



Information Note for Participants

UN-REDD PROGRAMME SEVENTH
POLICY BOARD MEETING

13-14 October 2011
Berlin, Germany



MEETING VENUE:

13-14 October, 2011

The seventh Policy Board meeting will be held in the **Saal A+B** of the **Steigenberger Hotel** at the following address:

Los-Angeles-Platz 1
10789 Berlin, Germany

Te: +49 30 2127-0

<http://www.steigenberger.com/en/Berlin>

Registration will be from 8:30 – 9:00 on Thursday 13 October, 2011.

PRE-MEETING CONSULTATION ON GLOBAL AND NATIONAL PROGRAMME MATTERS:

12 October 2011 at 18:00-20:00

There will be a two-hour pre-meeting consultation on 12 October 2011 from 6 pm to 8 pm to discuss the rotation of country member seats, and review aspects of the Global Programme Framework Document. This pre-meeting consultation will take place in *Saal A+B* of the Steigenberger Hotel.

The Programme will not be providing meals for delegates participating in the consultation on 12 October, however there are two restaurants in the hotel where they can have lunch and dinner. In addition, there are many dining options in the vicinity, as the hotel is close to the Kurfürstendamm, one of the better-known commercial districts in Berlin.

UN-REDD PROGRAMME RECEPTION:

13 October at 20:00

The UN-REDD Programme would like to welcome all participations to a welcome reception on the evening of the 13 October at 20:00. Cocktails and light finger food will be served. The reception will take place on the first floor of the hotel in the conference foyer.

ACCOMMODATIONS

To make a reservation at the **Steigenberger Hotel**, contact the hotel by telephone: (+49 30) 212 7702; fax: (+49 30) 212 77 99; or email: reservation@berlin.steigenberger.de. Note that wireless internet access is included in all hotel room bookings.

OTHER HOTEL OPTIONS:

Below is a list of other recommended hotels that are located near the Steigenberger Hotel Berlin.

Ellington Hotel Berlin

Nürnberger Straße 50-55

10789 Berlin, Germany

Telefon: +49 (0)30 6831-50

Telefax: +49 (0)30 6831-55 555

E-Mail: contact@ellington-hotel.com

Internet: www.ellington-hotel.com

H10 Hotel Berlin

Joachimstaler Straße 31-32
D-10719 – Berlin, Germany
Telefon: +49 (0) 30 322 922 300
Fax: +49 (0) 30 322 922 301

Sana Hotel Berlin

Nürnberger Strasse 33/34
10777 Berlin, Germany
Tel: +49 30 2005 1510
Fax: +49 30 2005 1519
E-mail: sanaberlin@sanahotels.com

Concorde Hotel Berlin

Augsburger Str. 41
10789 Berlin, Germany
Tel.: +49 30 800 9990
Fax.: +49 30 800 99999

Swissôtel Berlin

Augsburger Strasse 44
10789 Berlin, Germany
Tel: +49 (0) 30 / 220 10 0
Fax: +49 (0) 30 / 220 10 2222
berlin@swissotel.com

Other hotels in Berlin are available through the [Tourist Office of Berlin](#).

VISA

Before travelling to Germany, participants from non-EU countries must check to see whether or not they require a non-immigrant visa for temporary stay. If you require additional documentation or support to assist in your application for a visa please contact policyboard@un-redd.org.

ARRIVAL IN BERLIN

From train station

From Berlin main station, take the city train to the “**Zoologischer**garter” station. The Steigenberger Hotel is only 500 metres from the Zoologischergarter station.

From airports

From the Berlin-Tegel or Berlin-Brandenburg (former Berlin-Schoenefeld) airports, participants can catch a city train or bus to the “**Zoologischer**garter” station. The Steigenberger Hotel is only 500 metres from the Zoologischergarter station.

By taxi from the Berlin-Tegel International airport, the drive to the Steigenberger Hotel is about 10 km (or approximately a 15-minute drive outside of rush hour; up to a 30-minute drive at rush hour periods) and should cost about €15.

By taxi from the Berlin-Brandenburg (former Berlin-Schoenefeld) airport, the drive to the Steigenberger Hotel is about 35 km from hotel (approximately a 40-minute drive) and should cost about €45.

WEATHER CONDITIONS AND TIME ZONE

<http://www.weather.com/weather/tenday/GMXX0007>

Time zone: UTC/GMT +2 hours

MONEY

The official currency in Germany is the euro (€). As of September 2011, US\$1 converted to approximately .71 euro.

ELECTRICITY

The voltage and frequency in Germany is 230 V, 50 Hertz. Type C and F outlets are most common in Germany.



DAILY SUBSISTENCE ALLOWANCE (DSA)

DSA will be paid to sponsored participants during lunch time on the 13 October outside the meeting room at the Steigenberger Hotel. To collect DSA please bring **your original boarding pass, a copy of your flight ticket and your passport.**

CONTACT NUMBERS

Onye Ikwu

Mobile: +41 79 554 11 90

E-mail: onyemowo.ikwu@un-redd.org

Cheryl Rosebush

Mobile: +41 79 555 9843

E-mail: cheryl.rosebush@un-redd.org