

Logistical Note

**21st Regional Seas Annual Meeting for the Regional Seas Conventions and Action Plans,
Berlin, Germany, 3 to 5 October 2019.
at the Vienna House Andel's Berlin hotel in Berlin, Germany.**

United Nations Environment Programme, is pleased to invite you to the 21st Annual Global Meeting of the Regional Seas Programme hosted by the Secretariat of the Helsinki Convention from 3 to 5 October 2019 in Berlin, Germany.

1. Venue of the meeting

The venue of the 21st Annual Global Meeting of the Regional Seas Programme will be held at Vienna House Andel's Berlin. The contact details are as below:

Vienna House Andel's Berlin –
Landsberger Allee 106
10369 Berlin
Germany

Contact details

Mr. Manuel Gradwohl

Telephone: +49 30 453 0530

Email: Manuel.Gradwohl@viennahouse.com / info.andels-berlin@viennahouse.com

Website: <https://www.viennahouse.com/en/andels-berlin/the-hotel/overview.html>

[Click here](#) to get the direction of the venue.

2. Registration

Badges for participants will be issued on the first day of the meeting October 3, 2019 from 9.00. A.M-10.00A.M.

3. Hotel Reservations

All participants are kindly requested to arrange for their own accommodation. At the Vienna House Andel's Berlin hotel [click Here](#) where the meeting will be held, please note that availability is on a first come, first serve basis and we cannot guarantee you a room.

Alternatively, several accommodation options are available in Berlin, but we suggest the following hotels for their proximity to the meeting venue:

City Hotel Berlin East
Landsberger Allee 203, 13055 Berlin
+49 (0)30 97 80 80

<https://www.hotel-berlin-east.com/en>

Holiday Inn Berlin City East-Landsberger
Landsberger Allee 203, 13055 Berlin
+49 (0)30 97 80 80

<https://www.ihg.com/holidayinn/hotels/gb/en/reservation>

Vienna House Easy Berlin
Storkower Straße 162, 10407 Berlin
+49 (0)30 66 64 440

<https://www.viennahouse.com/en/easy-berlin>

Hotel NH Berlin Alexanderplatz
Landsberger Allee 26, 10249 Berlin
+49 (0)30 42 26 130. <https://www.nh-hotels.com>.

4. Visas

Participants are responsible for making their own arrangements for a Schengen visa, or travel permits that may be required for entry into Germany. United Nations Environment Programme will issue you with an official invitation letter to the meeting to facilitate your visa application process.

5. Airport Transfers to the meeting venue

There are several ways for you to get to the meeting venue via public transport. For the most up to date information on the local transportation system and the best route to take, please visit the following website: <https://www.vbb.de/en>.

In order to use the public transport, you need to purchase a single ticket for any journey from the Berlin airports or train stations to the meeting venue. The cost of a ticket is between € 2.80 for a zone AB ticket or € 3.40 for an ABC zone ticket. The ticket is valid for all public transport facilities (bus, tram, S-Bahn, regional train or underground).

Please note that you must purchase tickets before boarding an S-Bahn, regional train or underground. Tickets can be purchased at vending machines on the platform or before entering a train or underground stations. Please remember to validate the ticket using the red XXX machine on the platform before entering a S-Bahn, regional train or underground. In the case of travelling by bus or tram, you can purchase the ticket directly on the bus with the driver, or at a vending machine on the tram. If traveling by bus please carry cash as bus drivers do not accept cards.

Airport Berlin Tegel (TXL): Purchase a ticket for the zone AB (2,80 €). Take the bus “TXL” to bus stop “Beusselstrasse”. Transfer into the S-Bahn S41 (Ringbahn, running clockwise) to the stop “Landsberger Allee”.

Airport Berlin Schönefeld (SXF): Purchase a ticket for the zone ABC (3,40 €). Take the S-Bahn S9 (direction Spandau) to stop “Treptower Park”. Transfer into the S-Bahn S42 (Ringbahn, running counter-clockwise), S8, or S85 to “Landsberger Allee” stop.

Berlin Hauptbahnhof (main train Station): Purchase a ticket for the zone AB (2,80 €). Take the S-Bahn S5 (direction “Strausberg Nord”) or S7 (direction “Ahrensfelde”) to the stop “Ostkreuz“. Transfer into S-Bahn S42 (Ringbahn, running counter-clockwise) to the stop “Landsberger Allee“. Alternatively, you can take tram no. 5 (M5) towards “Zingster Straße” from outside of the train station and get off at the stop “Landsberger Allee”.

Ostbahnhof train station: Purchase a ticket for the zone AB (2,80 €). Take S-Bahn S75 towards “Wartenburg” and change at “Ostkreuz“. Transfer into S-Bahn S42 (Ringbahn, running counter-clockwise) to “Landsberger Allee”.

From “S Landsberger Allee” it is only a 2-minute walk to the venue:
Vienna House Andel’s Berlin, Landsberger Allee 106, 10369 Berlin.

6. Currency

The € Euro is the official currency in Germany. Although there are various exchange bureaus in Berlin, we would encourage participants to exchange foreign currency at the airport or in their home country to facilitate travel from the airport to your hotel.

7. ATM/Cash Machines (GELDAUTOMAT)

ATMs can be found at the airports, train stations and of course throughout the city. Please note that as in other countries, you may incur extra costs when withdrawing money from an ATM (Geldautomat) . Please read the information given on the screen which is almost always also available in English. Sometimes the extra charges are a percentage of the amount withdrawn and sometimes a flat fee is charged. These costs can range from €1.00 to €10.00.

8. Electricity

Voltage: 220–240 Volts

Electrical sockets (outlets) in Germany (Deutschland) are one of the two European standards electrical socket types: The “Type C” Europlug and the “Type E” and “Type F” Schuko. If your appliance’s plug doesn’t match the shape of these sockets, you will need a travel plug adapter to use your electronic devices.

9. VAT

The normal VAT rate is 19 percent; a reduced rate of 7 percent applies to certain consumer goods and everyday services.

10. IMPORTANT NUMBERS

Police: Tel: 110

Fire brigade: Tel: 112

Emergency doctor/ambulance: Tel: 112

11. CLOSEST HOSPITAL TO THE MEETING LOCATION

Vivantes

Klinikum im Friedrichshain

Landsberger Allee 49, 10249 Berlin Friedrichshain

Emergency room: (030) 130 23 1735

12. WEATHER

The weather in Berlin at this time of the year is usually mild and temperatures can range from between 12 and 20 degrees Celsius. The weather is changeable at this time of year so we recommend that you bring both warm and light clothing. Packing a waterproof jacket or raincoat is also advisable. You can also find the latest weather forecast for Berlin at <http://www.bbc.com/weather/2950159>.

13. BERLIN

We would recommend visiting the local Berlin tourism website at <https://www.berlin.de/en/tourism/> for more information about Berlin and tips about what to do or see, in your spare time, whilst you are here in Berlin. You can also call them on +49 (0)30 – 25 00 23 33 or send them an email at info@visitBerlin.de.

14. WEBSITE

For more information regarding the 21st Annual Global Meeting of the Regional Seas Programme, please visit our meeting website at: <https://www.unenvironment.org/events/un-environment-event/regional-seas-programme-annual-meeting> .

15. CONTACT INFORMATION

For any questions regarding attendance or any other questions related to the meeting please contact Regional Seas Programme on email at: Nancy.soi@un.org or Tel: +254 020 7624763, with a copy to Evans.Ochola@un.org or Tel: +254 020 7622684