



11th July 2022

**Dear Members and Observers of EAPSPI,
Dear participants of the ETS project event,**

We are pleased to welcome you in Berlin to the Annual EAPSPI conference 2022 in association with the European Tracking Service (ETS) Project event.

As already announced, the meetings will take place as per the following:

Thursday, 29th September 2022 (14:30 - 18:30)
ETS Project event featuring the Forum on Pension Communication

Friday, 30th September 2022 (08:30 - 18:00)
Annual EAPSPI Pension Conference

Saturday, 1st October 2022 (10:00 -12:00):
Social event - guided tour in the Berlin Government District

In order to facilitate your travel plans and preparations for the meeting days, you will find some practical information below.

We are looking forward to meeting you personally in Berlin!

Our best regards,

Claudia Wegner-Wahnschaffe & Aitor Emaldi

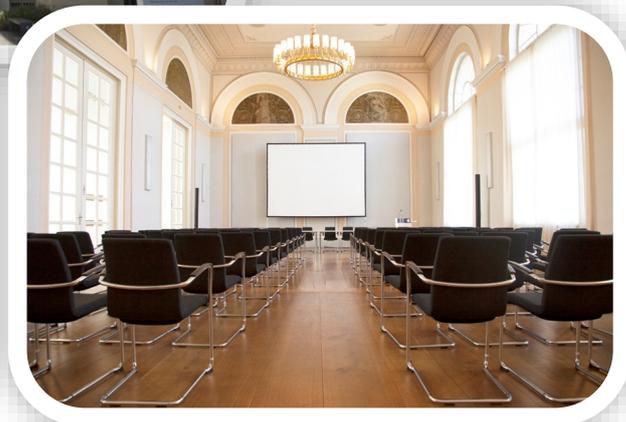
Welcome to Berlin

Conference Venue (HU Ballroom) (for both the ETS Event and EAPSPI Annual Conference)

Humboldt University Ballroom

Luisenstraße 56

10117 Berlin



For further information:

<https://humboldt-innovation.de/en/event-service/venues/festsaal>

Catering and Dinner



Catering

A light lunch including beverages as well as coffee breaks will be served at the conference venue during both meeting days.

Dinner Thursday

Nante's Eck

Unter den Linden 35

10117 Berlin

<https://www.nante-eck.de/>



Dinner Friday

Restaurant Machiavelli

Albrechtstrasse 13

10117 Berlin

<https://machiavelli-berlin.de/mitte/>



Hotels

Leonardo Hotel Berlin Mitte.

Bertolt-Brecht-Platz 4, 10117 Berlin.

Phone: +49 30 688 322 422

reservations.berlin@leonardo-hotels.com

Keyword: EAPSPI-ETS conference.

Getting there:

- Tram stop S+U-Bahn station "Friedrichstraße": Line M1, 50.
- Bus stop "Friedrichstraße": Line 100, 147, 157, 200, 348.



Arcotel Velvet Hotel Berlin Mitte.

Oranienburger Str. 52, 10117 Berlin.

Phone: +49 30 278 753-0

book@arcotel.com

(please use the registration form)

Getting there:

- Tram stop S+U-Bahn station "Hannoversche Straße": Line M5.
- Bus stop "Hannoversche Straße": Line 142.

Adina Apartment Hotel Berlin Mitte.

Platz vor dem Neuen Tor 6, 10115 Berlin.

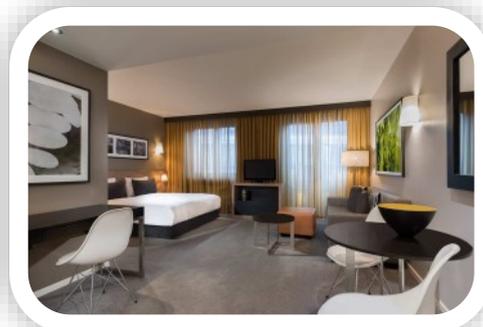
Phone: +49 30 200 032-0

berlinm@adina.eu

Keyword: EAPSPI-ETS conference.

Getting there:

- Tram stop S+U-Bahn station "Invalidenpark": Line M5, M8, M10.
- Bus stop "Invalidenpark": Line 120, 142, 147, 245.



