

1 Time Schedule of an HPC-Europa2 visit @HLRS

DEADLINE	ACTION
Application Deadline	The application deadline is announced on http://www.hpc-europa.eu/
Application Deadline + approx. 4 weeks	Scientific User Selection Panel (SUSP) meeting takes place.
Application Deadline + approx. 5 weeks	Acceptance notification from HLRS: Email “HPC-Europa2: your application”. ACTION for you: fill out forms at “ HLRS HPCE2 Visitor Registration ”, after confirming the final dates of your visit with your host and aligning them according to the accommodation availability (please contact the HLRS Hosting Staff in case of difficulties).
As soon as your registration has been processed	Registration confirmation from HLRS: Email “HPC-Europa2: registration confirmation”, information about your account, accommodation booking information (if requested).
As soon as registration is completed and confirmed	You may book your train/flight ticket now (please note that the cheapest option will be refunded only). Important note: We don't advise you to proceed with any booking before because you visit's dates can be changed according to the accommodation availability and/or host preferences!
1 day before your stay	Email from HLRS: “HPC-Europa2: Welcome at HLRS” ACTION for you: send the static IP address allocated to you in your host organization to be enabled in the HLRS' firewall once it is known.
During your stay	Feel free to contact us for any questions at hpc-europa@hls.de ACTION for HLRS: 1 st reimbursement is transferred to your bank account. You should receive the money 3-4 weeks after the 1 st day of your stay.
1 day before the end of your stay	Email from HLRS: “HPC-Europa2: after your stay” ACTION for you: upload “The abstract of your research” to the submission system (https://hpc-europa.cineca.it/hpc.php).
Just after your visit	ACTION for you: send us originals of your tickets and receipts by post. ACTION for you: upload the “Abstract of your research” and the EU questionnaire.
Approx. 2 weeks after the end of your stay	ACTION for HLRS: close your account ACTION for HLRS: 2 nd reimbursement is transferred to your bank account (after we received the originals of your tickets and receipts). Please note that the violation of the contractual obligations at https://hpc-europa.cineca.it/hpc.php can lead to a delay with the reimbursement.

2 Registration Form

- Please be sure to fill in the forms specified at "[HLRS HPCE2 Visitor Registration](#)" after you received the email from HLRS with the subject "**HPC-Europa2: your application**".

3 General information for your stay with HPC-Europa2

3.1 Travelling

- All tickets for the travel to your host and back are reimbursable. If you want to travel by car, you get 0,25 € per kilometer if there is no public transportation or 0,16 € otherwise, but a maximum of 600 €.
- **Business class** and **1st class** tickets are **not reimbursable**.
- If you are unsure whether a ticket is reimbursable or not, feel free to contact us.
- The reimbursement of your travel expenses is done after your stay.
- If the **time schedule** of your visit is changing, please tell us as soon as possible.
- Please be sure to **contact your host** to arrange everything regarding your stay.
- If you need an official **letter of invitation** by HLRS, let us know.

3.2 Accommodation

- **If you are visiting the University of Stuttgart**, the HLRS hosting staff will support you with booking your accommodation. See chapter [Information for visiting the University of Stuttgart](#) for more details.
- **If you are visiting another host**, you will have to take care of booking your accommodation. Up to **400 EUR per month** are reimbursable.
- **Beware** that the accommodation **might not be available** at your preferred visit dates, so that your visit might possibly be shifted, accordingly. Please discuss this with your host or the HLRS Hosting Team before sending the registration form to us.

3.3 Reimbursements

- All reimbursements are made by **wire transfer**. You can provide your bank details by filling in the "**HLRS HPC-Europa2 Visitor Registration Form**". All transfers are done in €.
- You will receive **two payments**:
 - The **1st payment** is authorized at the beginning of your stay covering **80% of your daily allowance**. You will receive 24 EUR/day for the first 28 days of your stay and 18EUR/day for the remaining days. The maximum for this payment is 1000 EUR.
 - The **2nd payment** covers the **remaining daily allowance** as well as your **travel and accommodation costs**. The payment is authorized after your stay, as soon as we have all required documents. *Please note that it is in some cases possible for HLRS to pay the accommodation directly. Contact*

us to find out more.

3.4 Split Visit

- Splitting your visit into several shorter visits is only possible for **special cases**. HPC-Europa2 will **not pay** for the **additional costs** incurred. If you return to your home institute for any length of time, HPC-Europa2 **subsistence payments will be stopped** during your absence.
- Furthermore, **HPC-Europa2 will only pay for one return flight** (from your home institute to the HPC-Europa2 center, and back to your institute). Should you decide to split your visit, HPC-Europa2 will therefore be unable to pay for any additional travel.
- Finally, applicants are reminded that in the interest of fairness, **visits must be completed within 6 months** of the offer being made. Should you decide to split your visit, the second half of your visit must also be completed within this 6-month period.
- Applicants who are thinking about applying for a "split visit" are therefore strongly encouraged to apply for the first part of their visit in the first instance, and then re-apply for a second visit at a subsequent closing date.
- If you split your visit you have to fill in a "**HLRS HPC-Europa2 Visitor Registration Form**" **for each part of your visit**.
- If you are visiting Stuttgart please note that due to the regulations of the guest accommodation each part of your visit has to be 2 weeks or longer.

3.5 Account

- As soon as we receive your **Registration and Admission Forms** your account will be created. Your account will remain locked until the first day of your visit.
- Your account will be disabled in two weeks after the last day of your stay.

3.6 HPC-Europa Surgeries

- HPC-Europa offers you an access to **Virtual Surgeries**, which are seminars on specific themes and subjects held by leading experts in HPC. Please (subscribe to the HLRS mailing list for HPC-Europa2 in order to receive announcements.

