

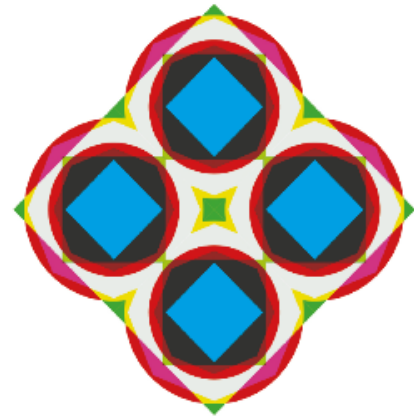
RELEVANT FOR WHOM?

RESPONDING TO DIVERSE
PERSPECTIVES AND PRIORITIES
IN HUMANITARIAN ACTION

32nd Annual Meeting

15–17 October 2019

alnap.org/32am



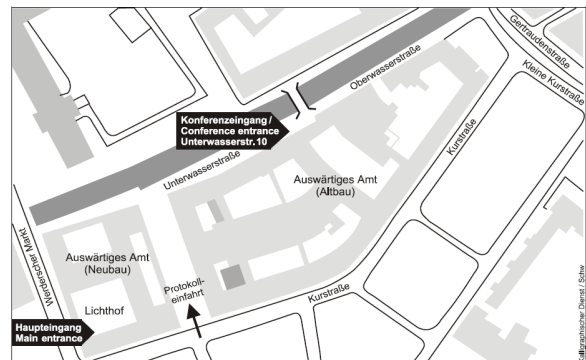
LOGISTICS INFORMATION

CONFERENCE VENUE:

ALNAP's 32nd Annual Meeting is kindly hosted by the [German Federal Foreign Office](#), and will be held at their Berlin location. [Click here for a map of the area.](#)

ENTRANCE:

- Admission will proceed via the respective entrance (conference entrance) at Unterwasserstraße 10 and is only possible with a valid photo ID.
- Entry and registration will open at 08:00 and close at 08:45 on both 15 and 16 October. Please allow sufficient extra time for security measures at the entrance. Please note that the Meeting will commence at 09:00 on both days.
- We kindly request that conference participants needing additional assistance contact us at events@alnap.org in advance so that we can arrange use of an alternative appropriate entrance.
- Please do not bring any large pieces of luggage. Pieces of luggage which exceed the following dimensions will be opened and manually inspected: 53 cm wide, 35 cm high, 80 cm long.
- There is no space available to store luggage.
- There is no public parking available near the premises of the Federal Foreign Office.
- Please take note that the Unterwasserstraße and the Oberwasserstraße cannot be accessed by car.
- Smoking is banned throughout the building.



TRANSPORT:

Recommended arrival airports are Berlin Tegel or Berlin Schönefeld.

To travel from the airport to the Federal Foreign Office (GFFO), you have the option to go by **airport shuttle, cab or subway/underground**. Please note, you are responsible for arranging your own transfer from the airport/hotel to the conference venue.

From Berlin Tegel airport:

By cab: The cost for a cab is approximately €30 one way. The duration of the journey is approximately 30 minutes.

By local public transport:

The cost is approximately €2,80 one way. The duration of the journey is approximately 45 minutes.



1st option: Take the bus TXL direction S+U Hauptbahnhof to Berlin Hauptbahnhof, then change to bus 147, direction Märkisches Museum and get off at Werderscher Markt (one-minute walk to GFFO).

2nd option: Take the bus X9 direction S+U Zoologischer Garten to Ernst-Reuter-Platz, then take the U Bahn (subway/ underground) line U2 direction S+U Pankow and get off at Hausvogteiplatz (four-minutes' walk to GFFO).

From Berlin Schönefeld airport:

By cab:

The cost for a cab is approximately €50 one way.

The duration of the journey is approximately 35 minutes.

By local public transport:

The cost is approximately €2,80 one way.

The duration of the journey is approximately 50 – 60 minutes.

There are several trains that run from Schönefeld airport to Berlin city centre. The connection needed will depend on the train you take:

- If travelling on the RE7, RE14 or S9, you will need to change at S+U Alexanderplatz *Bahnhof* (station) for your onward journey to the GFFO.
- If travelling on the S9 train, you will need to change at S+U Tempelhof or S+U Friedrichstraße *Bahnhof* for your onward journey to the GFFO.

We encourage you to use the [GVB journey planner](#) for exact journey alternatives depending on your arrival time.

HOTELS IN THE AREA

There are many hotels available in the area depending on your price preferences. Some hotels near the venue are listed below:

- [Cosmo Mitte](#)
- [Novotel Mitte](#)
- [Sofitel](#)
- [Radisson Blu](#)
- [Hotel Moa](#)

SOCIAL EVENT: 15 OCTOBER IN THE EVENING

There will be a social event on the evening of 15 October, which will include dinner and an opportunity to take part in a guided walking tour (1,5h) as part of [Berlin's festival of lights](#). All costs for this will be covered by ALNAP and the German Federal Foreign Office, so please ensure you are available, as it promises to be a wonderful evening.

ALNAP MEMBERS DAY

The ALNAP Members Day will take place on 17 October at the German Federal Foreign Office in Berlin. This day is open to all ALNAP Member organisations. The agenda for the day is available [here](#).

If you are unsure whether you are an ALNAP Member, please contact events@alnap.org. Non-Members will not be able to attend.

IMMIGRATION REQUIREMENTS AND VISA

EU nationals do not require a visa to enter the Federal Republic of Germany.

The majority of other foreign nationals require a visa to stay in Germany. A visa is not required for visits of up to 90 days in a 180-day period for nationals of those countries for which the European Community has abolished the visa requirement. You will find an overview on visa regulations [here](#), and visa requirements for individual countries on the [Federal Foreign Office website](#).

If you require an invitation letter of support from ALNAP for your visa application, please contact events@alnap.org as soon as possible.

CURRENCY/BANKS

The Euro (€), currency of the European Union, is also the currency in circulation within Germany.

You can find currency exchange desks at any airport you arrive into, at most train stations (*Bahnhof*) and at all banks. You can also use your credit or debit card at most ATMs (*Bankomats*) in Germany. ATMs are multilingual.

We advise that you check charges and terms of use with your bank before you travel.

ELECTRICAL POWER IN GERMANY



Voltage: 230 V
Frequency: 50 Hz.

Please note that electric plugs in Germany are different from those in most other European countries. Please do not forget your international adaptor in case of need.

EMERGENCY CONTACT NUMBERS

Police (Polizei)	Tel: 110
Fire Service (Feuerwehr)	Tel: 112
Ambulance (Rettungswagen)	Tel: 112

We look forward to welcoming you in Berlin. If you have any questions prior to the event, please contact events@alnap.org