Welcome to Berlin

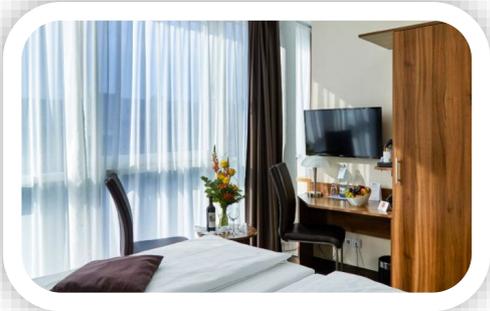
Best Western Berlin Mitte.

Albrechtstraße 25/Ecke Reinhardtstraße,
10117 Berlin.

Phone: +49 30 526 800-0

Hotel information: info@berlin-mitte.bestwestern.de

Registration via VBL: Please email us at ets@vbl.de



Getting there:

- Tram stop S+U-Bahn station "Friedrichstraße": Line M1, 50.
- Bus stop "Friedrichstraße": Line 100, 147, 157, 200, 348.

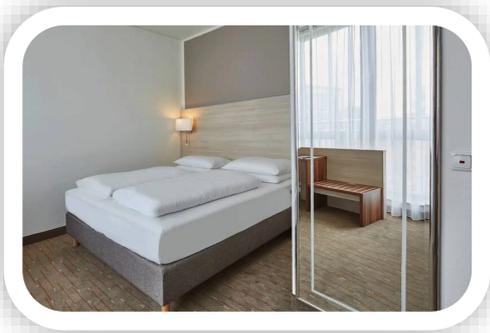
H+ Hotel Berlin Mitte.

Chausseestraße 118-120, 10115 Berlin.

Phone: +49 30 278 755-0

Hotel information: Berlin.mitte@h-hotels.com

Registration via VBL: Please email us at ets@vbl.de.



Getting there:

- Tram stop S+U-Bahn station "U Naturkundemuseum": Line M5, M10.
- Bus stop "Invalidenpark": Line 245.

Welcome to Berlin

Accommodation

The conference venue is centrally located in Berlin Mitte. We offer a number of close-by hotel rooms which you may see on the map below. The HU ballroom (our conference venue), the Berlin main station ('Berlin Hbf') and further conference relevant locations are also marked.

On the following pages we present information on each of the hotels. Generally speaking, the shortest distance to the HU ballroom is 0.4 km or 5 minutes walking distance. From Berlin main station to the hotels the shortest distance is 0.75 km. From all hotels, it takes approx. 15 Minutes by local transport to Berlin City Centre/Alexanderplatz where you may enjoy coffee, drinks or get a 'Curry Wurst'.

Each hotel has a capacity of 10 to 20 rooms reserved for our conference. Taken together, there is a capacity of 85 rooms available. More than half of these have an above average standard. The costs per room range from 83,- € (H+ Hotel) to 129,- € (Leonardo Hotel) per night and all include breakfast.

Please note that the hotel rooms have to be booked and paid by each participant individually.

