

Information for Participants

IPCC WGIII-12 and IPCC-39

7-12 April 2014

Berlin, Germany

Berlin is Germany's capital and one of the sixteen *Länder* that constitute the Federal Republic of Germany. It has been an important site throughout German history: it was capital of the German Empire, the Weimarer Republic and the Third Reich and was split into East Berlin and West Berlin after World War II. While East Berlin served as a capital for the German Democratic Republic, the Federal Republic of Germany chose Bonn as its capital. After Germany's reunification in 1990 the Bundestag decided that Berlin should be the capital of a reunified Germany. Since then, the Bundestag, the Bundesrat and many ministries have moved from Bonn to Berlin, constituting Berlin Germany's political center.

Berlin is known for its cultural diversity, renowned research institutions and its creative industries. Green spaces in the city center and in the greater area of Berlin as well as relatively low costs of living add to a high quality of life. Berlin has a temperate climate with distinct seasons. Although temperatures in summer and winter do not differ extremely, summers can be quite hot and winters quite cold. You can expect a moderate April with average temperatures around 13 degrees.



1. Conference venue: Estrel Hotel & Convention Center, Berlin



Estrel Berlin is one of Europe's largest convention centers. It is located near the S-Bahn station *Sonnenallee* in the district of Neukölln. It first opened in 1994 and was turned into Estrel Convention Center in 1999. Estrel Berlin is also known for its show *Stars in Concert* where performers imitate stars like Michael Jackson and Tina Turner.

Address:

Estrel Hotel & Convention Center
Sonnenallee 225, 12057 Berlin

<http://www.estrel.com/en/home.html>
hotel@estrel.com



Transport from Tegel Airport (TXL) to Estrel Hotel

Please take the bus "TXL" towards "S+U Alexanderplatz via Hauptbahnhof" and exit at the station "S Beusselstr." From "S Beusselstr." take the railring S-Bahn (S 41) to "S Sonnenallee". Then you will have to walk about 300 meters to Sonnenallee 225, where the hotel is located.

Ticket: For this journey you need to buy a Ticket AB.

Transport from Schönefeld Airport (SFX) to Estrel Hotel

Please walk to the S-Bahn Station "S Flughafen Berlin Schönefeld". Take the S45 towards "S Südkreuz" or towards "S Bundesplatz" to "S + U Neukölln". You will then need to change there to the railring S-Bahn (S 42) and get off at "S Sonnenallee". Then you will have to walk about 300 meters to Sonnenallee 225, where the hotel is located.

Ticket: For this journey you need to buy a Ticket ABC.

2. Accommodation: Hotels with negotiated rates

It is the participant's responsibility to book hotel rooms in advance. Below you find a list of hotels with negotiated rates. Rooms are limited in each hotel and will be filled on a first-come-first-serve basis. After the given deadlines, booking might still be possible; however this cannot be guaranteed. If you wish to book blocked rooms, make sure to refer to the right code. **Transport will not be provided to the conference venue.**



Hotel Name Link	Rooms blocked Price for single room/Price for double room	Distance and Transport to Hotel Estrel/S-Bahn station Sonnenallee	Booking deadline f. negot. rate	Details for Reservation
1. Adlon Kempinski 5* http://www.kempinski.com/en/berlin/hotel-adlon/welcome/	220 €/240 €	8,8 km: Take the S2 (direction "Blankenfelde") or the S25 (direction "Teltow Stadt") at "Brandenburger Tor". You will then need to exit at "Südkreuz". Please use the railring S42, and exit at "Sonnenallee"	9 th February 2014	Call +49 30 226 111 11 or fax to +49 30 226 111 16 or email to reservation.adlon@kempinski.com and refer to code "IPCC 2014".
2. Best Western Hotel am Schloss Köpenick 4* http://book.bestwestern.com/bestwestern/advSearch.do?language=en_US&sob=A03#	60 €/70 €	10,8 km: Take S47 (direction "Hermannstraße") at "Spindlersfeld", exit at "Köllnische Heide"	1 st February 2014	Call + 49 30 658 05 0 or fax to +49 30 658 05 450 or email to info@koepenick.bestwestern.de and refer to code "IPCC".
3. Dorint Adlershof 3* http://hotel-berlin-adlershof.dorint.com/en/	86 €/112 €	8,8 km: Take S46 (direction "Westend") or S47 (direction "Hermannstraße") at "Adlershof". Then exit at "Köllnische Heide".	21 st February 2014	Call +49 30 678 335 11 or fax to +49 30 678 221 000 or email to reservierung.berlin-adlershof@dorint.com and refer to code "IPCC".
4. Estrel 4* http://www.estrel.com/en/hotel.html	75 €/105 €	Hotel = conference venue	24 th February 2014	Email to hotel@estrel.com or fax to +49 30 6831 0 and refer to code "IPCC".
5. Grand Hyatt 5* http://www.berlin.grand.hyatt.de/en/hotel/home.html	160 €/190 €	7,7 km: Take S2 (direction "Blankenfelde") or S25 (direction "Teltow Stadt") at "Potsdamer Platz". You will then need to exit at "Südkreuz". Please use the railring S42, and exit at "Sonnenallee"	7 th February 2014	Call +49 30 2553 1212 and refer to code "IPCC" or book online: www.berlin.grand.hyatt.com and refer to code "G-IPCC".

