



# PAGE MINISTERIAL CONFERENCE 2017 - 27-28 MARCH 2017, BERLIN, GERMANY

## INFORMATION ON LOGISTICS FOR PARTICIPANTS

Welcome to the **PAGE MINISTERIAL CONFERENCE 2017** in Berlin!

During the planning process of this conference, every effort has been made to make it as sustainable as possible.

The conference venue, the Scandic Hotel, was chosen for its proven commitment to sustainability standards. According to the Certified Green Ranking of the German Business Travel Association, it is the greenest hotel in Berlin. Catering with organically farmed, as well as regional and seasonal produce, will be provided throughout the conference.

On the following pages you will find all the necessary information for your stay, including links to some useful websites. Do not hesitate to contact us in case you have any questions – our contact details can be found on page 11 of this document. We kindly ask all participants to only print this material out if it is absolutely necessary.

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## ARRIVAL AND DEPARTURE

### By plane

Berlin has two airports: [Berlin-Tegel \(TXL\)](#), located in the northwest of the city, and [Berlin-Schönefeld \(SXF\)](#), located in the southeast.

Both can easily be reached by public transportation and taxi. (See chapter “Getting around” on page 6 for details.)

### By train

[Berlin’s central station](#) serves as the main hub for all connections. Depending on your travel direction, you can also use other major train stations. The easiest connection can be found on the [Deutsche Bahn homepage](#).

## VISA

If you require a visa for entering Germany, this will have to be obtained prior to your arrival. You can apply for a visa at the German Embassy in your home country – we kindly advise that you apply as soon as you know your travel dates. Visit the German [Foreign Office website](#) for more details.

Upon request, the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety will provide an official invitation letter to support your application. The organizers of the meeting are unable to cover or reimburse visa fees and associated costs.

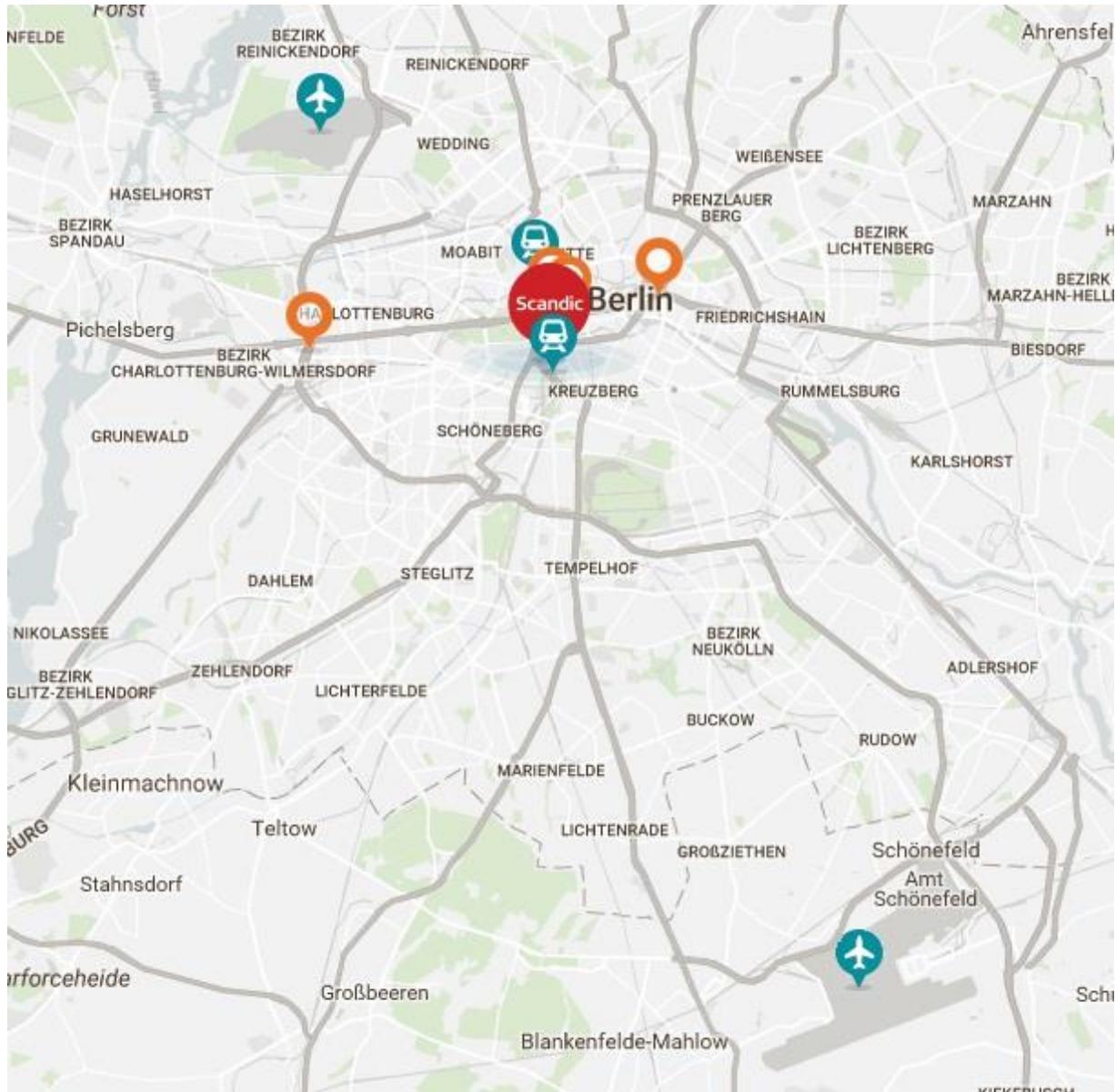
Please also note that some transfer airports (e.g. London) require a transit visa. You may also be required to show proof of valid travel insurance when entering Germany.

