



July 24, 2017

Dear Meeting Participants,

We are very much looking forward to meeting you all soon at our **AKS Core University Program for Korean Studies Directors' Meeting**. In preparation for your upcoming visit to Tuebingen, we wanted to share with you some travel directions and further information on the meeting.

From Stuttgart Airport to Tuebingen:

Stuttgart Airport is the nearest airport to Tuebingen. From the airport, the easiest way to get to Tuebingen is by regional bus. The regional bus station is attached to the airport. When you exit the baggage claim area and the main airport lobby, please take a RIGHT and walk to the end of the building. If you continue to walk past the main airport building, you will see the regional bus station across the street on your LEFT hand side. From the regional bus station, please take bus number **828** (the sign on the bus will say "Tübingen").

The 828 airport bus runs to Tuebingen every 30 minutes on weekdays (with very few exceptions) and every hour on weekends. The journey should take about 50 minutes. It costs 7.00 EUR and the ticket can be purchased on the bus from the driver (must be paid in cash). Please save your ticket for reimbursement.

You can exit the bus at the final stop, "**Tübingen Hauptbahnhof**" (Tuebingen Main Train Station). You can, of course, take the same bus back to the Stuttgart Airport from the Tübingen Hauptbahnhof.

(If you choose to take a taxi, the journey will take about 20-30 minutes and cost around 75.00 EUR. Taxi costs, regretfully, can't be reimbursed by the meeting.)

From the Tuebingen Train Station to the Hotel:

The hotel that we have reserved for the meeting, **Hotel Krone** (Uhlandstraße 1), is quite close to the Tübingen Hauptbahnhof (4 minutes on foot). We have attached a map of the route to take from the Tuebingen main train station to the hotel for your reference.

Hotel Krone Tübingen:

For more information on Hotel Krone: <http://www.krone-tuebingen.de/en/index.htm>
(Tel. +49. 7071 1331-0).

The rooms are reserved under **individual names** of each meeting participant for four days, checking-in on Tuesday, August 8, 2017, and checking-out on Saturday, August 12, 2017. If there are any difficulties with the check-in, please tell the receptionist that you belong to the reservation done by the department of Korean Studies.

Please note that your stay at the hotel includes the **breakfast buffet** each morning.

The hotel will bill our department directly for the meeting. For those of you who have arranged for additional stay at the hotel beyond the four days of the meeting, the hotel will give you a separate bill for the extra days at the time of your check-out.

Venues:

Please note that there are **two different venues** for the whole program.

The first venue, **Schloss Hohentübingen (Tübingen Castle)**, applies only for the opening on Tuesday, August 8. Although we are providing you with maps and directions from the hotel to the castle, the medieval cobblestone streets of the Tuebingen Old City can be a bit confusing. Therefore, a student volunteer from our Korean Studies Program will be at the main lobby of Hotel Krone to walk the group to the castle. If you would like to walk to the place of the opening together, please be sure to meet at the hotel lobby by 17:25, so that the group can leave the hotel at 17:30. It will be about a 15-minute walk from the hotel to the castle.

The actual meeting in the following three days, from August 9 to August 11, will take place in **Neue Aula**. On August 9, too, a student volunteer will be at the hotel to walk the group to the venue. If you would like to walk to the meeting venue together, please be sure to meet at the hotel lobby by 8:30 AM. It will take about 10 minutes on foot.

Dinner:

There will be dinner after the meeting of August 8, 9, and 10. Regretfully, we will be able to invite **only the presenters** of the meeting.

Presentation Files:

We will have a laptop and projector set up in the meeting room. If you plan to use PPT or any other visual material for your talk that you haven't sent us yet, please either email us the files by Sunday, August 6th or bring them with you on a USB-stick. Files can be emailed to:

yun-woo.nam@uni-tuebingen.de

Reimbursement:

Travel costs will be reimbursed after the meeting (via direct bank transfer) with the submission of **original receipts** and **signed reimbursement forms**. You will get the reimbursement form in Tuebingen (it's also attached at the end of this letter here for your reference). We will also need a copy of the flight reservation and print-outs of electronic boarding passes. For non-electronic boarding passes, we will need the ORIGINAL boarding passes and not scanned copies. For the airport bus tickets, please submit the original bus tickets to us as well.

At the meeting, you can give us the signed reimbursement form along with the original tickets that you have for your travel to Tuebingen. Upon returning to your home, we ask that you please mail us the return bus and airplane boarding passes in the envelopes that will be provided. We apologize for the inconvenience of having to mail us the original tickets, but this is the university regulation. Again, this only applies to non-electronic boarding passes.

Important Contact Information:

In case of an emergency or if you need to contact us for any reason during your travels and stay in Tuebingen, following are important phone numbers to keep handy:

Jong-Chol An: +49. (0)176-3067-6719

Ms. Yun Woo Nam (Student Assistant): +49. (0)176-2007-3147

If you have any further questions or requests, please do not hesitate to let us know. We look very much forward to hosting you in August!

