Logistical Guide

1. Preparation of your journey

Weather

Berlin has a humid continental climate with warm summers and no dry season. The month of July is characterized by essentially constant daily high temperatures, with daily highs around 25°C (77°F) throughout the month, exceeding 32°C (88°F) or dropping below 20°C (68°F) only one day in ten. Please take into account that rain and colder days are always a definite possibility in Germany. So please pack a jacket and appropriate shoes to be on the safe side.

Medical Care

Germany has a well-developed health care system and there are all kinds of medical services available in Berlin. GIZ will cover a health, accident and indemnity insurance for all international guests of the meeting. If you find yourself in need of medical attention during the course of the conference, do not hesitate to contact your hotel reception or the conference team to find out about the closest doctor or hospital.

Please call: +49 - 176 7069 1913 (8:00 - 22:00) or in emergencies +49 - 1778450916 (22:00 - 8:00)

Electricity

In case you want to bring a charger or other electronic devices, note that you might need an adapter: in Germany the power plugs/sockets are type C and F (220 V).

See: http://www.worldstandards.eu/electricity/plugs-and-sockets/

2. Upon arrival

Changing money

Money is easily exchanged or withdrawn from ATMs at Berlin-Tegel Airport (TXL) or Berlin Schönefeld Airport (SXF) or the exchange offices. Several ATMs and bank offices are located a 5 to 10-minute walk from the hotel and the venues.

Most places (e.g. hotel, restaurants, shops, etc.) accept credit or debit cards. Surprisingly enough there are still some places (especially restaurants) where credit cards are not accepted. Please make sure by looking for the credit card sign or ask the waiter before purchasing. Note that in restaurants a tip of about 10% is common, but never included in the bill.

Getting to the hotel and back to the airport

Arrival

There will be a pick-up service for all participants. Please look out for the MPPN sign at the arrival gate. In case you don’t find the driver please call the transport company:

+49 - 176 55100938 (24 hours) or the conference team: +49 - 1778450916 (Marion Koch, GIZ)

(Please note: The driver will be waiting at the arrival gate. Participants should stay at their arrival gate and wait for the dispatcher even if they cannot see him or the driver right away. Please do not wander off (for example to an information desk, the taxi stand etc.) as then the dispatcher will not be
able to locate you. Due to parallel arrivals it might sometimes take the dispatcher around five minutes to reach their gate, especially if people disembark their aircraft quickly or one of the flights is delayed.

In the rare case that you are missing the pick-up service: please follow the taxi signs in order to get one of the many taxis from the airport to your hotel. The duration and the costs of this trip are depending on traffic.

- The cost from Tegel Airport (TXL) to the hotel will be approximately 25 EUR and the distance is around 12 kilometers (~20 minutes).
- The cost from Schönefeld Airport (SXF) to the hotel will be approximately 35 EUR and the distance is around 22 kilometers (~30 minutes).

**Departure**

We will arrange collective or individual taxis to the airport. Please confirm the date and time of your departure at our conference support office (see below) so that we can ensure that a taxi will be waiting for you.

### 3. The Hotel

**Hotel Relexa Stuttgarter Hof**

Anhalter Strasse 8-9  
10963 Berlin / Germany

Phone: +49 30 26 483 0

Website: [http://www.relexa-hotel-berlin.de](http://www.relexa-hotel-berlin.de)

The normal check-in time is 3:00 p.m. and for check-out 11:00 a.m. Exceptions need to be arranged with the hotel. In any case there will be a suitcase room available where your luggage can be stored.

### 4. Informal reception on Sunday

There will be an informal reception and a buffet on Sunday evening. You are welcome to join us in the conference room “Berlin” at the **ground floor** of the hotel at any time between 19:30 and 22:00.
5. The Venue

The High-Level MPPN meeting will take place at the

Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung (BMZ)
Federal Ministry for Economic Cooperation and Development
Stresemannstraße 94
10963 Berlin / Germany
Phone: +49 30 - 1 85 35-0

Getting to the Venue

From the Hotel Relaxa Stuttgarter Hof
The BMZ Representation in Berlin is walking distance from the hotel (300m), and takes approximately 4 minutes to walk between the two (no transport service foreseen).

Registration

We kindly ask you to register in the lobby of the BMZ on Monday morning, in order to ensure that you can enter and exit the building whenever you wish to.

Support office

We are happy to help you with any logistical/administrative matter at our conference office, which will be open during the whole meeting (from 30 minutes before until 30 minutes after the event). You find us next to the Marie-Schlei-Saal in the 11th floor of the BMZ.

WiFi

There will be free WiFi access in the venue. Please note the following access information:

Name of the network: WL2
Password: AmesadS:-)
6. The Boat Trip (Monday, 7:30 pm)

On 7th of July all participants are invited to a boat trip to discover the inner city of Berlin. Within this informal setting participants will have the opportunity to exchange ideas and experiences. Drinks and a dinner buffet will be served on the boat.

**Departure:**

A **shuttle service** will be available from the Relexa Hotel Stuttgarter Hof and the BMZ. Both shuttles will depart at **7:00 p.m.**

**Departure place of the boat:**
Anleger Märikisches Ufer
Wallstraße
10179 Berlin

**Departure time of the Boat:** 7:30 p.m.

The name of the boat is ‘Europa’. For a virtual tour see: [http://moving-rooms.de/exclusiv-yachtcharter/europa/](http://moving-rooms.de/exclusiv-yachtcharter/europa/)

**Please kindly note:** If you do not take the organised shuttle bus provided by the meeting organisers (outlined above), please ensure you arrive at the pier no later than 7:15 p.m. as the boat will leave precisely on time. A taxi takes approximately 10 minutes from the hotel (distance: about 3 km). In case you are arriving late please let us know as soon as possible: +49 - 1778450916 (Marion Koch, GIZ)

7. Tuesday Dinner (7:30 pm)

We cordially invite you to an informal dinner on July 8th at 7:30 p.m., which will take place at

**Gerichtslaube**
Poststr. 28
10178 Berlin

(distance from the hotel: 2,6 km)

**Transportation**

We will offer a shuttle or taxi service from the hotel at 7:20 p.m.

**For all football fans:** the hotel will screen the semi-finals of the world cup at 10 p.m. Taxies will be waiting at 9:30 p.m. outside the restaurant.
8. Further Questions and Information

**Dresscode**

Generally we encourage you to wear informal clothing, which may be referred to as *business casual* (for the daytime and the evening).

**Helpline**

If you require any additional information or have any further questions don't hesitate to contact the conference team or the reception desk at your hotel.

**For questions and problems regarding the event you can contact our hotline:**

+49 - 176 70691913 (8:00 - 22:00)

For emergencies outside this timeframe you can call:

Marion Koch (GIZ): +49 - 1778450916

or

Joanne Tomkinson (OPHI): +44 - 7984611109

(or via email for non-time sensitive matters on joanne.tomkinson@qeh.ox.ac.uk)