



Logistical Details

October 28–29, 2015 | Berlin, Germany



Federal Ministry
for Economic Cooperation
and Development



GFDRR
Global Facility for Disaster Reduction and Recovery



logistical details

Fall 2015 Meeting of the GFDRR Consultative Group

Berlin, Germany | October 27-29, 2015

Note on Travel and Accommodations

This note provides practical information to help you plan your travel and make your stay in Berlin as pleasant as possible. For further questions, please feel free to contact the people listed under Contact Persons below. They will be happy to help you, if required.

Please confirm your participation to the CG meeting by October 16, 2015 at

<https://www.gfdr.org/fall2015cg>

*(The password for the CG registration website is **Berlin2015**)*

1. Conference Venue

Federal Ministry for Economic Cooperation and Development (BMZ)

Marie-Schlei-Saal

Stresemannstraße 94

10963 Berlin, Germany

BMZ can be reached by S-Bahn (rapid urban railway), U-Bahn (subway) or bus:

- bus stop and railway station Anhalter Bahnhof (S-Bahn lines 1, 2, 25; bus numbers 123, M41)
- subway station Potsdamer Platz (U-Bahn line 2)



2. Schedule and Travel Dates

The GFDRR Fall 2015 CG meeting will start at **9:00 AM** on Wednesday, October 28, 2015 and end at **2:30 PM** on Thursday, October 29, 2015.

The meeting will be preceded by a *Knowledge Partnership Day* including external guests starting at 9:00 AM on October 27, 2015. Please plan your travel accordingly.

3. Registration and Access to the Venue

The Knowledge Partnership Day (October 27) will take place at the **Wasserturm /Gasometer** (EUREF-Campus), located at Torgauer Str. 12-15, 10829 Berlin. **A shuttle bus will leave from the BMZ**

(Stresemannstraße 94) to the Wasserturm at 8.00 AM. Please make sure to gather there on time in case you wish to make use of the shuttle service.

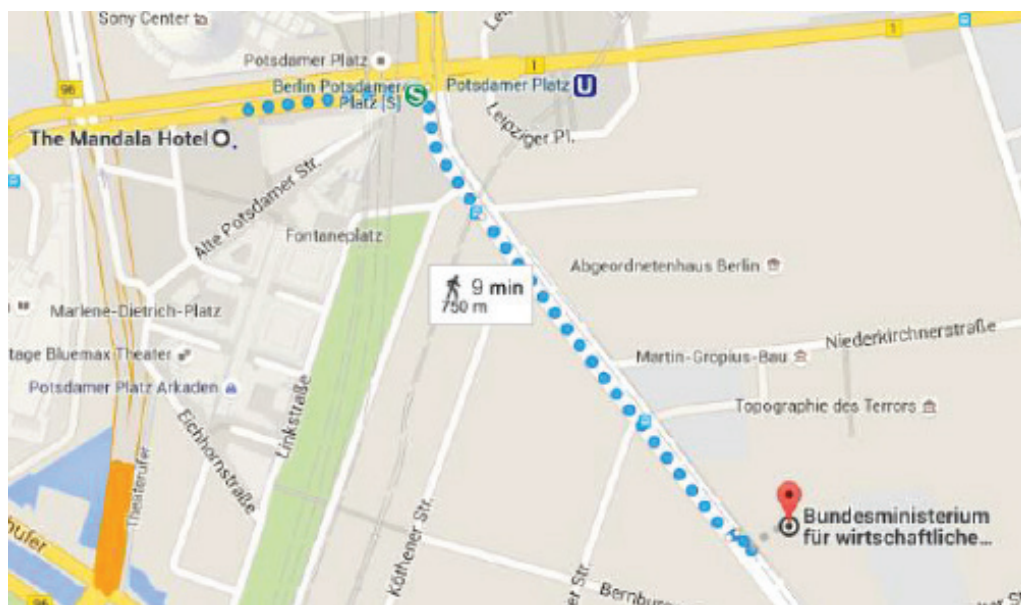
For the **CG meeting** (October 28-29), kindly arrive at the main entrance of the BMZ, located on **Stresemannstraße 94**, in time. Dedicated staff will be present at a registration desk near the entrance to help with your security clearance and registration. **Please bring your official Photo ID (passport) and arrive at least 15 minutes prior to allow time for security registration.** You will receive your Visitor's Pass, which will allow you to leave and re-enter the premises on October 28th and 29th. Please make sure to keep it safe.

On the first evening of the CG Meeting, October 28, you will be kindly invited to dinner at the **Restaurant Käfer**. As the restaurant is located on top of the German parliament, special security procedures apply and a pre-registration is required. **Kindly provide the specific**

information requested on the CG online registration form and do bring your passport for security clearance on site.