6. Holiday Inn City Center East 4* http://holidayinnberlin.com/english/	68,40 €/78,40 €	10,7 km: Take railring S41 at "Prenzlauer Allee", exit at "Sonnenallee"	24 th February 2014	Call +49 30 446 610 or fax to +49 30 446 616 61 or email to res@hi-berlin.com and refer to code "IPCC".
7. Ibis Berlin Mitte 2* http://www.ibis.com/gb/hotel-0357-ibis-berlin-mitte/index.shtml	81 €/101 €	9 km: Take U2 (direction "Ruhleben") at "Rosa-Luxemburg-Platz" to "Alexanderplatz", then S5 (direction "Strausberg Nord") or S7 (direction "Ahrensfelde") or S75 (direction "Wartenberg") to "Ostkreuz". You will then need the railring S41 and exit at "Sonnenallee"	9 th February 2014	Email to resa.ibis10@accor.com and refer to code "IPCC Mitte".
8. Ibis Berlin Potsdamer Platz 2* http://www.ibis.com/gb/hotel-3752-ibis-berlin-city-potsdamer-platz/index.shtml	83 €/ 103 €	7,7 km: Take S2 (direction "Blankenfelde") or S25 (direction "Teltow Stadt") at "Anhalter Bahnhof" to "Südkreuz". You will then need to exit at "Südkreuz". Please use the railring S42, and exit at "Sonnenallee"	9 th February 2014	Email to resa.ibis10@accor.com and refer to code "IPCC Potsdamer Platz".
9. Ibis Ostbahnhof 2* http://www.ibis.com/gb/hotel-3108-ibis-berlin-ostbahnhof/index.shtml	81 €/101 €	5,5 km: Take S5 (direction "Strausberg Nord") or S7 (direction "Ahrensfelde") or S75 (direction "Wartenberg") at "Ostbahnhof" to "Ostkreuz". You will then need to exit at "Südkreuz". Please use the railring S41, and exit at "Sonnenallee"	9 th February 2014	Email to resa.ibis10@accor.com and refer to code "IPCC Ostbahnhof".
10. Motel One Spittelmarkt 3* http://www.motel-one.com/en/hotels/berlin/hotel-berlin-spittelmarkt/	76,50 €	6,7 km: Take U2 (direction "Ruhleben") at "Spittelmarkt" to "Stadtmitte", then U6 (direction "Alt-Mariendorf") to "Südkreuz". Please use then the railring S42, and exit at "Sonnenallee"	1 st March 2014	Email to res.berlin-spittelmarkt@motel-one.com and refer to code "IPCC".
11. NH Hotel Treptow 4* http://www.nh-hotels.com/nh/en/hotels/germany/berlin/nh-berlin-treptow.html	63,50 €	6,3 km: Take S46 at "Schöneeweide" (direction "Westend") and exit at "Köllnische Heide"	7 th March 2014	Call +49 180 764 460 0 or email to reservierungen@nh-hotels.com and refer to code "IPCC".