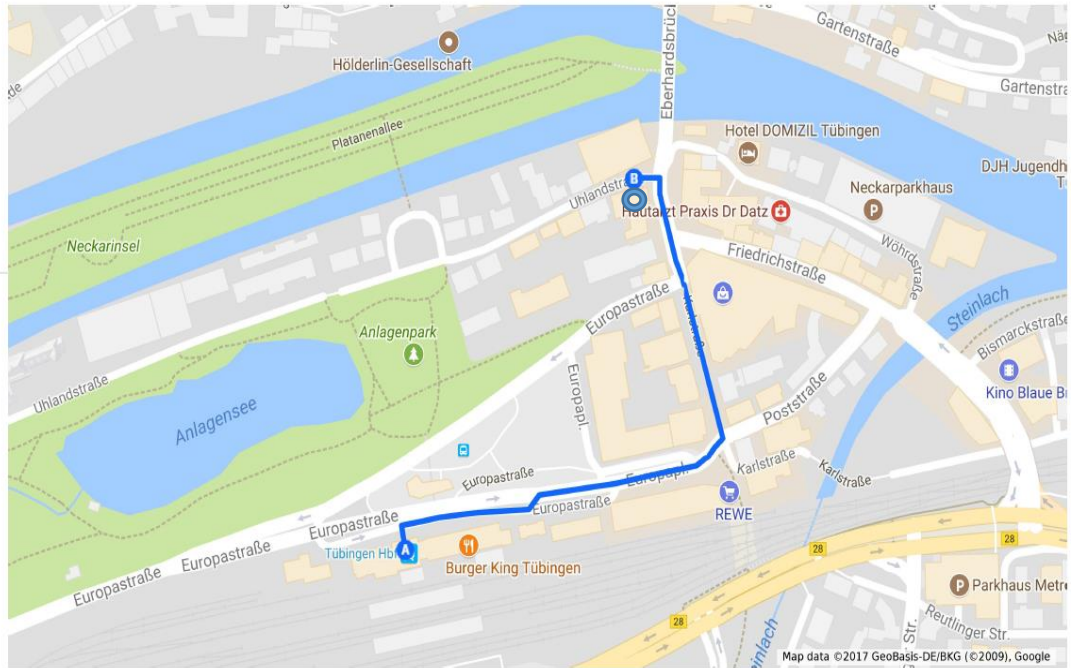
Best Regards,

Jong-Chol An

Arrival: Tuebingen main train station – Hotel Krone

Route von Tübingen Hauptbahnhof, Tübingen nach Hotel Krone Tübingen, Uhlandstraße, Tübingen

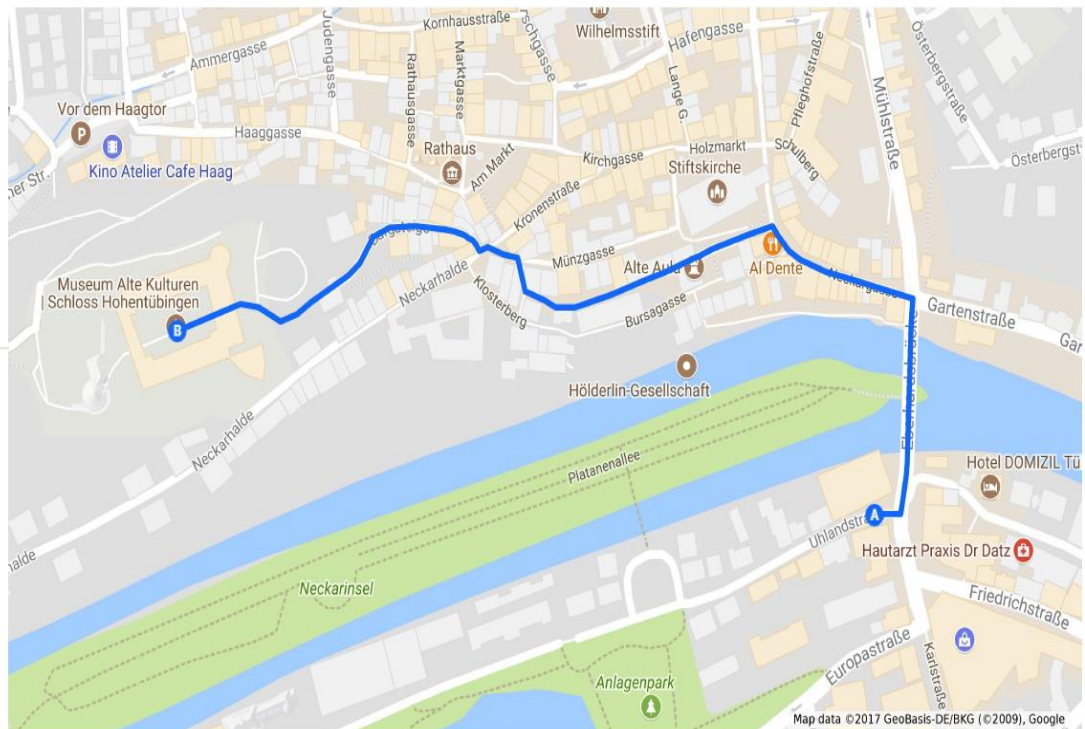
- A** Tübingen Hauptbahnhof, Tübingen
- B** Hotel Krone Tübingen, Uhlandstraße, Tübingen



