse with an official photo ID**, and then walk up to the main building, proceeding to the Newton Registration Desk in the conference centre. At the Newton Registration Desk, you will trade in your red security badge for the official conference badge. This does mean that you will need to queue up twice: once for Security, and once for the hostesses in the conference centre. After checking in you will be able to have a quick cup of coffee in the Foyer before settling down in the Newton room.

Lost or missing badges should be reported immediately to the organiser or hostess at the registration desk, as badges should always be worn visibly.

Please make note of the following important items:

1. Access to the ESTEC site is restricted to persons pre-registered using the online conference registration system, and presenting an original valid form of ID.
2. Access to ESTEC is only valid if you have also fully paid the conference fee. Persons not pre-registered, or who have pre-registered but not paid will not be admitted to ESTEC-by-ESTEC Site Security.

# 2. VISITOR SAFETY & SECURITY INFORMATION

## 2.1 Facilities

The ESTEC restaurant is available to visitors.

## 2.2 Note

ESTEC's space activities require hazardous materials and equipment. Therefore, hazard-warning signs must always be obeyed. Unauthorized access to restricted areas is strictly forbidden.

ESTEC is a smoke free facility. Smoking is only allowed outside the buildings in designated areas.

ESA/ESTEC accepts no responsibility for any injury to visitors or loss or damage to their personal belongings during their stay at the ESTEC site.

The use of photo and video cameras is strictly forbidden while visiting the ESTEC premises. Do not leave any bags unattended. Unattended bags and rucksacks may be removed and inspected for security reasons.

Please always wear your personal access badge visibly.

## 2.3 Emergencies

In case of any type of emergency, phone the ESTEC emergency number and provide the following information: your name, location, the nature of the emergency and casualties

The ESTEC emergency telephone number is 3333.

## 2.4 Evacuation in Case of Fire and Other Emergencies

Emergency instructions are displayed on the walls in all areas. In the event of an emergency evacuation, possibly accompanied by "slow whoop" sounds, please remain calm and follow your host and the green signs to the nearest exit. Proceed to the outside assembly area near building Ya (ESCAPE sports centre).

## 3. HOW TO GET TO ESTEC

### 3.1 By Car

ESTEC is located at the southern tip of Noordwijk. Coming from Den Haag (The Hague), take the A44 motorway in the direction Amsterdam/Wassenaar and exit at 'Leiden' (exit 8). Follow the N206 in the direction Katwijk and Haarlem. Take the exit 'Katwijk Noord'. From there follow the signs 'ESA ESTEC' (small white traffic signs).

From Amsterdam, take the A4 in the direction Den Haag-Rotterdam, then at the junction follow the A44. Take the exit Noordwijk-Voorhout, continue to Noordwijk and from there, follow the signs 'ESA ESTEC'.

### 3.2 By Public Transportation

The nearest bus stops are:

1. Keplerlaan, Katwijk, ESTEC (located just outside the gate), arriva bus 430 to Leiden Centraal.
2. 'Schorpioen' (bus stop located approx. 300 metres from the entrance gate) line 385 to Katwijk, The Hague, Noordwijk and Sassenheim.

See the following sites for more information:

<https://www.arriva.nl/consumers.htm>

<http://9292.nl/en#>

### 3.3 By Plane

From Schiphol airport, either take a taxi to ESTEC (30 minutes), or a train to Leiden (15 minutes) and then bus number 30 (25 minutes). With a rental car, follow the instructions above from Amsterdam.

### 3.4 ESTEC Shuttle Services

*ESTEC – Schiphol Airport*

A one-way voucher € 20.00

The driver of the shuttle bus gives the traveler a voucher which serves as a receipt.

Vouchers may be purchased on the bus, however, to minimise the waiting time, it is desirable to purchase them before at the ESTEC reception located in the A building. At this moment payment with credit card is not possible.

Several vouchers may be purchased beforehand, they can be claimed as travel cost when they are actually used on a mission.

ESTEC to Schiphol – Departure from ESTEC Reception  
Monday to Friday, every 30 minutes between 14:30 and 18:00.

Schiphol to ESTEC – Departure from meeting point:  
where the pile of red and white cubes are in the arrival area, see image on the right.

Monday to Friday:

- 09:00 hrs.
- 10:00 hrs.

How to reserve shuttle ESTEC <->Schiphol

Reservations should be made at least one hour in advance directly with

**ESTEC Reception:** +31-71-565 4000, [ESTEC.Reception@esa.int](mailto:ESTEC.Reception@esa.int) or

**Taxi Brouwer:** tel. +31-71-361 1000, [info@taxibrouwer.nl](mailto:info@taxibrouwer.nl)



### 3.5 ESTEC Shuttle Services (continued)

#### Noordwijk hotels – ESTEC

Reservations are not necessary; the shuttle will follow a fixed schedule.

