



**Global Partners in Action:
NGO Forum on Sexual and Reproductive Health
and Development**

Invest in Health, Rights and the Future

2-4 September 2009 | Berlin, Germany

www.globalngoforum.org

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TECHNICAL INFO

CONFERENCE VENUE

ESTREL HOTEL

The Estrel Hotel is Europe's largest convention and hotel complex. The hotel's address is:

**Sonnenallee 225,
12057 Berlin, Germany
+49(0) 30/ 6831-22522**

It is located in the south-east region of downtown Berlin, about 20-30 minutes from famous tourist sites, e.g. Friedrichstraße, Unter den Linden and Brandenburg Gate.

For more information, please visit: www.estrel.com.

ACCOMMODATION

The hotel has a spacious and well-designed lobby where you can meet up with other guests and relax. Furthermore, the hotel offers a car rental desk, a concierge desk, parking facilities, a currency exchange, a lounge as well as laundry and valet services.

Please make your reservation at the reservation desk by email:

reservation@estrel.com

or by visiting the online reservation system:

<http://www.estrel.de/>

or by sending a fax to: +49 (0)30 / 6831- 2345

When making your reservation, please state **"NGO Forum"** in the subject line.

If you have questions concerning your reservation, please call: +49 (0)30 / 6831- 22522.

Check the following link of the NGO Forum for further details about making your booking:

<http://www.globalngoforum.de/venue/accommodation/>.

The rate for the standard single room is **142. - Euro** per night including breakfast.

A double room costs **172. - Euro** per night including breakfast.

Check-in time is **15:00** on day of arrival; the check-out time is **12:00** on day of departure. Please contact the Information Desk if you arrive earlier or if you want to leave later. Storage space will be available for you to deposit your luggage.

Cancellation is free of charge **up to 4 weeks** prior to arrival. After this date the hotel will charge **80% of the whole reservation rate**. If you cancel now you will have to be charged.

ACCESSIBILITY

The Estrel Hotel provides full accessibility for wheelchair users. The conference area and restaurants are located on one level on the ground floor. Rooms are reached by lifts/elevators. Wheelchairs will be also available in the front office of the hotel.

LUGGAGE STORE

A luggage facility is provided at Estrel Hotel. If you need to check in earlier, you can deposit your luggage in the hotel storage space at the reception. On the last day of the conference (4 September 2009) if you want to leave your luggage in the hotel for a few hours after check-out, bring it to the Crystal Bar located on the “-1” floor, downstairs from the Lobby Hall.

SURROUNDINGS

The Estrel Hotel is located in the Neukölln quarter in the south-eastern part of the city of Berlin. It is one Berlin's most exciting and lively boroughs. Its population of 300 000 inhabitants come from more than 160 nations. The northern section of Neukölln is very urban and dominated by Berlin's typical 5-storey apartment blocks. It takes approximately 20-30 minutes using public transport to reach the main sites of Berlin. For more Information see:

<http://www.globalngoforum.de/venue/surrounding/>

The urban railway line station closest to the Estrel Hotel (S-Bahn line S41/42) is “Sonnenallee” or bus route M41, both right in front of the hotel.

The closest subway station “Grenzallee” (U-Bahn 7) is about 15-minute walk from the Estrel Hotel.

WARDROBE STORAGE

The Estrel Hotel offers secure wardrobe storage for hotel visitors, which will be located in the hotel passage zone.

SERVICES AT THE CONFERENCE

CONFERENCE SECRETARIAT

The Conference Secretariat will be located in the conference room “Straßburg”. If you have any **general** questions about the conference, please visit the Information Desk from **09:00 until 19:00**. In **urgent** matters the Conference Secretariat will also assist you if necessary.

HEADSET DISTRIBUTION

Participants needing interpretation services can obtain a headset in the Foyer in exchange for a voucher, which you receive at the Information Desk after registration. The main parts of the conference will have simultaneous interpretation for English, Spanish and French (see programme). Please note that your headset needs to be returned for battery recharging every evening in exchange for your personal deposit voucher. Lost or unreturned headsets will be charged to the participant.

INTERNET CAFÉ AND WI-FI

An internet café equipped with desktop computers and printers will be available for participants during the conference in the “Gallery”. Wi-Fi and printers will also be available at the conference venue free of charge.

MESSAGE BOARD

A message board with the updates on the programme is located in the hotel foyer next to the reception.

QUIET/PRAYER ROOM

A quiet/prayer room will be provided for praying and meditation (Room 30341).

RAMADAN

For participants observing Ramadan, additional meals will be served before sunrise and after sunset from **04:30 until 06:30 and 20:30 until 22:30** in the “Sun Thai” restaurant in Estrel Hotel. If you want to use this arrangement, please indicate this in advance of the conference using the online tool:

<https://www.mediacompany-conference.com/registration/ngoforum2009>

REGISTRATION/INFORMATION

The Registration and Information Desks will be centrally located in front of **Foyer Estrel Hotel**.