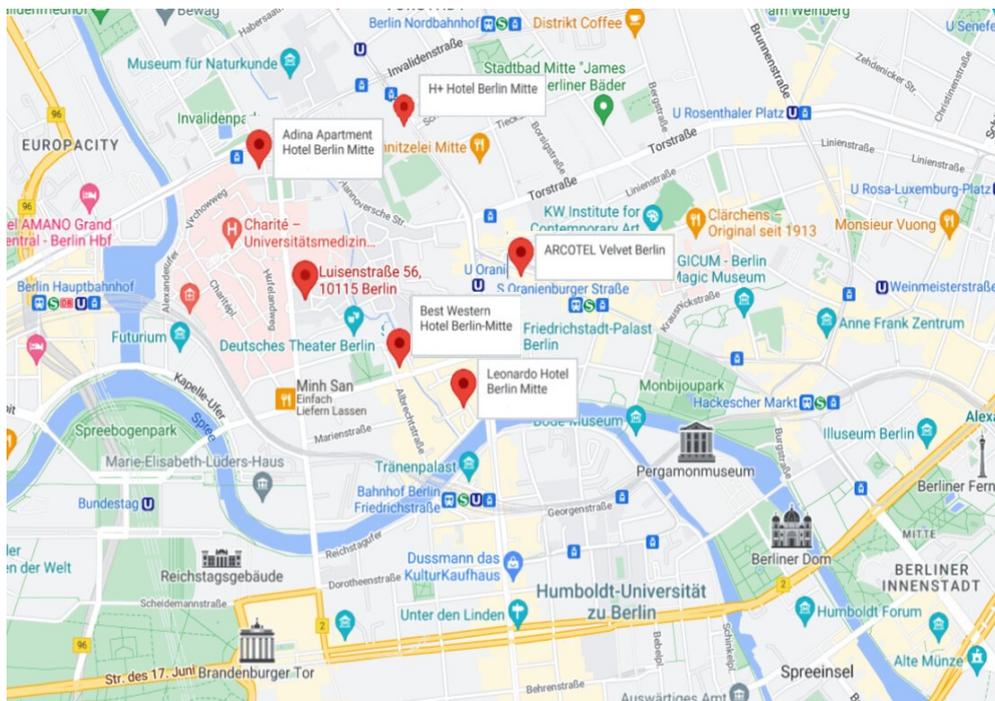


Figure 1.: Map of Berlin Mitte/Centre with spots on the conference venue and hotel locations.

Overview of hotel room offer

The table below gives you an overview of prices, distances as well as on the booking procedure and payment methods.

| Leonardo Hotel Berlin Mitte | Arcotel Velvet Berlin Mitte | Adina Apartment Hotel Berlin Mitte | BestWestern Berlin Mitte | H+ Hotel Berlin Mitte |
|--|--|---|---|-----------------------------|
| Price per Person and Night (incl. breakfast). | | | | |
| 129,- € | 119,- € | 115,- € | 85,- € | 83,- € |
| Distances. | | | | |
| <i>Berlin main station.</i> | | | | |
| 1.8 km | 1.6 km | 0.75 km | 1.5 km | 1.2 km |
| <i>Humboldt University Ballroom.</i> | | | | |
| 0.85 km | 0.9 km | 0.4 km | 0.5 km | 0.95 km |
| <i>Booking procedure.</i> | | | | |
| Direct booking „EAPSPI-ETS conference“ | Direct booking By registration form | Direct booking „EAPSPI-ETS conference“ | Booking via ets@vbl.de | Booking via ets@vbl.de |
| <i>Further modalities.</i> | | | | |
| Credit card information needed in advance. Payment before the leave | Credit card guarantee needed. Payment at arrival by cash, credit or debit card | Credit card or payment commitment by Organization. | Minimum stay of two nights or the price may change. Payment via invoice after the stay (due within 7 days) | Most flexible conditions |

Table 2.: Details of the hotel room offer.

Some further important information

Below you will find a collection of numbers in case of an emergency, of contacts in general prior and during your travel to Berlin as well as some local information on getting around in the city of use

Emergency Numbers

| | | |
|----------------------------|-----|---|
| Medical Emergency Services | 112 | Dial emergency telephone number 112 in case of acute medical or fire related emergencies. |
| Police Emergency | 110 | Dial emergency telephone number 110 in case of a police emergencies. |

| Contacts | Telephone | |
|----------------------------|---|--|
| Claudia Wegner-Wahnschaffe | +49 (0)175 5836463 (mobile number) | In case of questions during your stay in Berlin. |
| Christina Reinke | +49 (0)721 155 674 (landline number) | In case of questions prior to your travel to Berlin. |

| Local numbers / contacts of relevance | Links / Telephone | |
|---------------------------------------|--|------------------------------------|
| Google Maps | https://www.google.com/maps/ | |
| Taxi Companies | Taxi Funk Berlin +49 (0)30 44 33 22 Funk Taxi Berlin +49 (0)30 26 10 26 Quality Taxi +49 (0)30 26 30 00 | Most of them are English speaking. |

Some further important information

Local numbers / contacts of relevance

| | |
|----------------------------|--|
| Tourist Information Berlin | https://www.visitberlin.de/en/berlin-tourist-info-centres |
| Airports | Berlin-Brandenburg: https://ber.berlin-airport.de/de.html Tempelhof: https://www.thf-berlin.de/ Berlin-Schönefeld: https://www.bahnhof.de/bahnhof-de/bahnhof/Flughafen-BER-Terminal-5-28Sch-C3-B6nefeld-29-5671772 |
| Public Transportation | https://www.bvg.de/en |

Some further important information

The conference takes place as a physical meeting only. There still are **protection measures against the SARS-CoV-2 coronavirus** in place in Berlin on which we will keep you informed. If you wish to inform yourself in advance, please see: <https://www.berlin.de/corona/en/>