A one-way voucher for the shuttle costs € 6,00. The driver of the shuttle bus gives the traveller a voucher which serves as a receipt. Vouchers can only be purchased using cash. To minimise the waiting time, it is desirable to have the amount ready at hand. No credit card or PIN cards are accepted.

#### Noordwijk to ESTEC Morning Schedule

##### **Tuesday to Friday:**

1st	2nd	Morning route
07:50	08:30	Hotels van Oranje (corner Koningin Wilhelminaboulevard/Schuitegat)
07:52	08:32	Golden Tulip Noordwijk Beach
07:54	08:34	Prominent Inn Hotel (corner Koningin Wilhelminaboulevard/Olieburg)
07:57	08:37	Huis ter Duin (in front of the overhead roof/canopy)
07:59	08:39	Alexander Hotel
08:01	08:41	Palace Hotel
08:13	08:43	ESTEC Gatehouse <b>(passengers without a badge must leave the Hotel Shuttle here)</b>
08:15	08:45	ESTEC Main Reception

#### ESTEC to Noordwijk Afternoon Schedule - Departure from ESTEC Reception

##### **Monday to Thursday:**

1st	Afternoon return route
18:00	ESTEC Main Reception
18:14	Palace Hotel
18:16	Alexander Hotel
18:18	Huis ter Duin (in front of the overhead roof/canopy)
18:22	Hotels van Oranje (corner Koningin Wilhelminaboulevard/Schuitegat)
18:24	Golden Tulip Noordwijk Beach
18:25	Prominent Inn Hotel (corner Koningin Wilhelminaboulevard/Olieburg)

**Please note that the shuttle will depart promptly on time.**

## 4. ESTEC Contact Numbers

General number	+31 (0)71 565 6565
Communications Office	+31 (0)71 565 3006
Hotel desk	+31 (0)71 565 5858
Travel desk	+31 (0)71 565 8030
Main reception	+31 (0)71 565 4000
Conference bureau	+31 (0)71 565 5005
Emergency	3333

## 5. ESTEC Facilities

### 5.1 Wireless Internet

The wireless service is available in the Newton Room Area and in all meeting rooms. Login instructions will be provided on-site.

### 5.2 Banking

There is one ATM machine at ESTEC which is located across from the Coffee Corner.

