

Dear colleagues, participants and friends,

today we will briefly inform you about

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| <ol style="list-style-type: none"> 1. Scholarships 2. Hotels Accommodation 3. Registration fee 4. How to reach the workshop rooms | <ol style="list-style-type: none"> 5. Interactive poster (technique) 6. Meetings of subgroups 7. Deadlines |
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1. Scholarships

Since our workshop is organized under the auspices of the EPS we can apply for two kinds of scholarships:

a) East West Fund

The East West Fund provides grants to individual physicists working in and originating from less favoured countries. The rules for obtaining grants through the East West Fund by participants to an EPS Europhysics or Sponsored Conference are given at <http://www.fzu.cz/varia/ewtf>. Since the processing of these applications requires advance planning, it is recommended to apply well before 15 June 2005.

b) Young Physicists Fund

The Organizing Committee has also applied for "Young Physicists Grants" by EPS. If successful, these Grants (at most 4 in number) will be distributed by the Conference Organizers according to the following rules:

- Registration fees will be waived for persons receiving a Young Physicist Grant.
- The Grant may be used to cover all or part of the costs for accommodation, travel and living expenses.
- The age of the participants receiving such a scholarship should normally be under 35 years.
- Each Grant should not exceed Euro 350.- per person.
- Grant recipients cannot be financed from other sources.

Persons eligible for such Grants should apply to the Organizing Committee as soon as possible after the number of Grants received has been announced at the website under "Information" -> "General Info".

2. Hotels & Accommodation

Besides the general information in the website, we made arrangements with two hotels and with the Harnack-Haus of Max-Planck-Gesellschaft in the vicinity of the FU Berlin.

Hotel	Single bed room per day	Double bed room per day	Website / contact	Booking before
Harnack-Haus	58.- €	92.80 € (single user 81.20 €)	www.harnackhaus-berlin.mpg.de	30. June 2005
	(+ 8.70 € for breakfast)			
Ravenna Hotel	70.- €	-- (by request)	www.ravenna-hotel.de	20. August 2005
Best Western Hotel	89.- €	109.- €	www.si-hotel.com	31. August 2005

Please use the keyword "MPTL 10" when booking / contacting the hotel.

3. Registration fee

A **registration form** is available at the following web page (http://pen.physik.uni-kl.de/w_jodl/MPTL/MPTL10/index.html -> "Registration"). If you intend to participate in the workshop, please, provide us with the information asked for in the form **till June 1st, 2005**.

The **registration fee** of the workshop will be **Euro 60**. It has to be paid **in cash** when registering at the **workshop office desk** (Wednesday, Oct. 5, 2005, 10.00 - 14.00).

The registration fee covers:

- Participation at the workshop
- Folder with information about the workshop, booklet of abstracts, information about Berlin
- Beverages and snacks at the coffee breaks
- Welcome party (Wednesday night)
- Workshop dinner (Thursday evening)

4. How to reach the workshop location (FU Berlin)

The workshop will take place at the physics department of Freie Universität Berlin ("Physikneubau"). Plenary talks will be held at the "Großer Hörsaal", the poster sessions are located at a large floor near by. Further details about room maps and numbers will be given in the next circular.

Information about how to reach the physics department of FU Berlin together with some information on hotel locations can be found at the workshop's website following "Information" -> "Travel Info".

5. Technical outfit for presentations (~ 100 participants)

For the main talks and for the oral presentation each speaker will find the nowadays standard technique (beamer), and computer with Windows OS if necessary (we suggest to use your own notebook). Otherwise, please indicate in the registration form.

For the interactive poster you will find a table with power connection (230 V ac), a poster panel (two times 80 cm width x 100 cm height) and – if necessary – an internet connection (please indicate).

6. Meeting of subgroups

If subgroups of participants, joining a common project, want to meet during the workshop - which is one of the (secondary) goals of our workshop - it is no problem. Please indicate to the local organizer (Jürgen Kirstein), which size of room and what amount of time you need. We suggest to tune your meeting time with respect to the (final) program of the workshop.

7. Deadlines

- Registration and submission of contributions (June 1st, 2005)
- Third circular about registration etc. (middle of June)
- Booking of hotels (Harnack-Haus: end of June 2005, Ravenna Hotel: middle of August 2005, Best Western Hotel: end of August 2005)
- Fourth circular (end of August 2005) about final program and social events
- Submission of final form of contributions for the electronic proceedings (Dec. 2005)

Please forward this information (website, first and second circulars) to colleagues who are active or interested in this topic.

With best regards

J. Kirstein, TU Berlin

V. Nordmeier, TU Berlin

H. J. Jodl, TU Kaiserslautern

B. Eckert, TU Kaiserslautern