Dear Professor,

Here are a few instructions for your visit to Orsay.

1. How to come to Orsay : The standard way is to come by RER B, subway line going to Saint-Rémy les Chevreuses (to the south). There are trains about every 15 minutes. RER stations in Paris include Luxembourg, Port-Royal, Denfert-Rochereau, Cité Universitaire. You should get out at Orsay-Ville. It takes about 25 minutes from Cité Universitaire to Orsay-Ville. There are various tickets you can get at Metro or RER stations, including tickets for the week.  Orsay-Ville is in Zone 5 (that also includes Charles de Gaulle airport). You can buy single tickets at a cost of 4.9 euros each from Paris in automatic machines, or metro counters, and get 10 such tickets at a cost of 39.2 euros (cash or French credit cards, not all foreign credit cards might be accepted). You may also consider buying tickets 'Paris Visite' with an unlimited number of metro, bus and RER rides (still for Zone 5). There are free applications (called RATP) for smart phones giving timetables in real time. Please visit the following web site for information on tickets:

<http://www.ratp.fr/>

1. When getting out at Orsay-Ville, you should exit to the back of the train, follow the crowd walking under rails, and walk down straight ahead until you reach a gate indicating Université Paris-Sud. On the online conference site is a Google map showing the RER B station of Orsay-Ville, the Bâtiment 425 (the Mathematics Department), and the Hotel d'Orsay (up-right corner).
2. You have the choice to stay in Paris and come to Orsay by train (RER B toward Saint-Rémy les Chevreuse ), or to stay in the Orsay area. If in Paris, you should try to stay in a hotel close to the RER B line. The four last stations in Paris before being outbounds are Luxembourg, Port-Royal, Denfert-Rochereau and Cité Universitaire. We suggest you make the hotel reservation yourself through web sites like [www.booking.com](http://www.booking.com/). In principle, you get this way a better deal than through the web sites of the hotels, and there are no charges for the reservation. Please let us know in cases of difficulties in finding a proper hotel.
3. The following concerns participants partially or totally financially supported by the conference, except speakers and committee members. The upper limit for lodging reimbursement is 85 €/night (this might change in 2015) on university funding and 120 €/night (if your permanent position is outside of France) on CNRS funding. During your stay in Orsay, please bring the following documents to our secretary Fabienne Jacquemin, based in Office 136, 1st floor Bâtiment 425 (Math. Building),

e-mail : [fabienne.jacquemin@math.u-psud.fr](mailto:fabienne.jacquemin@math.u-psud.fr)  :

* The original hotel bill,
* The original of the train or plane tickets (with the price appearing), together with the boarding pass,
* The original of other transportation bills

With kind regards.