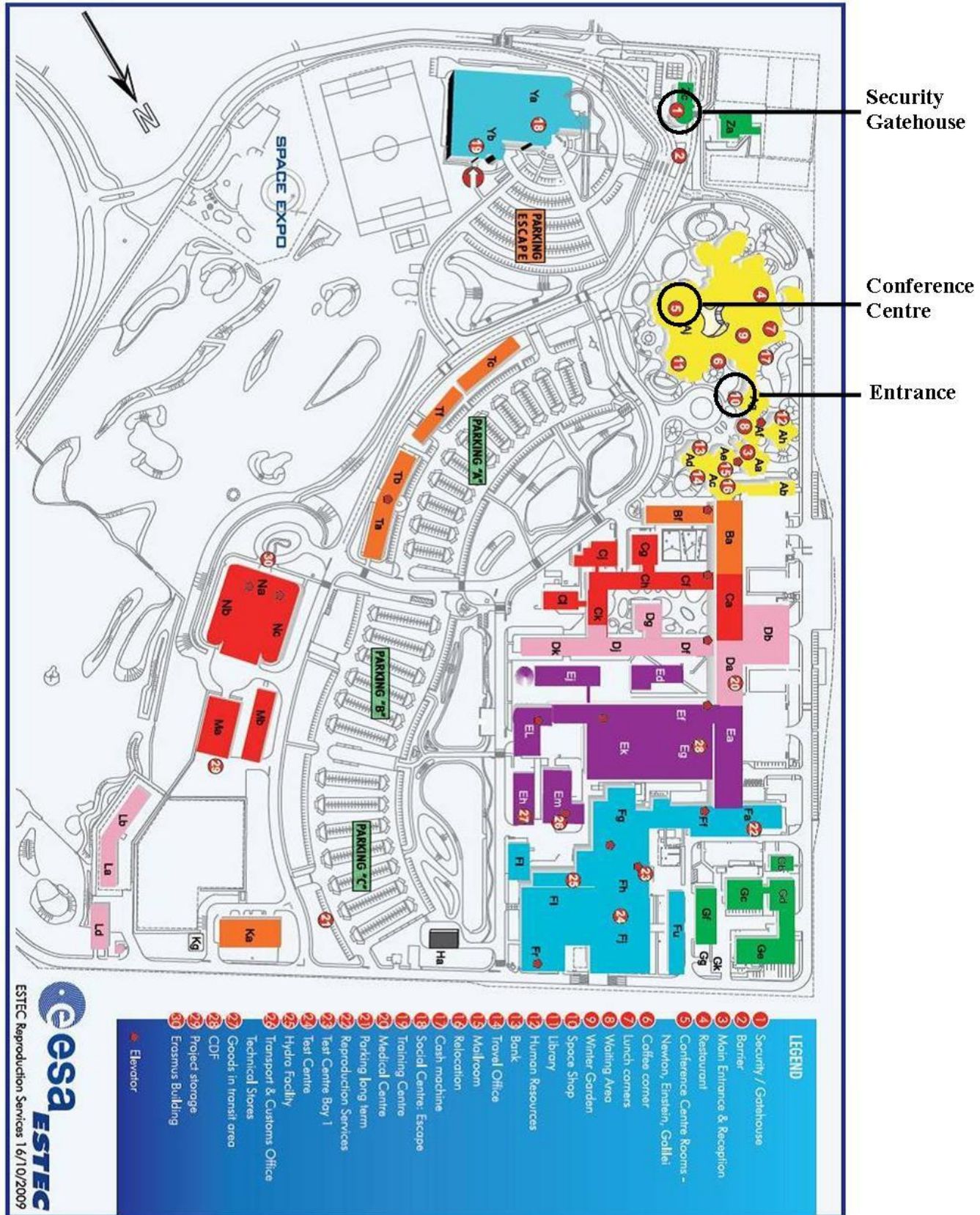
### 5.3 Coffee Corner & Restaurant

We kindly urge you not to make us of the Coffee Corner. Coffee is available free of charge for conference participants in the foyer, next to the meeting room. Lunches are to be taken in the ESTEC Restaurant, after 13:00.

### 5.4 Space Shop

The Space shop is open from Monday to Friday from 09:00-16:00. You can find the shop near the main entrance (between reception and restaurant).

# 6. MAP OF ESTEC



## 7. NOORDWIJK HOTELS

	<b>Hotel</b>	<b>Address</b>	<b>Telephone</b>	<b>Email</b>
1	Hotel de Admiraal 3*	Quarles van Uffordstraat 81	+31(0)713612460	<a href="mailto:info@hoteladmiraal.nl">info@hoteladmiraal.nl</a>
2	Heeren van Noortwyck 3*	Quarles van Uffordstraat 103	+31(0)713612723	<a href="mailto:info@heerenvannoortwyck.nl">info@heerenvannoortwyck.nl</a>
3	Golden Tulip Noordwijk Beach 4*	Kon. Wilhelmina Boulevard 8	+31(0)713619205	<a href="mailto:info@goldentulipnoordwijkbeach.nl">info@goldentulipnoordwijkbeach.nl</a>
4	Prominent inn Hotel 4*	Koningin Wilhelminaboulevard 4	+31(0)713612253	<a href="mailto:info@prominentinn.nl">info@prominentinn.nl</a>
5	Palace Hotel 4*	Pickeplein 8	+31(0)713653000	<a href="mailto:info@palacehotel.nl">info@palacehotel.nl</a>
6	Hotel Alexander 4*	Oude Zeeweg 63	+31(0)713618900	<a href="mailto:info@alexanderhotel.nl">info@alexanderhotel.nl</a>
7	Grand Hotel Huis ter Duin 5*	Koningin Astrid Boulevard 5	+31(0)713619220	<a href="mailto:info@huisterduin.com">info@huisterduin.com</a>
8	Hotel Astoria 3*	Emmaweg 13	+31(0)713610014	<a href="mailto:info@hotelastoria.nl">info@hotelastoria.nl</a>
9	Hotel Lekker 3*	Rembrandtweg 7	+31(0)713612781	<a href="mailto:info@lekkernoordwijk.nl">info@lekkernoordwijk.nl</a>
10	Hotel Zonne 3*	Rembrandtweg 17	+31(0)713619600	<a href="mailto:info@hotelzonne.nl">info@hotelzonne.nl</a>
11	Hotel Royal 3*	Voorstraat 76	+31(0)713646512	<a href="http://www.hotelroyal.nl/hotelroyal.nl">http://www.hotelroyal.nl/hotelroyal.nl</a>
12	Noordwijk Tourist Office	De Grent 8	+31(0)713619321	<a href="mailto:info@noordwijk.info">info@noordwijk.info</a>



## 8. MAP OF NOORDWIJK