12. NH Hotel Frankfurter Allee 4* http://www.nh-hotels.de/nh/de/hotels/deutschland/berlin/nh-berlin-frankfurter-allee.html	69 €	6 km: Take the railring S41 at „Frankfurter Allee“, and exit at „Sonnenallee“	7 th March 2014	Call +49 180 764 460 0 or email to reservierungen@nh-hotels.com and refer to code „IPCC“.
13. Park Plaza Prenzlauer Berg 4* http://www.parkplaza.com/berlin-hotel-de-d-10407/gerberpk	71 €/ 80 €	8,3 km: Take the railring S41 at „Landsberger Allee“ and exit at „Sonnenallee“	4 th February 2014	Call +49 30 400 557 700 or fax to +49 30 400 557 777 or email to pppbres@pphe.com and refer to code „BUND-UNR“.
14. Sylter Hof 3* http://www.sylterhof-berlin.de/default.aspx?lang=en	69 €	13 km: Take U3 (direction „Krumme Lanke“) at „Wittenbergplatz“ to „Heidelberger Platz“. You will then need the railring S42. Please exit at „Sonnenallee“	4 th February 2014	Call +49 30 212 023 3 or fax to +49 30 212 023 5 or email to info@sylterhof-berlin.de and refer to code „IPCC“.
15. Vier Jahreszeiten 4* http://vierjahreszeitenberlin.com/index.php?lang=en	80 €/96 €	4,3 km : Take U1 (direction „Warschauer Straße“) at „Görlitzer Bahnhof“ to „Warschauer Straße“. Then the S75 (direction „Wartenberg“) or the S7 (direction „Ahrensfelde“) to „Ostkreuz“. You will then have to use the railring S41, and exit at „Sonnenallee“.	3 rd March 2014	Call +49 30 627 35280 or email to bilgic@vj-hotels.com and refer to code „IPCC“.
16. Westin Grand 5* http://www.westingrandberlin.com/en	130 €/160 €	8 km: Take U6 (direction „Alt-Mariendorf“) at „Französische Straße“ to „Tempelhof“ and then the railring S42. Please exit at „Sonnenallee“	6 th March 2014	Call +49 30 2027 3420, fax to +4 30 2027 3419 or email to reservation@westin-berlin.com and refer to code „IPCC“.

3. Public transport

Berlin has a very well developed public transport network running seven days a week. The BVG network comprises 10 daytime underground lines and 8 weekend night lines, 149 bus routes and 22 daytime tram routes and 9 night lines. On the weekend, the BVG transports their passengers around the clock. The Berlin tariff area is subdivided into 3 zones: A, B & C.

Zone A: Berlin's inner city up to and including the urban rail ring

Zone B: outside the urban rail ring up to the city boundary

Zone C: Greater Berlin (approx. 15 km around the State of Berlin), including Potsdam City

Tickets can be purchased at multilingual ticket machines on the platforms of S- and U-Bahn stations. In buses, fares are paid to the bus driver, however in trams you can purchase your ticket at machine inside. In larger stations, the S-Bahn and BVG provide ticket counters. The fare depends on the tariff zone and the ticket's period of validity. Before the journey starts tickets must be validated by stamping them at the yellow or red boxes on the platforms, in buses or trams. In case of inspection, a ticket that is not stamped is invalid.

Beware of tricksters! Please buy your tickets only at official outlets. The purchase or sale of previously used tickets is prohibited.

One Way Ticket:

The so-called single ticket is valid for one person and a two hour journey through the city.

Note: It is not allowed to travel towards the direction of the starting point. For that purpose a new single-ticket must be purchased.

Tariff AB: 2,60 €

Tariff BC: 2,90 €

Tariff ABC: 3,20 €

Short Distance Ticket:

A short distance ticket costs 1,50 Euro and counts for three stops with S- and U-Bahn. Changing trains is allowed. The ticket is also valid for six stops in buses and trams but without changing vehicles.

One-Day-Ticket for one Person:

A one-day-ticket allows travelling during the whole day for as many trips as desired. The ticket is valid from the day of validation until 3 a.m. the following morning. The ticket costs 6,70 € in tariff zone AB.

Seven-Day-Ticket for one Person:

The seven-day-ticket counts for seven consecutive days from the day of validation. The ticket costs 28,80 €. Its validation ends on the seventh day at midnight.

4. Currency & payment options

The Euro

Currency in Germany and Berlin is the Euro. One Euro consists of 100 Euro-Cents. The Euro is available in 1 and 2 Euro coins as well as 1, 2, 5, 10, 20 and 50 Cent coins. Banknotes are issued in 5, 10, 20, 50, 100, 200 and 500 Euro denominations.

