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13th Stop TB Partnership Coordinating Board Meeting Berlin, Germany

PRACTICAL INFORMATION

21 October 2007 - Community Forum

22 October 2007 - Ministerial Form

23-24 October 2007 - 13th Stop TB Partnership Coordinating Board Meeting

REGISTRATION

Please register your participation in the 13th Stop TB Coordinating Board Meeting by completing the attached registration form and returning it to Winnie Deguzman (deguzmanw@who.int) by 1 October 2007.

BERLIN

Located in North-East of the country, the German capital is situated at the heart of the European Union. With its unique historical legacy and cultural diversity, Berlin has evolved into a focal point for people attracted by a liberal lifestyle, modern "Zeitgeist" and low cost of living. The second most populous city in the European Union is Germany's political hub. Berlin is recognized for festivals, contemporary architecture, nightlife and avant-garde arts.

<http://www.berlin.de/english/>

<http://www.berlin-tourist-information.de/index.en.php>

<http://wikitravel.org/en/Berlin>

MEETING VENUE

KfW Bankengruppe
"Grosser Konferenzraum"
Charlottenstrasse 33/33a
10117 Berlin, Germany
Phone: +49 (0)30 20264 - 0
Fax: +49 (0)30 20264 - 5188

MOBILITY IMPAIRMENT

Please note that the building entrance we will be using is non-wheelchair adapted. In case of mobility impairment, please use the main entrance Charlottenstrasse 33 (not 33a) and mark this on your registration form so that any required assistance can be organized.



HOTEL ACCOMMODATION

Berlin offers a large variety of hotels and hotel chains. Please **book your own accommodation** and note on the attached registration form which hotel you will be staying at. Let the hotel know any mobility restrictions so that an appropriate room can be allocated to you.

The key word "KfW Bankengruppe" allows for preferential rates (incl. taxes) at the following hotels:
Hilton Berlin *****

http://www1.hilton.com/en_US/hi/hotel/BERHITW-Hilton-Berlin/index.do

Booking before 22 August 2007: single room € 179.00; double room € 199.00.

Hotel NH ****

<http://www.nh-hotels.com/nh/de/hotels/deutschland/berlin/nh-berlin-mitte.html>

Booking before 22 September 2007: single room € 105.00.

Hotel Mercure ***

http://www.mercure.com/mercure/fichehotel/de/mer/4988/fiche_hotel.shtml

Booking before 03 September 2007: deluxe single room € 92.50; junior suite single € 102.50.

VISA

If required, please contact the German Embassy in your respective country to arrange for a valid visa prior to leaving to Berlin. If there is no German Embassy in your country, please contact the Embassy of another "Schengen" country (Austria, Belgium, Denmark, Finland, France, Iceland, Italy, Greece, Luxembourg, Netherlands, Norway, Portugal, Spain and Sweden). In case you need any specific supporting documentation from the Stop TB Partnership for your visa application, please contact Winnie Deguzman (deguzmanw@who.int). Also let her know if you encounter any difficulties.

HOW TO REACH BERLIN

a) By plane:

- **Tegel International Airport** (ICAO: EDDT, IATA: TXL)

Tegel, located in the North-West of the city, is the main airport for flag carriers (Lufthansa, BA, KLM, Air France, Delta etc) and hub for domestic flights as well as those from Western Europe and the USA.

Taxis take approximately 18 minutes (€ 15.00) to Berlin centre West and 25 minutes to the Eastern city centre (€ 18.00). Alternatively, public transport and express busses vary between 30 and 45 minutes (each € 2.10). Attention: Do not take the train to "Tegel" as this is to a nearby village and is not connected to the airport.

- **Schönefeld** (ICAO: EDDB, IATA: SXF)

This small airport South-East of the city centre is increasingly a focus for low-cost airlines and charter flights in addition to traffic from Asia and Eastern Europe.



Stop TB Partnership

Taxis take approximately 35 minutes (€ 23.00) to both, the Western and the Eastern city centre. Public transport cost € 2.10: Use S-Bahn "S9" (30 minutes to the Western centre, 20 minutes to the Eastern centre) or the less regular, but faster regional trains.

