

FACT SHEET -NCT SAB MEETING 2025-

Meeting Information & Checklist for SAB members

Dear SAB members,

We are excited to welcome you to the NCT Scientific Advisory Board Meeting 2025, which will take place at Campus Cologne, NCT West! To ensure a smooth and enjoyable experience, please find below important information and guidelines regarding your attendance, travel, and accommodation arrangements.

➤ **Mark the Date:**

Please note the date of the board meeting in your calendar and block it to avoid scheduling conflicts. The meeting will take place from **July 8 to July 9, 2025**. The event will open with a welcome dinner on the evening of July 7 and will end afternoon July 9.

➤ **Flights:**

Participants should book their flights individually. As we are a public institution, we kindly ask you to book economy class tickets.

For exceptionally long journeys, business class may be considered in individual cases, but this requires prior approval. Please contact us (nct@dkfz-heidelberg.de) for arrangements.

➤ **Hotel Accommodation:**

We have reserved rooms for you at the Ruby Ella Hotel in Cologne, located at Hohenzollernring 79, 50672 Cologne, from **July 7 to July 9, 2025**.

Should you wish to book dates outside of the meeting schedule or are unable to attend, please inform us as soon as possible so we can adjust your room reservation accordingly.

➤ **Airport Transfer:**

Transfers from the Cologne Bonn Airport to the hotel will be arranged via taxi. Taxi vouchers will be provided to you in advance.

➤ **Travel Tip: Taking the Train from Frankfurt Airport to Cologne**

Many long-distance flights arrive directly at Frankfurt International Airport without a stopover. For a convenient alternative to connecting flights, we recommend taking a train to Cologne. Here is the link to the Deutsche Bahn website for more information and to purchase tickets: [Train Tickets - Deutsche Bahn](#)

Why take the train?

Excellent train connections from Frankfurt Flughafen Fernbahnhof (Frankfurt Airport Long-Distance Train Station).

Many airlines offer the [Rail&Fly](#) option, which may include your train ticket. Check with your airline.

Location of Frankfurt Flughafen Fernbahnhof

Situated at Terminal 1 in The Square building – no need to leave the airport.

How to Get to the Train Station

From Terminal 1: Follow signs to Fernbahnhof. The station is about a 5-10 minute walk via a pedestrian bridge with moving walkways.

From Terminal 2: Take the free SkyLine shuttle or airport shuttle bus to Terminal 1, then follow the signs to Fernbahnhof.

Alternative Transport

If you have heavy luggage or need assistance, airport shuttles and taxis are available for direct transfers to the train station.

➤ Catering:

Catering will be provided on both meeting days, ensuring that all participants are well taken care of.

➤ Evening Dinners schedule:

We will reserve restaurants for the evenings as follows:

July 7, 2025: Welcome Dinner, starting at 7 PM

July 8, 2025: Dinner, starting at 7 PM

➤ Meeting Agenda and Documents:

The meeting agenda and all relevant documents, including the SAB report, will be shared with you digitally in advance of the meeting.

➤ Emergency Contacts:

For any issues during your travel or stay, the NCT Central Office will be available for support.

Please reach out to Maria Rius or Yaren Appari directly for assistance. Contact details will be shared before the event.

➤ Travel Expense Reimbursement:

After the meeting, we will provide you with reimbursement forms to claim additional expenses such as flight costs.

Please ensure you keep all relevant receipts (e.g., for flights, transfers, meals) as these will be required for processing your reimbursement.

We look forward to seeing you at the meeting. Should you have any questions or specific requirements, please feel free to contact us.

Best regards,
The NCT Central Office