4. Hotels

BMZ has made special arrangements and recommends the following hotels close to the CG meeting venue. Rooms are available for booking at preferential rates for the dates between October 26th and 29th, 2015. **Due to a high demand for hotels in Berlin on those dates, please consider booking your room as soon as possible!**



(Call-in allotment available)

The Mandala Hotel*****

(Less than 10-min walk to BMZ) Potsdamer Strasse 3

10785 Berlin

www.themandala.de

Rate: 160 EUR per night

Wifi and City tax included

Kindly quote “Fall 2015 CG” when booking your room under the following contact details:

Phone: +49 (0)30 590 05 1221

Fax: +49 (0)30 590 05 2000

Email: reservations@themandala.de

Cancellations are free of charge until 7 days prior to arrival. Later cancellations and no-shows will be charged with 90% of the room rate.

(Limited call-in allotment available)

Steigenberger Hotel am Kanzleramt*****

(10-min taxi ride to BMZ or 1 train stop from Berlin Central station to Anhalter Bahnhof)

Ella-Trebe-Straße 5 - 10557 Berlin

<http://en.steigenberger.com/Berlin/Steigenberger-Hotel-Am-Kanzleramt>

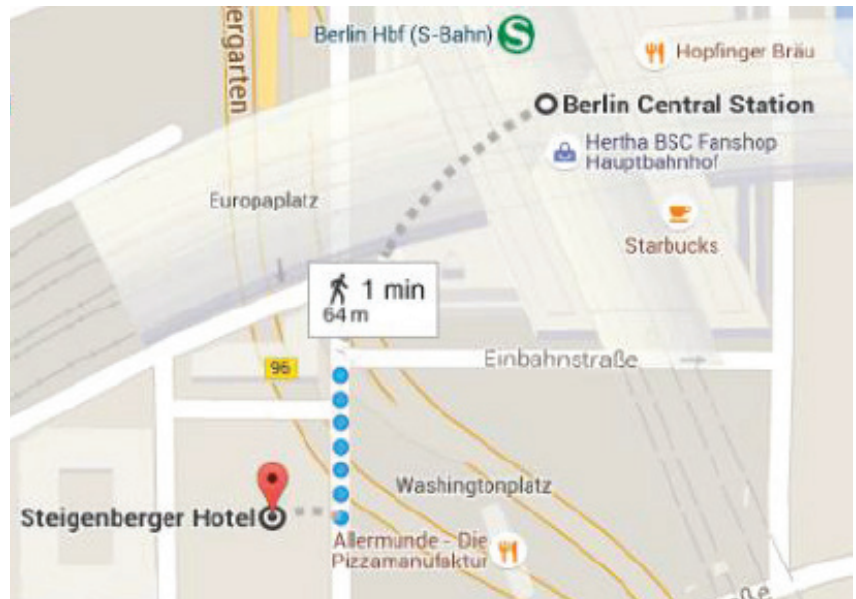
Rate: 149 EUR per night

Kindly quote “Fall 2015 CG” when booking your room

by 29 September 2015 under the following contact details:

Reservations: +49 (0)30 740743-990

Fax: +49 (0)30 740743-999



Other hotels close to BMZ (no special arrangement made)

Mövenpick Hotel Berlin****

Schöneberger Strasse 3

10963 Berlin

Phone: +49 (0)3023006 188 | Fax: +49 (0)30 23006189

<http://www.moevenpick-hotels.com/en/europe/germany/berlin/hotel-berlin/overview/>

Relaxa Hotel Berlin****

Anhalter Str. 8-9

10963 Berlin

Phone: +49 (0)30 26 483 0

<https://www.relexa-hotel-berlin.de/en>

5. Transport

Airports

There are two main airports serving Berlin. The Berlin Tegel Airport is about 8 km and Berlin Schönefeld Airport is about 18 km from central Berlin.

- Berlin Tegel: www.berlin-airport.de/en/travellers-txl/
- Berlin Schönefeld: <http://www.berlin-airport.de/en/travellers-sxf/>

Buses & Trains

Berlin Tegel Airport is well integrated in Berlin's public transport network. Buses to central Berlin leave right outside Terminal A and B.

Berlin Schönefeld Airport is a 30-minute ride from Central Station (Berlin Hauptbahnhof) on the Airport Express (regional train) and can also be reached by S-Bahn trains or bus.

For information on public transportation provided by the BVG (Berliner Verkehrsbetriebe) please visit: www.bvg.de/en

Daily fares for central Berlin (Day ticket Berlin AB) are EUR 6.90 and are valid on all means of public transport.

Taxis

One-way taxi fares to and from major airports to Berlin Potsdamer Platz /BMZ are:

Berlin Tegel: central Berlin: EUR 15.00-EUR 20.00

Berlin Schönefeld: central Berlin: EUR 25.00-EUR 35.00

Taxi ranks can be found outside the Terminals and major locations in the city or called on the following number: Taxi Berlin: +49 (0)30 202020

6. Visa

Delegates who need a visa in order to enter the Schengen area (Schengen short stay visa) are recommended to apply for a visa as early as possible. Delegates travelling to Germany via a third country are reminded to check with the authorities of that country whether they might need an additional transit visa.

Information on visa requirements for Germany can be found at the website of the German Federal Foreign Office: http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html

To facilitate the application process, please consult the nearest German Embassy's website for accurate information about the specific procedures and documents needed in your country.