## INSURANCE

The organizers of the meeting are unable to provide any form of travel insurance to participants. We encourage overseas participants to obtain insurance for their travel at their own cost. The organizers will not be liable for any injury or loss sustained by the participants due to personal accident or illness, loss of baggage or other personal property, cancellation of flights or any other unforeseen incidents resulting from natural or man-made causes during travel to and from or during the meeting.

## VENUE AND HOTEL

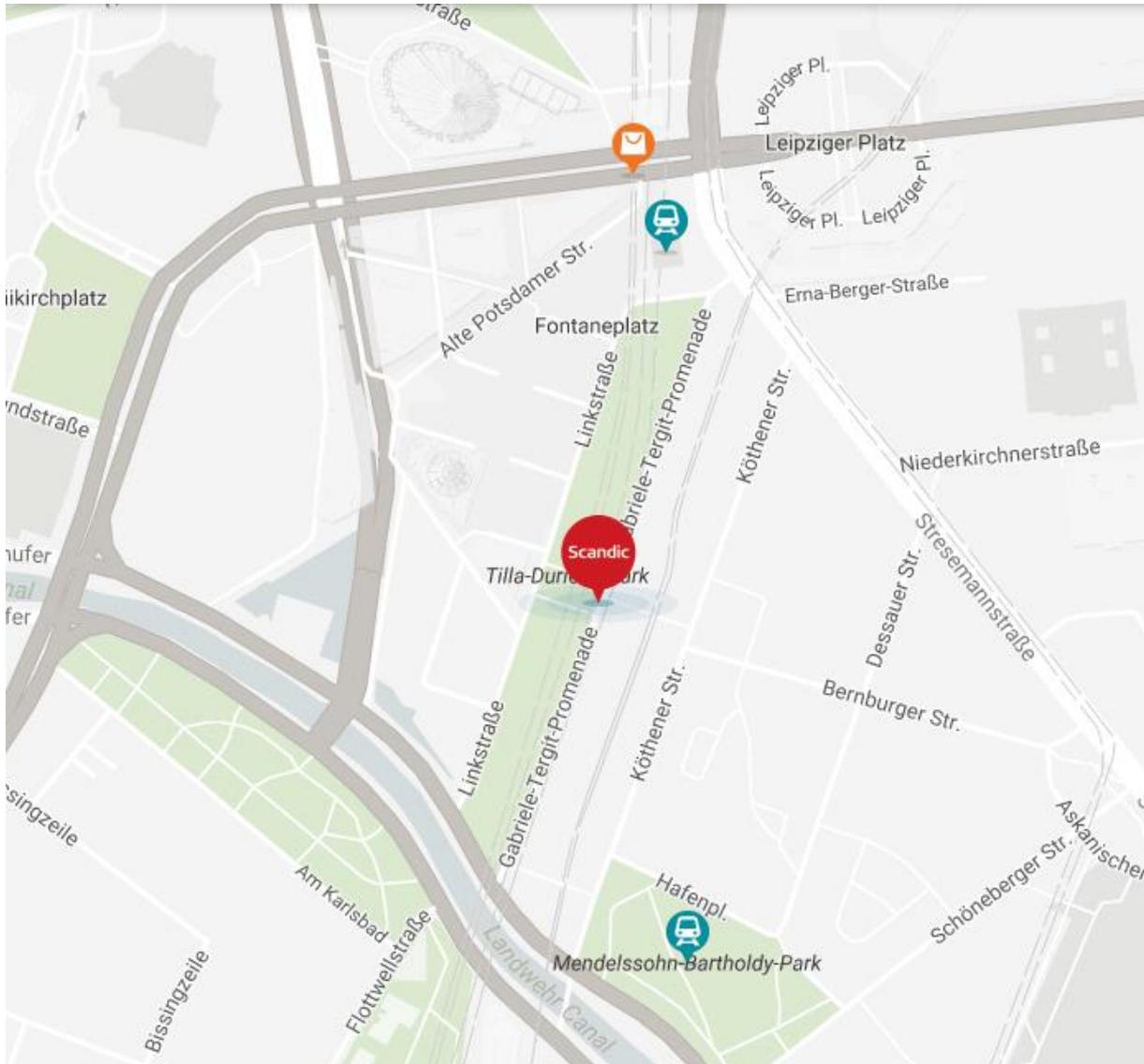
The PAGE Ministerial Conference 2017 will take place at the [Scandic Berlin Potsdamer Platz Hotel](#), right in the city centre.