- **Tempelhof** (ICAO: EDDI, IATA: THF)

Located immediately South of the city centre, Tempelhof is serviced only by a small number of connections mainly by domestic and European flights. Take U6 to Friedrichstrasse Station.

Taxis take approximately 13 minutes (€ 12.00) to both, the Western and the Eastern city centre. Also, public transport (€ 2.10) allow 15 minutes to get to West Berlin/10 minutes to East Berlin.

b) By train:

From the main station (called "Hauptbahnhof" and "Lehrter Bahnhof") public transport (€ 2.10) and taxis are available to reach your hotel and the meeting venue. The Deutsche Bahn (DB), Germany's national railway, offers a comprehensive service to German and European destinations. Schedules can be found at: <http://bahn.hafas.de/bin/query.exe/en>

FLIGHT CONFIRMATION

Please ensure that the Stop TB Partnership Secretariat is aware of your arrival and departure details: Please insert flight date and flight time on your registration form. Also notify any changes to Winnie Deguzman (deguzmanw@who.int) as soon as they occur. Upon arrival in Berlin, hand over your airline ticket to the Stop TB Secretariat for re-confirmation of your return flights.

PUBLIC TRANSPORT

Most political and historical sites are situated within the public transport zones A and B. A single ticket for the zones A and B costs € 2.10. It is valid for two hours. Please stamp your ticket before boarding.

SAFETY

Germany is generally very safe. However, occasional pick-pocketing and petty crime occurs, especially in tourist spots. Attention should be paid to luggage and documents when travelling, during the night and in busy places (such as railway stations). Also do not leave valuables unattended.

Racially-motivated violence is rare but the risk is higher in the outskirts of East Berlin. It is recommended for foreign tourists to be attentive in areas such as Lichtenberg, Hellersdorf and Marzahn in the evening and at night.

The police in Berlin are highly competent and generally helpful to tourists. Most officers are able to speak at least basic level English.

The national emergency number is **112** for medical emergencies and fires.

The police emergency number is **110**.



FINANCIAL MATTERS

The exchange rate (July 2007) is: € 1.00 = US\$ 1.36 / US\$ 1.00 = € 0.73 (<http://www.xe.com/ucc/>).

Foreign currency may be exchanged at the airport or in Berlin. Banking facilities including ATM cash withdrawal service are widely available. Credit cards are commonly accepted in Germany, although not often used for everyday expenses.

The bill you receive at a hotel, restaurant, cafe or bar already includes a service charge. A tip is an indication of your satisfaction (5% is average, 10% indicates exceptional service, not tipping at all is unusual). Tip taxi drivers about 5% and porters and others who assist you with baggage one Euro per item.

COMMUNICATION

The telephone country code for Germany is +49. Berlin has 100% mobile phone coverage. Web access will be available in your hotels and in the secretariat room at KFW (though not in the meeting room).

CLIMATE

Berlin can be cold during the autumn time. Temperatures in October range between 6-13°C (43-55°F). It is recommended to wear business attire inside the hotel and during meetings. Cultural dress is welcome. As rain is possible, you may wish to bring a coat and a travel umbrella.

ELECTRONIC EQUIPMENT

The electrical current in Germany is 220 volts. Travellers are recommended to bring a standard plug adaptor for Europe.



MEDICAL ADVICE

Medical advice to tourists, business wo/men and diplomats is provided through Berlin Paramedic Services "call a doc". Please note that the phone number 01804 - 22 55 23 62 (each call costs € 0.24) only works from German landlines.

In case of medical emergencies please call 112.



SUPPORTERS

The 13th Stop TB Coordinating Board Meeting is kindly supported by KfW Bankengruppe.

MEETING ORGANIZATION

To assist you during your stay in Berlin a secretariat will be established in the KfW Bankengruppe building.

You will receive a background dossier upon arrival. Documents will be posted on the Stop TB Partnership website (<http://www.stoptb.org/cb/meetings/>) approximately 10 to 14 days before the Coordinating Board Meeting.

For further information, please feel free to get in touch with the organizers. The team will happily assist you with your requests, wishes and needs.

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WE WISH YOU A PRODUCTIVE AND HAPPY STAY IN BERLIN!