They will be open:

- **31 August: from 17:00 until 21:00**
- **1 September: from 09:00 until 20:00**
- **2 September: from 08:00 until 19:00**
- **3 September: from 08:00 until 19:00**
- **4 September: from 08:00 until 13:00**

When registering at the conference you will receive a bag (if you wish, your names can be written on your bag individually free of charge) and your badge, a detailed programme, voucher for the headsets and a conference folder containing all necessary background documents.

CONFERENCE PROGRAMME

DINNER RECEPTION

A dinner reception will be hosted by the Federal Ministry for Economic Cooperation and Development on **2 September 2009**. You will be transferred to the official dinner at the old factory-building “**Wasserwerk**” by bus. This bus trip also includes a guided tour through the centre of Berlin. The guided tour will be held in English, Spanish and French and will be open for all participants.

DONOR PANEL

The Donor Panel “**Achieving the ICPD goals within the new development cooperation frameworks - the role of civil society**” hosted by the William and Flora Hewlett Foundation and the Bill and Melinda Gates Foundation will take place on **Tuesday 1 September 2009 from 16:00 until 17:30** at Estrel Hotel. Please also see the website. This panel is open to all participants and will be held in English and interpreted into Spanish and French.

INFORMATION BAZAAR

All organizations participating in the Forum can take part in the Information Bazaar. Six regional stands with display tables will be installed next to the central meeting and catering area at the conference venue. NGOs and regional networks have an opportunity to display their information material. Regrettably, due to space restrictions, organizations will not be able to have their own stands, but can present their information material as part of their respective region. For further technical information on forwarding material to the conference venue in advance of the conference, please visit the website http://www.globalngoforum.de/conference_programme/information_bazaar/.

SATELLITE SESSIONS

In addition to the official programme, Satellite Sessions will take place prior to the Forum at Estrel Hotel on Tuesday 1 September 2009. The Satellite Sessions will be open to visitors as well. You will be informed about the Satellite Sessions via email soon.

Further information at: http://www.globalngoforum.de/satellite_sessions/.

WORKSHOPS

The Workshops will take place **on Thursday 3 September 2009** at Estrel Hotel. You will soon receive information about the Workshop agendas via email. Please also visit the website, all news on Workshops will be posted there.

YOUTH SYMPOSIUM

The International Youth Sexual and Reproductive Rights (Youth SRR) Symposium will bring together approximately 100 young people from around the world to reflect on and discuss the progress and challenges in achieving the ICPD goals, especially those related to youth sexual and reproductive health and rights. The Youth SRR Symposium will take place **on Tuesday 1 September 2009 from 10:30 until 17:30** at Estrel Hotel.

TRAVEL INFO

AIRPORT GUIDES FOR SUPPORT

At the Berlin airports Tegel and Schönefeld, guides with visible NGO Forum signs will be located at central spots to help you with orientation, assist in currency issues, and provide maps of the city and the subway.

AIRPORT BERLIN SCHÖNEFELD (SXF)

To travel to Estrel Hotel by public transport (commuting time approx. 40 minutes):

From the Berlin-Schönefeld Airport Terminal take bus 172 (Terminal A), direction “Hermannplatz”. Exit at “Sonnenallee”, from there it is a 5 minute walk to the Estrel Hotel. To reach the Estrel Hotel you need an ABC Ticket which costs **2.80 Euro**.

AIRPORT BERLIN TEGEL (TXL)

To travel to Estrel Hotel by public transport (commuting time approx. 1 hour):

Take Bus TXL, (direction “Mollstr. / Prenzlauer Allee”) to Berlin Central Station (“Hauptbahnhof”), then change to Bus M41 (direction “Sonnenallee / Baumschulenstr.”) from bus platform 3 in front of the main entrance of the train station. Exit at “Ziegrastrasse”, from there it is a 1 min. walk to the Estrel Hotel, which you can see on your left hand side.

The ticket costs **2.10 Euro** and is valid for **2 hours** after validation. Bus and tramway tickets must be validated in the bus and underground and “S-Bahn” tickets on the platform. You do not need to buy an extra ticket if you change the means of public transport on your way within these 2 hours.

CENTRAL TRAIN STATION “HAUPTBAHNHOF”

To travel to Estrel Hotel by public transport (commuting time approx. 45 minutes):

Take Bus M 41 (direction “Sonnenallee / Baumschulenstr.”) from bus platform 3, in front of the main entrance of the train station. Exit at “Ziegrastrasse”, from there it is a 1 minute walk to the Estrel Hotel which you can see on your left hand side.