The hotel is furnished in Scandinavian style and creates a relaxed atmosphere in contrast to the hustle and bustle of Potsdamer Platz. The modern surroundings offer an outstanding selection of shopping opportunities, restaurants and entertainment. In addition, the hotel achieved the highest rating among Berlin hotels in the current Certified Green Ranking of the German Business Travel Association, making it the greenest hotel in the city.

### Address and contact

Scandic Berlin Potsdamer Platz  
Gabriele-Tergit-Promenade 19, 10963 Berlin  
Phone: +49 (0) 30 700 7790  
Email: potsdamerplatz@scandichotels.com



### Distances from

Airport Berlin-Tegel: 10 km  
Airport Berlin-Schönefeld: 21 km  
Berlin central station: 3 km

### Closest public transportation stations

S-Bahn: Anhalter Bahnhof, Potsdamer Platz (S1, S2, S25)  
U-Bahn: Mendelssohn-Bartholdy-Park (U2)

**Rooms and check-in**

If you have chosen to stay at the Scandic Hotel, please register at the reception upon your arrival. Check-in starts at 3:00pm, and check-out is at 11:00am. Payment is to be made upon check-in.



## GETTING AROUND

### Public transportation

Berlin's public transportation system has wide coverage and is very reliable. You can get around by S-Bahn, U-Bahn or buses, which operate from 5:00am till 1:00am on weekdays, and are nonstop during the weekend. The system is divided into three zones (A, B, C), with zones A and B covering most of the city. Please note the Berlin-Schönefeld airport is in zone C.

Tickets can be purchased from a ticket machine or bus driver and should be validated prior to commencing your journey.

Ticket prices (zones A and B):  
Short-trip (3 stops): 1,70 €  
One way (120 minutes): 2,80 €  
Day ticket: 7,00 €

You can plan your journey on the [BVG website](#), which is the official public transport site for Berlin, or using the free Smartphone app, *BVG FahrInfo Plus Berlin*, which provides itinerary and travel information in German and English.

### Taxi

For convenience, or in order to save time, taxis are a good option for transportation. All taxis can be called from the street, or ordered via phone or app. "Unregistered" taxi companies are not an issue in Berlin, and taking the taxi is generally safe. Rush hours should be taken into account for time management.

The fees are fixed and the fare depends on the distance travelled. There is also a "short-trip" option (German: "Kurzstrecke"), which is a maximum of 2 km for 5 €.

Be prepared to pay in cash, as credit and bank card readers are not widespread in the cars.

Private taxi services, like Uber or Lyft, are illegal by German law.

Taxi services:

Taxi Berlin: +49 (0) 30 202020

Funk Taxi Berlin: +49 (0) 30 261026

Würfelfunk: +49 (0) 30 210101

## AGENDA

Below is a summary schedule for the conference – the detailed programme is available on our official website: <http://www.un-page.org/conference2017>.

