General Information

Responsible Finance Forum VIII
Berlin, Germany, 27-28 April 2017

In order to make your stay in Berlin as comfortable as possible, we have compiled some general information for you.

Venue

Federal Ministry for Economic Cooperation and Development (BMZ)

Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung (BMZ)

Stresemannstraße 94
10963 Berlin

How to find the venue

You can reach the venue via public transport. S-Bahn lines 1, 2, 25 and bus lines 123 and M41 stop at “Anhalter Bahnhof”. You may also take underground line U2 to “Potsdamer Platz”
Berlin Airports:

1. Berlin Tegel (TXL) (in the north of Berlin)
   Ticket category for public transport: AB (2.80 €)
2. Berlin Schönefeld (SXF) (in the south of Berlin)
   Ticket category for public transport: ABC (3.40 €)

Accommodation

Special rates are offered by the following hotels. Please note that the stated conditions and availability only apply until the deadline given below. Thereafter, room availability can no longer be guaranteed. You will need a credit card to secure the booking.

Please mention the keyword “RFF” hotel when making your reservation at the hotel.

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Cost per night incl. breakfast and VAT</th>
<th>Deadline</th>
<th>Distance to venue</th>
<th>Internet</th>
<th>Booking procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berlin Mark Hotel</td>
<td>Single room: 99.00 €</td>
<td>10 April</td>
<td>4.5 km (12 min by taxi)</td>
<td><a href="http://berlin-mark-hoteln.grandcityhotels.com">http://berlin-mark-hoteln.grandcityhotels.com</a></td>
<td>+49 (0) 30 880 02-0 <a href="mailto:reservation.berlin@grandcityhotels.com">reservation.berlin@grandcityhotels.com</a></td>
</tr>
<tr>
<td></td>
<td>Double room: 109.00 €</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Wyndham Excelsior</td>
<td>Single room: 109.00 €</td>
<td>10 April</td>
<td>6.0 km (15 min by taxi)</td>
<td><a href="https://www.wyndhamberlinexcelsior.com/de">https://www.wyndhamberlinexcelsior.com/de</a></td>
<td>+49 (0) 30 6108 19 410 <a href="mailto:reservation.berlin@grandcityhotels.com">reservation.berlin@grandcityhotels.com</a></td>
</tr>
<tr>
<td></td>
<td>Double room: 119.00 €</td>
<td></td>
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<tr>
<td>Derag Living Hotel</td>
<td>Single room: 81.00 €</td>
<td>22 March</td>
<td>3.0 km (9 min by taxi)</td>
<td><a href="https://www.deraghotels.de/hotel-grosser-kurfuerst-berlin/">https://www.deraghotels.de/hotel-grosser-kurfuerst-berlin/</a></td>
<td>+49 (0) 30 24 600-900 <a href="mailto:res.mitte@derag.de">res.mitte@derag.de</a></td>
</tr>
<tr>
<td>InterContinental</td>
<td>Single room: 129.00 €</td>
<td>1 April</td>
<td>3.0 km (8 min by taxi)</td>
<td><a href="https://www.berlin.intercontinental.com/">https://www.berlin.intercontinental.com/</a></td>
<td>+49 (0) 30 260 20 21-287</td>
</tr>
</tbody>
</table>

Conference Registration

All participants must register in advance. Please use the link provided to you with the invitation: [https://registrierung-veranstaltung.de/responsible-finance-forum](https://registrierung-veranstaltung.de/responsible-finance-forum)

Since space is limited, registration will be done on a first-come first served basis.
Visa and Entry Requirements

Participants are requested to make their own visa arrangements. Please be informed that there will be no issuance of visas upon arrival. Many overseas visitors require a valid visa for Germany. Germany is a member of the Schengen Area.

Please visit the following website to verify whether you require a visa: http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html

Please also check whether you need a transit visa for countries in which you may have to transfer/stop over during your trip to/from Berlin.

Upon successful accreditation, the Project Office will send you, if required, a confirmation letter as a PDF document.

Travel / Transportation

Participants are kindly asked to cover the cost of their own accommodation, travel and transfer arrangements for the trip to Berlin.

