

Welcome to ESTEC

**FINAL PRESENTATION DAYS - PAYLOAD TECHNOLOGIES AND
PRODUCTS**

3-4-5 February 2015
ESA/ESTEC, Noordwijk, The Netherlands

Table of contents

1. Entrance Procedure.....	4
2. Visitor Safety & Security Information	4
3. How to get to ESTEC	5
4. ESTEC Contact Numbers	8
5. ESTEC Facilities.....	8
6. Map of ESTEC	9

1. Entrance Procedure

Please be aware that in order to gain access to the ESTEC site, each visitor will have to check in at the gate-house and present a valid ID. ESTEC Security will make a scan of your ID.

As you are already registered, security has received your name on the list of participants for the final presentation days and will provide you with a security pass allowing you to proceed to the main building and to the conference centre within.

In case of loss of the badge, please report to the organiser immediately, as badges should be worn visibly all the time.

Please make note of the following important items:

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. Visitor Safety & Security Information

Facilities

The ESTEC restaurant, in-house ABNAMRO Bank, and ESTEC Hotel/Travel Services are available to visitors.

Note

- ESTEC's space activities require hazardous materials and equipment. Therefore, hazard-warning signs must be obeyed at all times. Unauthorised 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 wear your personal access badge visibly at all times.

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.

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).

Internet

User and password will be provided together with the badge.

3. How to get to ESTEC

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 exit 6, Noordwijk-Voorhout, continue to Noordwijk and from there, follow the signs 'ESA Estec'.

By Public Transportation

From Leiden Central station, take bus 30 to Katwijk. It stops in front of the entrance gate of ESTEC (the journey takes about 25 minutes). Please note that this bus departs four times an hour during the day, and twice an hour after 19.00 hours. For more information or other busses please consult the journey planner at <http://journeyplanner.9292.nl/>.

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 (30 minutes). With a rental car, follow the instructions above from Amsterdam.

ESTEC – Schiphol Airport

A one-way voucher € 13.50.

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

Vouchers may be purchased on the bus, however, in order 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, yet 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:

- 14:30 hrs.
- 15:30 hrs.
- 16:30 hrs.
- 18:00 hrs.

Schiphol to ESTEC – Departure from meeting point:

where the pile of red and white cubes are in the arrival area (see pic below)

Monday to Friday:

- 08:30 hrs.
- 09:00 hrs.
- 09:45 hrs.
- 19:45 hrs. (with stopover in Noordwijk)
- 20:45 hrs. (with stopover in Noordwijk)

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 or

Taxi Brouwer: tel. +31-71-361 1000, info@taxibrouwer.nl



General Shuttle Service: Noordwijk hotels - ESTEC

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

A one-way voucher for the shuttle costs €5. The driver of the shuttle bus gives the traveller a voucher which serves as a receipt. Vouchers can only be purchased using cash. In order 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

Monday to Wednesday:

1st	2nd	3rd	Morning route
07:43	08:20	08:57	Hotels van Oranje (corner Koningin Wilhelminaboulevard/Schuitegat)
07:45	08:22	08:59	Golden Tulip Noordwijk Beach
07:47	08:24	09:01	Prominent Inn Hotel (corner Koningin Wilhelminaboulevard/Olieburg)
07:50	08:27	09:04	Grand Hotel Huis ter Duin (in front of the overhead roof/canopy)
07:52	08:29	09:06	Alexander Hotel
07:54	08:31	09:08	Palace Hotel
08:06	08:43	09:20	Estec Gatehouse (passengers without a badge must leave the Hotel Shuttle here)
08:08	08:45	09:22	Estec Main Reception

ESTEC to Noordwijk Afternoon Schedule - Departure from ESTEC Reception

Monday to Wednesday:

1st	2nd	3rd	Afternoon return route
16:30	17:15	18:00	Estec Main Reception
16:44	17:29	18:14	Palace Hotel
16:46	17:31	18:16	Alexander Hotel
16:48	17:33	18:18	Grand Hotel Huis ter Duin (in front of the overhead roof/canopy)
16:52	17:37	18:22	Hotels van Oranje (corner Koningin Wilhelminaboulevard/Schuitegat)
16:54	17:39	18:24	Golden Tulip Noordwijk Beach
16:55	17:40	18:25	Prominent Inn Hotel (corner Koningin Wilhelminaboulevard/Olieburg)

Please note that the shuttle will depart promptly on time.

Taxi Service

For those who need to arrange a taxi transfer from Schiphol airport, or other such transfers, please contact the ESA/ESTEC preferred supplier TAXI Brouwer at info@brouwers-tours.nl

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

Banking

There are two ATM machines at ESTEC, one across from the Coffee Corner & another in Section Ad, where ABN AMRO Bank maintains an office.

Coffee Corner

ESTEC's Coffee Corner is open daily from 8:00 - 16:30. A variety of coffees, refreshments, sandwiches and snacks are available for purchase. International newspapers and magazines are also available. During the scheduled breaks there will be coffee and tea served near the conference room.

Space Shop

The Space shop is open Wednesday & Thursday from 13:00-14:30hrs. You can find the shop near the main entrance (between reception and restaurant)

6. Map of ESTEC