For an overview of German representations in the world and links to their contact information, please visit: http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite_node.html

Please note that handling time for visa applications, once a complete application dossier has been handed in, is typically 10 working days – however this varies depending on countries.

The GFDRR team will assist you in obtaining a visa application letter from the Federal Ministry for Economic Cooperation and Development, if needed.

7. Useful Information

Security: please note that, for your own safety, it is not recommended to carry large sums of cash and / or valuables.

Emergency:

112 (Medical Emergencies, accidents and fires)

110 (Police)

Police (non-emergencies):

Polizei Direktion 5 (Süd)

Friedrichstr. 219

10969 Berlin

+49 (0)30 4664553700

Hospital:

Gesundheitszentrum am Potsdamer Platz (Medical Centre)

Eichhornstr. 2/Ecke Linkstr. 8

Potsdamer Platz

10785 Berlin

+49 (0)30 259250

Charité (Hospital)

Charitéplatz 1

10117 Berlin

+49 (0)30 45050

Dentist:

Medeco Zahnklinik Potsdamer Platz

Stresemannstraße 121

10963 Berlin

+49 (0)30 23095960

Please call before dropping by

Pharmacy:

Potsdamer-Platz-Apotheke

Potsdamer Platz Arkaden

Linkstraße 4

10785 Berlin

+49 (0)30 2559220

Mon-Fri: 9.00 AM - 9.00PM

Hölderlin Apotheke

Wilhelmstraße 20

10963 Berlin

+49 (0)30 25299171

Opening hours Mon-Fri 8.30 AM - 9.00 PM

Banks:

Several Banks are operating in the vicinity of the German Federal Ministry for Economic Cooperation and Development (BMZ), in particular around the Potsdamer Platz area. Additionally, ATM machines that accept international credit and debit cards 24 hours can be found at all major train stations and public spaces.

Mon-Fri: 10.00 AM – 6.00 PM

Sat & Sun: closed

ATMs: 24 hours

8. Contact Persons**Ms. Henriette B. Mampuya, GFDRR**

Tel.: +32 2 552 00 49 (World Bank Brussels office)

Mobile: +32 489 317 519 (mobile – also in Berlin)

Email: hmampuya@worldbank.org

Mr. Florian Neutze, BMZ

Tel.: +49-30-18535-2096

Email: florian.neutze@bmz.bund.de

9. Recommendations for Cultural / Leisure Activities in Berlin (Fri/Sat/Sun after CG Meeting)

Daytime Activities in Berlin		Details
Local Market & Streetfood Hall	Markthalle Neun Eisenbahnstrasse 42/43, 10997 Berlin U1 Görlitzer Bahnhof http://markthalleneun.de/markets	Street Food Thursday: 5pm–10pm Market Friday: 12pm–8pm Saturday: 10am–6pm Cafe: 11:30am–3pm
Viewpoint	Panoramapunkt Potsdamer Platz & Café Potsdamer Platz 1, 10785 Berlin Tel.: +49(0)30 / 25 93 70 80 info@panoramapunkt.de www.panoramapunkt.de/de/willkom	Viewpoint: 10am–6pm (last entry 30 min. before closure) Entry: EUR 6,50 Café: 11am – 5pm
Palace	Schloss Charlottenburg Spandauer Damm 10-22, 14059 Berlin www.spsg.de/schloesser-gaerten/objekt/schloss-charlottenburg-altes-schloss/	Tuesday-Sunday: 10am–6pm Castle only: EUR 12 Complete Castle & Garden: EUR 17
Museum	Central Memorial to the Murdered Jews of Europe Cora-Berliner-Straße 1, 10117 Berlin Tel.: +49 (0)30 26 39 43 0 /www.stiftung-denkmal.de/en/home.html	Museum: Tuesday-Sunday, 10am–7pm Memorial: 24hrs (open air) Free entry
Historical Site / Berlin Wall Memorial	Bernauer Straße/ Mauermuseum Bernauer Str. 111, 13355 Berlin Tel.: (+49) 030 467986666 www.berliner-mauer-gedenkstaette.de/en/	Open Air Free entry Opening Times: 10am–6pm

Evening Activities in Berlin		Details
Bar & Club	Spindler & Klatt Löpenickerstr. 16-17, 10997 Berlin Tel. : (+49) 030 319 88 18 60 www.spindlerklatt.com/	Exclusive Restaurant, Lounge, Club & Bar Near the river Spree Daily from 7pm Lounge: Fri from 11pm /Club: Sat from 11pm
Bar & Club	House of Weekend Alexanderstr.7, 10178 Berlin www.houseofweekend.berlin	Bar & Club with great view of Alexanderplatz
Bar	Monkeybar Budapester Straße 40, 10787 Berlin www.25hours-hotels.com/en/bikini/restaurant/monkey-bar.html	Cocktails & Snacks with nice view on the 10th floor of the 25hours Hotel
Jazzbar	Jazzcafé Grolman Grolmanstraße 53, 10623 Berlin Tel : +49 30 31803780 www.jazzcafeberlin.de/kont	Daily: 8pm–1am Friday & Saturday: 8pm - OPEN END