3.7 Emergency numbers in Germany

Fire: 112 | Police: 112 or 110 | Medical: 112

3.8 Further information

- Subscribe to the HPC-Europa2 mailing list from HLRS and receive updates on upcoming HPC-Europa surgeries and reminders on upcoming closing dates
 - <https://listserv.uni-stuttgart.de/mailman/listinfo/hpce-news>
- HLRS website: <http://www.hlrs.de/organization/av/amt/services/hpce-ta>
- contact us: hpc-europa@hlrs.de

4.2 Accommodation

Accommodation for guests in Stuttgart is provided at “Gastdozentenhaus” close to the university with single and double room apartments.

Address Pfaffenwaldring 54
70569 Stuttgart
Phone: +49 711 685-67098
Email: gastdozentenhaus@po.uni-stuttgart.de

Check-in / check-out times: **Monday – Friday 9:00 – 16:30**

*Office not staffed on **Saturdays, Sundays and public holidays.***

Contact: Mrs. Rothmann and Mr. Ruud Floor

Emergency numbers in case of +49 173 3102178
an sudden change in arrival: +49 171 2287616

Security deposit: 300 EUR
Payable on check-in.

- **Be sure to schedule your arrival according to the check-in times of the guesthouse.**
- **Be sure to schedule your departure according to the check-out times of the guesthouse.**
- **Booking is only possible from the 1st / 16th of a month until the 15th / end of a month.** Booking is done by HLRS, bills are paid directly.
- Double rooms are available upon request, but the extra fee is not reimbursable.

All rooms in the guesthouse are equipped with the following amenities:

- **Kitchen** (2-plate electric stove, no baking stove, one small pan, two pots, dinnerware)
- **Telephone** (bill will be collected when moving out, not reimbursable)
- **Cable TV plug** (no TV available in the rooms)
- **LAN.** The hostel provides free network access via the University LAN, with global IP addresses.
- Separate **bathroom** with a **shower**.
- **Washing machines** and **driers** in a room next to the main desk of the hostel (a washing run costs 1,50 EUR, using standard coins).

If you plan to stay **more than 4 weeks**, you are obliged to register with the registration office (“Einwohnermeldeamt”). This is done automatically at the front desk of the guesthouse when you check-in. Another option is that you do it personally at the registration office

(“Einwohnermeldeamt”) in the city hall (“Rathaus”) in downtown Vaihingen. Take the bus 82 from the bus stop “University” until “Rathaus Vaihingen, Schillerplatz”. You will get a one-month VVS-ticket for free that can be used for riding the S-Bahn to downtown Stuttgart (worth 166 EUR). You will receive the forms from the “Einwohnermeldeamt”, which you have to send to the office of VVS (regional transport cooperative Stuttgart). Alternatively you can turn the forms in by yourself. Two VVS office locations are available: S-Bahn station “Stadtmitte” or U-Bahn station “SSB-Zentrum”. Please note, that this one-month pass is for a certain calendar month.

4.3 *Everyday life*

The opening hours of stores in Germany are in general from 08:00 until 20:00. Occasionally stores are open until 21:00, or close earlier. On bank holidays and on Sundays all shops are closed.

Two **shops** are close to the guesthouse on the campus of the University (more stores can be found downtown Vaihingen or downtown Stuttgart):

- Spar (**grocery store**, across the street beneath the cafeteria)
- Wittwer (**book store**, across the street beneath the cafeteria)

The **cafeteria** of the University of Stuttgart is as well just across the street of the guesthouse.

- lunch is served from 11:15 until 14:00
- several dishes available, approximately 4 EUR
- Please note: at the cashier you will be asked whether you are a student, employee or guest. Please answer accordingly.

A **bank** with **ATM** is located on the campus as well (cross the bridge and walk towards the S-Bahn station).

BW-Bank

Filiale Universitaet Vaihingen

Pfaffenwaldring 57

70569 Stuttgart

Phone +49 (0)711/124-44845

Fax: +49 (0)711/677 3513

Opening hours:

Mon - Fri 08:30 – 13:00

Mon - Wed, Fri 14:00 – 16:00

Thu 14:00 – 17:30

The german banking number (**BLZ**): **60050101**

BIC-/SWIFT-Code is: **SOLA DE ST.**

There are several **doctors** in Vaihingen, mainly around Market-Square. Please be aware, that you have to bring along any certificate of health insurance.

5 After your stay

5.1 Documenting your HPC-Europa2 project

- The EU requires a **final report (2-4 pages)** about the achievements of your HPC-Europa2 project. Any format (HTML, LaTeX or Doc) will do. Check your personal application's web page for a template. Please **email** us the report and **upload** it to your personal application's page <https://hpc-europa.cineca.it/hpc.php>
- We need a **short summary (250-500 words)** of your achievements for the yearly report.
- If you have an accepted conference **paper** or additional material (**simulation outputs, movies** or **pictures**) please let us know as well.
- **Please check your personal application page** <https://hpc-europa.cineca.it/hpc.php> for more contractual obligations.

5.2 Required information for your final reimbursement

- Please send us as soon as possible the original tickets and invoices of your travel and accommodation (flight ticket, boarding passes, tickets for train, bus or S-Bahn).
- The money will be transferred as soon as possible (normally within 2-3 months)
- We don't need any information regarding your daily allowance.
- All the contractual obligations at <https://hpc-europa.cineca.it/hpc.php> should be met. *Otherwise the payment might be delayed until all the required documents have been submitted.*

5.3 Postal address for sending the documents

*HPC-EUROPA2
High Performance Computing Center Stuttgart (HLRS)
Universität Stuttgart
70569 Stuttgart
Germany*