For August 8: Hotel Krone – Schloss Hohentübingen (Tübingen Castle)

Route von Hotel Krone Tübingen, Uhlandstraße, Tübingen nach Museum Alte Kulturen | Schloss Hohentübingen, Burgsteige, Tübingen

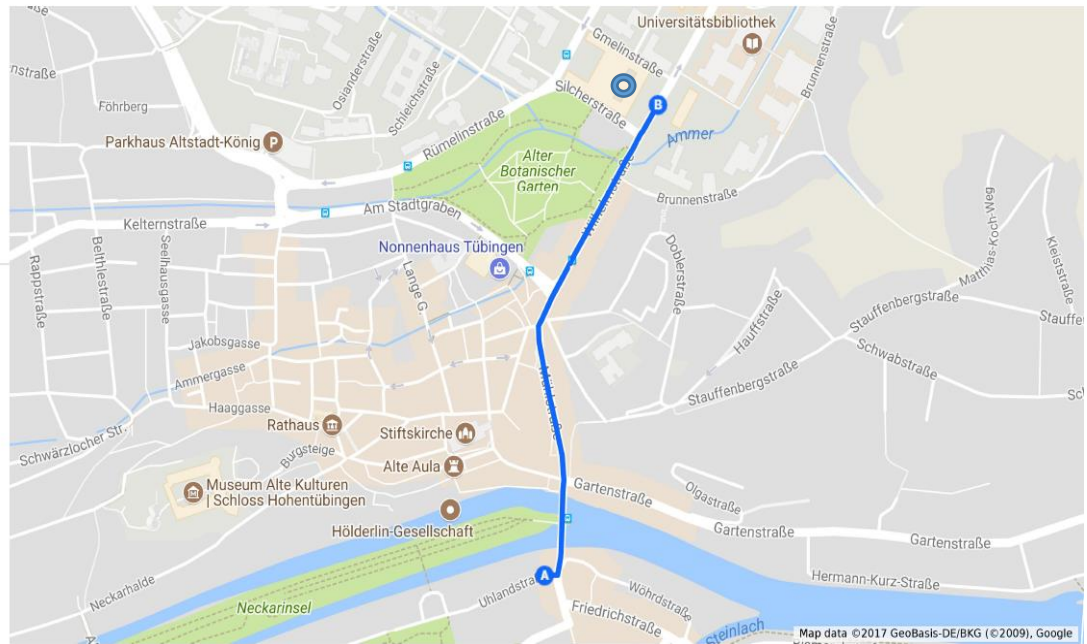
- A** Hotel Krone Tübingen, Uhlandstraße, Tübingen
- B** Museum Alte Kulturen | Schloss Hohentübingen, Burgsteige, Tübingen



For August 9-11: Hotel Krone – Neue Aula

Route von Hotel Krone Tübingen, Uhlandstraße, Tübingen nach Geschwister-Scholl-Platz, Tübingen

- A** Hotel Krone Tübingen, Uhlandstraße, Tübingen
- B** Geschwister-Scholl-Platz, Tübingen





**AKS Core University
Program for Korean Studies
Directors' Meeting**

Dpt. Sinologie und Koreanistik, AOI
Universität Tübingen
Wilhelmstrasse 133
72074 Tübingen, Germany

Director: J.-Prof. Jong-Chol An
Administration: Nina Berger

Reimbursement of Travel Expenses

Name, First Name			
Address			
Bank Account	Routing No. / IBAN	Account No. / SWIFT-BIC	Bank
Travel Information			
Start of Journey	Start of project	End of project	End of Journey
Date: from: to:	Date / time: August 8, 2017	Date / time: August 11, 2017	Date: from: to:
Purpose	International Conference of AKS Core University Directors		
Project No.	AKS-2016-OLU-2210001		
Car (total distance in km)			
Expenses and Receipts: Please put in the amount of expenses <i>in the original currency</i> and attach the receipts to this form.	By Air:		
	Public Transportation:		By Train:
	Taxi	Reasons for using a taxi	
	Other:		
	Accommodation:		
	Additional expenses	Reasons for additional expenses	
	Total Sum:		
I hereby declare the accuracy of the details stated above. _____.2017, _____ Date, Signature Applicant		Sichtvermerk / Approved: _____.2017, _____ Date Signature Director of AKS Program	