TAXI

Taxis are available at the airports, at the train station and other major locations.

- From Berlin Tegel airport the ride to Estrel Hotel costs approx. **40.- Euro**.
- From Berlin Schönefeld a taxi ride costs approx. **24.- Euro**.
- From the central train station (Hauptbahnhof) to Estrel Hotel a taxi costs approx. **20.- Euro**.

TICKETS FOR PUBLIC TRANSPORT

- Berlin has an extensive network system of underground lines (U-Bahn), urban railway lines (S-Bahn), buses and tramways (Tram), allowing you to reach every location in town in a safe and easygoing way. A large system of night buses and trains keeps you mobile also at night.
- Tickets for public transport can be bought at ticket vending machines located in the entrance hall of every train station. At major stations you may also find tickets booths.
- The Berlin tariff area is subdivided into zones A, B and C. Single tickets apply to one way trips towards targeted destination. Switching trains is allowed. A one-way regular ticket costs **2.10**

Euro for Zones A and B , including Berlin's inner city (Zone A) up to the to the city boundary (Zone B) .

- A four-trip ticket costs **8.- Euro**, a daily ticket costs **6.10 Euro**.
- Group tickets, which are valid for up to **5 persons**, cost **15.90 Euro** and are valid **until 03:00** of the day after the purchase.
- Tickets can also be bought for the combined zones AB, BC and ABC, depending on your destination. With a ticket for zones AB you are always right within Berlin.

GENERAL INFORMATION

CLIMATE INFORMATION

The weather in September in Germany is rather unpredictable. Temperatures can range between 10 and 23 degrees centigrade. Therefore, we advise you to prepare for sunny weather as well as cloudy, rainy or cold days.

ELECTRICITY

The electricity voltage in Germany is **220 - 240, 250** Hertz (round, two-pin plugs). Most modern laptops will automatically sense voltage changes and adapt. Nevertheless you may need a plug adapter for your technical devices. Shavers and small, electrically frugal items might still need a voltage converter.

EMERGENCY

Phone numbers in cases of emergency (free call from any phone):

Police: **110**

Fire / Ambulance: **112**

INFO ABOUT BERLIN

Berlin is the capital of the Federal Republic of Germany and one of sixteen federal states of Germany. With a population of 3.4 million within its city limits, Berlin is the country's largest city. Berlin is a major center of culture, politics, media, and science in Europe. The metropolis is home to world-renowned universities, research institutes, sporting events, orchestras, museums and personalities. It is recognized for its festivals, diverse architecture, nightlife, contemporary arts and a high quality of living. Berlin has evolved into a global focal point for young people and artists attracted by a liberal lifestyle and modern *zeitgeist*.

MEDICAL SERVICES

Travel insurance is provided to all conference participants. If you need medical assistance, please contact the Information Desk. The hosts will be glad to give you further information. **Please note that you have to provide the project number indicated in the confirmation of your insurance, should you have to consult German medical services.**

In case of emergency outside the Conference Center please call the ambulance at 112 (free call). You can also obtain medication in the pharmacy close to the Estrel Hotel:

“Apotheke zur goldenden Kugel” on Sonnenallee 332, 12057 Berlin Tel.: +49(0) 30/ 6852-222.

MONEY EXCHANGE

The currency in Germany is **Euro** (€). Currency exchange facilities and cash machines are located in the city center and at the airports. Credit cards (Visa, American Express and Master Card) are widely accepted by department stores and restaurants. You can also exchange money at Estrel Hotel.

SAFETY

Berlin is considered one of the safest cities in Europe. A great number of nationalities live peacefully together in Berlin. In general, it is possible to walk in the streets or ride on buses, trams or the subway at night without any difficulty. Despite several press reports, racial attacks in Berlin are quite rare.

Please feel free to contact the Information Desk and ask for safety recommendations before undertaking a trip.

Like in any other city in the world, visitors and tourists in Berlin should use their common sense when in crowded places, public buses, trams or in the subway: Also in Berlin, pickpockets are around. Therefore it is recommended not to keep large amounts of cash in your hand. Keep your passport and personal belongings in a safe place (underneath your clothes). In case of emergency you will find red panic buttons or emergency devices labeled "SOS/Notruf" on each platform of the suburban railway ("S-Bahn") and in each subway station ("U-Bahn").

TIME ZONE BERLIN

The time in Berlin is UTC/GMT + 2 hours.

CONTACT DETAILS

The Conference Secretariat

Global Partners in Action: NGO Forum on Sexual and Reproductive Health and Development.
Invest in Health, Rights and the Future, 2-4 September 2009, Berlin, Germany

c/o AgenZ - Agentur für marktorientierte Konzepte /
Agency for market-oriented concepts

Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH

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