Shuttle buses will be organised from the hotels to the venue for all the days of the conference. Please find further information about the shuttles in the welcome letter at your hotel.

Language

English will be the working language of the conference.

Meals

Lunch will be provided for all participants on 27th and 28th April 2017. Additionally, there will be a dinner for all participants on the evening of 27th April 2017. All other expenses must be borne by the participants.

Media

We would like to inform you that photos will be taken at the event by an official photographer. Please let us know in advance if you do not agree with the publication of such photos within the context of public relations. We will gladly supply you with a selection of pictures after the event.

Other logistical information

About Berlin

Berlin is the capital of the Federal Republic of Germany. The federal city state Berlin, with around 3.5 million inhabitants, is the largest municipality by population in Germany and the second largest in the European Union. Berlin is the center of the metropolitan area of Berlin/Brandenburg. In addition to the rivers Spree and Havel, smaller rivers and numerous lakes and forests are located in the urban area.

For further information about tourist attractions please visit the following websites: http://www.berlin.de/en; http://www.visitberlin.de/en

Climate

Berlin has a continental climate, which is distinguished by large seasonal temperature fluctuations. The month of April is characterized by daily highs increasing from 13°C to 19°C over the course of the month. Sunny as well as rainy days are to be expected.
**Time Zone**
Germany is in the Central European Time Zone. Central European Standard Time (CET) is 1 hour ahead of Greenwich Mean Time (GMT+1).

**International Dialing Codes**
The country code for Germany is 49. To make an international phone call, please dial 00 + country code + phone number.

**Mobile Phone Information**
Both protocols of GSM-900 and GSM-1800 are in operation.

**Electricity**
The power supply in Germany is 230 volts, 50 hertz. Two-pronged plugs are used. Please check before using an appliance. Delegates are advised to bring adapters with them.

![Europe, Euro 2-pole, Europe 3-pole]

**Currency, Banking, Credit Cards and ATMs**
The currency in Germany is the EURO. 24/7 ATMs ("Geldautomaten") are usually located at every bank and other central spots in the city center. You can withdraw money from any machine with a credit card. However, the ATM provider as well as your own bank may charge you for the transaction. The withdrawal fee charged by the ATM provider is usually a fixed amount of 4-6 Euros. All other rates are determined by the bank issuing your credit or debit card. On all ATMs, you can find small signs or stickers listing the banks, credit card networks and cashpools they are affiliated with. These normally include Master, Visa, and Cirrus. Please note that especially smaller shops might not accept credit cards. There is often a sign at the door indicating which cards (if any) are accepted. The most popular credit cards in Germany are Master, Visa and American Express.

**Emergency Numbers:**
- Police: 110
- Fire: 112
- Ambulance: 112

**Health services**
The following health facilities are located near the conference venue:

- **Hospital:**
  Charité - Campus Mitte Medizinische Klinik
  Charitéplatz 1, 10117 Berlin
  Tel.: 0049 30 450553752

- **Pharmacy:**
  Herz Apotheke
  Potsdamer Platz Arkaden, Linkstraße 4, 10785 Berlin
  Tel.: 0049 30 2559220
  Open: Monday to Saturday between 09.00/10.00 a.m. and 9.00 p.m.

**Drinking water**
Berlin tap water is safe for consumption.
Internet access
Free Wi-Fi is available in all conference rooms at the venue as well as in the above-mentioned hotels. A personal code will be given to each participant upon request on check-in or registration on site.

Smoking
German government law prohibits smoking in enclosed public places including workplaces, shopping centres, hotels, restaurants and airports. Smoking is also prohibited in German government vehicles. If you wish to smoke, please make yourself aware of designated smoking areas. Delegates may incur a fine if they are found to be smoking in a non-smoking environment.

Sustainable Event Management
Please note that we design the event as resource-efficiently as possible. Many documents will be provided in digital form only. We also try to ensure sustainable catering at the event; therefore products of regional origin are preferred.

Contact
For further administrative and logistical questions and requests, please contact the Project Office “RFF 2017” at:

E: rff2017@developmentpolicyforum.de
T: +49 (0)30 120 7497 92

We look forward to welcoming you in Berlin!