### Sunday, March 26th

6:00 pm – Media debate (upon invitation)

### Monday, March 27th

9:00 am – Opening and welcome message  
9:15 am – Keynote addresses and high-level panel  
9:45 am – High-level panel, followed by press statements  
10:45 am – Coffee break  
11:00 am – Keynote conversation and parallel sessions  
1:00 pm – Lunch and exhibition  
2:30pm – Keynote and parallel sessions  
4:30pm – Coffee break  
4:45pm – Synthesis panel session

7:15 pm – Reception and dinner at the Museum für Naturkunde  
(Shuttle service will be provided from Scandic Hotel at 6:30 pm)

### Tuesday, March 28th

9:00 am – Keynote address and high-level panel  
10:45 am – Coffee break  
11:00 am – Keynote and parallel sessions  
1:00 pm – Lunch  
2:00 pm – Conference closing and award session  
3:00 pm – Open exhibition and networking

## GENERAL INFORMATION

### Language

German is the official language in Berlin and the rest of Germany. English is spoken in many places around the city, especially among younger people and service providers. A few native phrases like “Guten Tag” (“hello”), “Ja” (“yes”), “Nein” (“no”), “Bitte” (“please”), “Danke” (“thanks”) and “Auf Wiedersehen” (“goodbye”) can certainly go a long way.

### Currency

The Euro (€) is the official currency in Germany. Currency exchange can be done at every bank, although ATM withdrawal is often the cheapest option, subject to individual bank fees and charges. Credit and banking cards are widely accepted, but it is recommended to carry a small amount of cash.

### Time zone

Germany switches to daylight saving time on **Sunday March 26<sup>th</sup>, 2017 at 02:00 am (to 03:00 am)**, which will then be the time zone UTC +2.

### Electricity

Standard power voltage is 230V, 50Hz. Most sockets are for appliances with two-pins, as shown below.



### Weather

In March, Berlin’s morning temperatures are normally around 3°C – 4°C (30 F) while the afternoons are more likely to be 12°C – 13°C (mid-50s F).

A more detailed weather forecast will be provided closer to the conference date.

## Safety

Berlin is considered to be a very safe city. Nonetheless, you should still be cautious of pickpockets and scams around the main tourist sights and traffic hubs. Additionally, it is advised to remain vigilant at night.

### Important phone numbers:

Police: 110

Emergency: 112

## Vaccinations

There are no vaccination requirements to enter Germany.

## Drinking water

Water from the tap is very clean and safe to drink. The same applies for ice cubes in bars and restaurants, ice cream on the street, etc.

## Wi-Fi

Free public Wi-Fi is not very common in Germany, however, some cafés and other public places provide Wi-Fi for their customers without charge.

There is also free Wi-Fi at many of the train stations.

## Opening hours

Most shops open from 9:00am to 8:00pm on weekdays and close at 6:00pm on Saturdays. On Sundays most of the shops are closed, except for those in large train stations, which often remain open throughout the weekend.

## Alcohol

The legal drinking age is 18. Alcoholic beverages can be carried openly in public.

## Tipping

Service workers rarely work for minimum wage, but tipping is highly welcomed. It is not required to tip every interaction but a tip of 5–10 % is expected at restaurants or bars.

## LEISURE AND SIGHTSEEING

### Sightseeing

Berlin is a historical city, with a number of famous sights located just a few minutes away from the Scandic Hotel. These include:

Brandenburg Gate (train S1 or S2, Stop Berlin Brandenburger Tor)

The Reichstag (train S1 or S2, Stop Berlin Brandenburger Tor)

Checkpoint Charlie (metro U6, Stop Stadtmitte)

Remnants of the Berlin Wall (metro U8, Stop Bernauer Strasse)

Potsdamer Platz (train U2, Stop Potsdamer Platz)

Other sights like the River Spree, the East Side Gallery or Museum Island are just a few minutes away by public transportation or taxi. You can also use the hop-on-hop-off buses if you are interested in a full tour of the city.

### Shopping

All major fashion brands can be found in Berlin, especially in big stores like Mall of Berlin at Leipziger Platz (800 m from the hotel), Kaufhaus des Westens, or around the Mitte district and Kurfürstendamm street.

### Eating and drinking

Like every other capital city, Berlin has a lot to offer when it comes to cuisine and nightlife. Having no specific local cuisine of its own, you can find a lot of regional restaurants from all over Germany, in addition to restaurants serving food from around the world.

## CONTACT INFORMATION

Logistics on site: +49 176 258 323 79 (only active during conference days)

General enquiries: Elise Beacom at [elise.beacom.affiliate@unep.org](mailto:elise.beacom.affiliate@unep.org)

and: [page-ministerial-conference@bmub-registrierung.de](mailto:page-ministerial-conference@bmub-registrierung.de)

### We hope you will enjoy your stay in Berlin!

For more information about the conference, please visit the PAGE website at: <http://un-page.org/conference2017>.

