

FOURTH CEPR WORKSHOP ON INCENTIVES, MANAGEMENT AND ORGANISATION

INSEAD, FONTAINEBLEAU
24-25 SEPTEMBER 2015

LOCAL INFORMATION

CONTACT

Should you need assistance during your stay at INSEAD, please contact:

Maria Guadalupe
INSEAD

Tel: +33 (0)6 45 60 33 79

Email:

maria.guadalupe@insead.edu

Laurence Bonnefoi
INSEAD

Tel: + 33 (0)1 60 72 91 15

(office)

Email:

laurence.bonnefoi@insead.edu

ACCOMMODATION

For those requiring accommodation, rooms have been reserved at the INSEAD residences on the Europe campus:

INSEAD Europe campus

L'Ermitage

Route de l'Ermitage, 77305 Fontainebleau Cedex, France

Tel : +33 (0) 1 60 72 40 50

Web : <http://campuses.insead.edu/europe/accommodation/residences.cfm>

Location: see campus map below (building A2)

On arrival rooms will be ready for check-in from **15:00 pm**

On departure you will be required to check-out no later than **12:00 pm**

Guests have access to the fitness centre during their stay – please check with the receptionist for more information.

Wi-fi is also available to all guests free of charge – instructions on how to access this is available in your room.

For participants whose accommodation costs are covered by the organisers (**up to 2 nights unless otherwise agreed**), please be reminded that incidental expenses such as mini-bar, laundry, telephone or any other service offered by the hotel are **not** covered and will be the responsibility of each guest.

Any extras nights will be at your expense and you will need to secure this as soon as possible. Please contact Virginie Frisch by emailing: virginie.frisch@insead.edu

VENUE

The event will take place at Cercle south, lower level, Amphitheater S. (R5 20 on the map on the campus map below)

Registration is being held at the entrance of the Amphitheater S.

TECHNICAL EQUIPMENT

A whiteboard and LCS projector will be available in the conference room. You will be able to connect your memory stick or laptop to the equipment, which has internet connection. Wi-fi is available at the venue – choose “INSEAD public” from your list of networks. A password will be available at the registration desk.

PAPERS & SLIDES

All papers and slides should be sent to Virginie Frisch Virginie.Frisch@insead.edu (and copying in Amanda Vincent-Rous avincetrous@cepr.org) .

CATERING

A buffet lunch will be served at the **Cercle main building room QR1/QR2** and it will include vegetarian options. There will also be coffee, tea, light refreshments and biscuits available throughout the day.

We will be hosting a **conference dinner (*for those who RSVP only*)** on Thursday 24th September at the “Château de Bourron Marlotte” (again dietary needs will be catered for if notified in advance)

Website: <http://www.bourron.fr/>

Places are limited so please confirm if you would like to attend the conference dinner by writing to Virginie Frisch Virginie.Frisch@insead.edu **by Friday September 18th**. Please include any dietary requirements that you may have.

A bus will be booked to leave the conference venue at 6.30pm to the Chateau.

DIRECTIONS (To Fontainebleau)

Fontainebleau is located 90 Km from CDG Airport, 70 km from the center of Paris and 60 km from Orly Airport.

By pre-arranged Taxi shuttle (arrival)

The most convenient way to travel to the venue is by taxi. If full travel details have been provided in advance (arrival airport / train station, time / date and flight / train numbers) then a taxi will be arranged for you (from either CDG / Orly airports or Parisian stations). Otherwise please contact Virginie.Frisch@insead.edu as soon as possible who will arrange for taxi pick-ups.

For those who have requested travel funding, the taxi will be prepaid. For others, we are unable to reimburse the taxi fare and will need to be paid direct to the driver. INSEAD have the following negotiated fares:

	9:00 am - 6 :30 pm	6 :30 pm – 9 :00 am
CDG	135 EUR	180 EUR
Orly	98 EUR	125 EUR
Gare du Nord	125 EUR	145 EUR

By train

A more cost-effective option is to travel to the venue via train:

- **From Paris Gare de Lyon:** Take Transilien R line (direction Montargis, Laroche Migennes or Montereau). Stop at Avon / Fontainebleau station. (40 mns) The train runs from Gare de Lyon every 30 mns – [timetable](#) and [fares](#). Trains leave from the upper station, access to the platforms hall 1. Contact in advance Virginie.Frisch@insead.edu to book a taxi between Fontainebleau station and the INSEAD residence. Payment in car.
- **From CDG airport to Paris Gare de Lyon:**
Take the RER B in the direction of « Saint-Rémy-lès-Chevreuses », and change at stop Gare du Nord. Then take any RER D train going in the direction of “Malesherbes” or “Melun”, alight at Gare de Lyon and then as before, go to hall 1 (and make your onward journey to Avon / Fontainebleau).
- **From Orly Airport to Paris Gare de Lyon:**
[Orlyval](#) runs direct from the airport to the city centre every 5-7 minutes. Change at stop “Antony (terminus)” then take the RER B until at “Châtelet les Halles”. Finally take the RER D until “Gare de Lyon” and from there go to Hall 1 to pick up your Transilien connection to Fontainebleau.
- **Gare du Nord – Gare de Lyon**
Take any RER D train going into the direction of “Melun” or “Malesherbes” and alight at Gare de Lyon.

Useful links:

[How to get from the Paris airports to Paris Gare de Lyon](#)

[RER / Metro user guide](#)

[Route planner](#)

How to find your way in [Gare de Lyon](#)

How to find your way in [Gare du Nord](#)

[RER B](#)

[RER D](#)

[Transilien R](#)

Pre-arranged shuttle (5pm, Friday 25 September)

On Friday after the conference around 17.00 bus shuttles will leave INSEAD to the Parisian airports and Gare du Nord. **The booking of the shuttle (unless you're travelling by car) is compulsory.** RSVP at virginie.frisch@insead.edu by 11th September at the latest.

From the hotel to the Venue

The conference venue is located at INSEAD's Europe Campus and is walking distance from the residence. Check the campus map below.

FURTHER CONTACT NUMBERS

Emergency at INSEAD: +33 (0) 1 40 72 45 45

INSEAD main switchboard: +33 (0) 1 60 72 40 00 – operating hours MON/FRI 7.30 AM – 7.00 PM and SAT 8.30 am – 12.30 pm

Lost Property Office: +33 (0) 1 40 72 45 45

Fontainebleau Police Station: +33 (0) 1 60 71 58 00

USEFUL WEB LINKS

Tourism in Fontainebleau: <http://www.fontainebleau-tourisme.com/>

CONSTANCE

- 1 Main Building
Admin Offices
Security / Lost and Found
- 2 Gallery
Main Reception
- 3 Foyer
Amphitheatres A / B / De Vitry / MBA'70 / MBA'72 / O / P
- 4 Foot-Note Bookstore
- 5 Restaurant
- 6 West Wing
Admin Offices
Amphitheatres BCG / K
Fitness Centre
Infirmary
- 7 Residence D Learning Space
Admin Offices
- 8 North Wing
Admin Offices
- 9 East Wing
Faculty Offices
Amphitheatre Loundon
- 10 International Information Centre
Admin Offices
Georges and Edna Doriot Library
- 11 South Wing
Amphitheatres Dean Berry / F / I / Chris King
Learning Space M&N
- 12 Euro-Asia Centre
Amphitheatre William Soeryadjaya
Flat Room Henri-Claude de Bettignies
Faculty Offices
- 13 Recycling Zone

PLESSIS MORNAY
LEARNING SPACE

- 14 Plessis Mornay
Faculty Offices
- 15 Executive Education Learning Space
Amphitheatres
01 / MBA'73 / 03 / 04
Flat Rooms 01 / 02 / 03 / 04

TAVERNIER

- 16 Research Offices

CERCLE

- 17 Cercle
Executive Dining Rooms
Admin Offices
- 18 Cercle West
- 19 Cercle East
- 20 Cercle South
Amphitheatres S / T - Flat Room U

- R1 INSEAD Main Reception
- R2 Euro-Asia Centre Reception
- R3 Résidence Ermitage Reception
- R4 CEDEP Reception
- R5 Cercle Reception
- R6 Résidence Clos St.Merry Reception
- R7 Plessis Mornay Reception
- R8 Doriot Library Reception

PARKING AREAS

- P1 42 Places
- P2 144 Places
- P3 125 Places
- P4 519 Places
- P5 80 Places
- P6 40 Places

ACCOMMODATION

- A1 Résidence Le Clos St. Merry
- A2 Résidence Ermitage
- A3 Hôtel du Palais / Aigle Noir
- A4 Hôtel Mercure
- A5 Hôtel Napoléon
- A6 Hôtel Ibis

- Security / Lost and Found
- Infirmary
- ATM Cash Dispenser
- Bike Park
- Disabled Parking
- No Entry
- One-Way Street
- Pedestrian Underground Passage
- Access to Constance, l'Ermitage and Plessis Mornay
- Access to Tavernier, Cercle and Clos St.Merry
- Taxi Pick-up/Drop-off
- Access to Main Reception
- LA POSTE (Post-Office)