1 EUR (€) = 1,36 USD (\$) (20.12.2013)

Credit Cards & ATMs

EC-Cards are accepted at most shops and restaurants. Credit cards like VISA, MasterCard and others are widely accepted, but American Express Cards are often refused. At ATM machines all over Berlin money can be withdrawn using debit and credit cards such as Cirrus, EuroCard, Plus, Visa, MasterCard, American Express

Currency Exchange & Travel Banks

Most banks and financial institutions offer currency exchange. Often foreign currencies need to be pre-ordered. You find central currency exchange points for example at the bigger trainstation such as Hauptbahnhof, Friedrichstraße, Zoologischer Garten, Ostbahnhof and at the airports.

Exchange Offices

Exchange offices and banks provide up to 100 different currencies and money exchange is possible without reservation.

5. More useful facts and information

Visas & immigration

For EU, US, Canadian and Australian citizens, a passport valid for three months beyond the length of stay is all that is required for a stay in Germany of up to three months. Citizens of EU countries with valid national ID cards need only show their ID cards. Citizens of other countries should check with their local German embassy or consulate whether a visa is required. As with any trip, confirm visa requirements well before you plan to travel.

You will find an overview on visa requirements here:

[http://www.auswaertiges-
amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html)

The application form for entry visa can be found here:

[http://www.auswaertiges-
amt.de/cae/servlet/contentblob/350388/publicationFile/164898/VisumantragEngl.pdf](http://www.auswaertiges-amt.de/cae/servlet/contentblob/350388/publicationFile/164898/VisumantragEngl.pdf)

Registered participants of IPCC WGIII-12 and IPCC-39 will be exempted from visa charges, so please make sure that you register online early in advance, to enable German embassies around the world to be informed of your exemption.

If you have any problems with obtaining your visa please contact the IPCC Secretariat. They can put you in touch with a contact person at the German Federal Affairs Office.

Addresses

German convention dictates that the house/building number follows the street name (Friedrichstrasse 21), and numbers sometimes run up one side of the street and back down the other side. Strasse (street) is often abbreviated to Str, and is not usually written separately but appended to the street name, as in the example above.

Electricity

Electricity in Germany runs on 220v. Please don't forget an adapter.



Emergencies

Police - 110.

Ambulance/Fire Brigade - 112.

Taxis

If you need a taxi, please look out for ivory-colored cars with a black and yellow sign "taxi" on the roof. You will be paying a basic fee of 3,20 € plus 1,65 € per kilometer (1-7 km) and 1,28 € per kilometer if your journey is longer than 7 kilometers. Please note that there might be additional costs if the taxi has to wait (traffic e. g.).



Health

EU countries have reciprocal medical treatment arrangements with Germany. EU citizens will need the European Health Insurance Card (EHIC). It does not cover all medical costs (for example dental treatment), so private insurance might be considered. Citizens from non-EU countries should consider private medical insurance.

ID

By law you are required to carry some form of ID. This can be a passport or national identity card.

Tax

Non-EU citizens can claim back German value-added tax (Mehrwertsteuer or MwSt) on goods purchased in the country (it's only worth the hassle on sizeable purchases). Ask to be issued with a Tax-Free Shopping Cheque for the amount of the refund and present this, with the receipt, at the airport's refund office before checking in bags.

Opening hours

Most banks are open 9am to noon Monday to Friday, and 1pm to 3pm or 2pm to 6pm on varied weekdays. Shops are generally open between 6am-10pm, except on Sundays and bank holidays. Most smaller shops will close around 6pm.

An increasing number of all-purpose neighbourhood shops (Spätkauf) open around 5pm and close around midnight. Most 24-hour fuel stations and many internet cafés also sell basic groceries. The opening times of bars vary, but many are open during the day, and most stay open until at least 1am, if not through until morning. Most post offices are open 8am to 6pm Monday to Friday and 8am to 1pm on Saturdays.

Time

Germany is on Central European Time - one hour ahead of Greenwich Mean Time. When summer time is in effect, London is one hour behind Berlin, New York is six hours behind, San Francisco is nine hours behind, and Sydney is nine hours ahead.

Tipping

Service and VAT are included in the menu price in restaurants, bars, etc. all over Germany. Still, it is typical to "round up" the amount to some more-or-less round figure. A rule of thumb is to add 5-10%, generally ending with a full Euro amount. In a taxi, round up the bill to the nearest euro.