

## **LOGISTIC NOTE No. 2**

### **1. BACKGROUND**

The Tenth Global Forum on Migration and Development (GFMD) will be held in Germany from 28 – 30 June 2017. The Forum remains a state-led, informal and non-binding process open to all States that are Members and Observers of the United Nations. The GFMD was created following the proposal of the United Nations Secretary-General at the UN General Assembly High-level Dialogue (HLD) on International Migration and Development in September 2006. Its purpose is to address, in a transparent manner, the multidimensional aspects, opportunities and challenges related to international migration and its inter-linkages with development, to bring together government expertise for all regions, to enhance dialogue and cooperation and partnership and to foster practical and action-oriented outcomes at the national, regional and global levels.

Germany and Morocco hold the Co-Chairmanship of GFMD in 2017 and 2018. The Tenth Summit meeting will be held in Berlin with the overarching theme “Towards a Global Social Contract on Migration and Development”.

The Summit meeting will overlap with the Tenth Global Civil Society Days. The Tenth GFMD Civil Society cycle process is coordinated by the International Catholic Migration Commission (ICMC). For registration and other information about the Civil Society Days, participants may please visit: [www.gfmdcivilsociety.org](http://www.gfmdcivilsociety.org)

### **2. DATE**

The Tenth Summit meeting will be held from 28 – 30 June 2017 in Berlin. The Global Civil Society Days will be convened from on 29 June – 1 July 2017 in Berlin.

### **3. VENUE**

The Tenth Summit meeting will be held in the conference rooms of the Federal Foreign Office in Berlin, Germany. The address of the entrance to the conference area in the Federal Foreign Office is

**Federal Foreign Office**  
**Conference Entrance**  
**Unterwasserstraße 10**  
**10117 Berlin – Germany**  
[Google Maps](#)

**Delegation Size Limit:**

- **3 Members per Member State**
- **2 Members per [GFMD Observer](#)**

We appreciate your understanding that space is limited at the conference area of the Federal Foreign Office. A maximum of 500 participants per day can be admitted to the events of 28<sup>th</sup> and 29<sup>th</sup> of June. For the 30<sup>th</sup> of June, the maximum number of participants amounts to 700.

For this reason, we are constrained to impose a delegation size ceiling, as follows: 3 members for each Member State and 2 members for each GFMD Observer. Registration must be done no later than 31 May 2017. After this date, the organizers will review the actual registrations and may reopen the registration for additional delegation members to countries that will play an important role during the Summit (e.g., RT Co-Chair, speaker, rapporteur, etc.).

#### **4. SECURITY**

Since the conference will be held inside the Foreign Office, a security clearance is necessary. The entire venue will be a secured area, with access only possible with an accreditation badge.

The accreditation badges will be issued upon arrival on the first day when entering the conference area. All guests of the conference are requested to present a valid, official ID/passport upon arrival. It is not possible to enter the building without a valid ID/passport. At the checkpoint, every person will be checked. Therefore participants are kindly asked to arrive **early** in due time on the first conference day!

The main conference entrance is not accessible for wheelchairs. Please inform the German GFMD- Team (AS-GFMD-Summit@diplo.de) beforehand if you need an accessible entrance. No luggage can be taken into the Foreign Office and participants are asked to leave the luggage in their hotel on the days of travel.

Please note that there are no possibilities to park near the conference venue.

## 5. FACILITIES

**WLAN** will be available in the entire conference area.

Separate meeting rooms or delegation offices will not be available. Participants are kindly requested to use the limited facilities in the conference area. There will be lounges equipped with some small tables and chairs that can accommodate around 60 persons seated in smaller groups.

Due to security measures, delegations are advised to hold their bilateral or group meetings in hotels or restaurants nearby before entering the building and/or after official GFMD events.

### CHARGING FACILITIES

There will be complimentary mobile and laptop charging stations.

### LANGUAGE AND INTERPRETATION SERVICES

Simultaneous interpretation services will be made available in English, French and Spanish. For practical reasons there is no interpretation service in the smaller working rooms available.

Interpretation headphones will be distributed.

## 6. REGISTRATION

For logistical considerations, all delegations are encouraged to do online registration at [www.gfmd.org](http://www.gfmd.org). The online registration platform is scheduled to be open until 31 May 2017. This online system facilitates the encoding of required information from delegates and will provide ease to the logistical preparations of the Tenth GFMD Summit Meeting. To ensure a coordinated registration from each government or organization, an assigned password will be sent separately to the registered GFMD focal point(s).

<p><b>Registration should be received no later than 31 May 2017</b></p>
---

Please note that the allocation of hotel rooms has to be taken care of before this date (see the following chapter).

In case the online registration process is not feasible, the participants may please complete the registration form available at Annex C – Registration Form. The filled in Registration Form and a copy of the passport are to be sent to: [registration@gfmd.org](mailto:registration@gfmd.org) and/or by fax to: +4122 788 4948. A copy of the passport along with the registration form is required in order to issue an ID-Badge.

To consolidate online and offline registrations a confirmation note (**by note verbale**) is needed to confirm the composition of delegates through the designated Diplomatic Mission of the government or organization.

For any issues related to the registration, please contact the GFMD Support Unit in Geneva (email: [registration@gfmd.org](mailto:registration@gfmd.org)).

## 7. VIP SUPPORT

The support of high-ranking officials lies in the hands of their embassies. Pick-up at the airport, transport to hotel and conference venue as well as security measures shall be provided.

To enter the Federal Foreign Office via Embassy vehicle it is necessary to register the vehicle by announcing names, number plate and scheduled time of arrival to the Federal Foreign Office.

The conference badge will be made available beforehand to the embassies.

After arriving at the Federal Foreign Office a Liaison Officer will be on hand with help and advice for the relevant VIP.

Please announce your registration by contacting [as-gfmd-summit@zentrale.auswaertiges-amt.de](mailto:as-gfmd-summit@zentrale.auswaertiges-amt.de).

## 8. ACCOMMODATION

### Sponsored delegates

For the delegates who are sponsored by the GFMD Chair, the accommodation arrangement will be made and confirmed by the organizers in the Government of Germany beforehand. Information about their respective booking will be communicated separately by the GFMD Support Unit in due course.

### Non-sponsored Delegates

Non-sponsored delegates are responsible to settle their accommodation and all related costs at their own with their hotel reception. For the non-sponsored delegates, a single occupancy room has to be reserved on their behalf in any of the hotels listed below.

All delegations are requested to book their rooms themselves out of the contingencies made available in different hotels surrounding the conference venue. All rooms are pre-reserved contingencies, held under the code name "GFMD Summit".

**The German Co-Chairmanship strongly recommends that delegations make their hotel reservations as soon as possible. Reservations will be on request and subject to availability.**

The single occupancy rooms will be available in one of the following hotels based on a **specialty-negotiated tariff** (Special Conditions of the Federal Government) for the Summit:

1. Motel One
2. Courtyard Berlin City Center
3. Hotel TITANIC Comfort Mitte
4. Derag Livinghotel Berlin-Mitte
5. Regent Berlin
6. Mercure Hotel Berlin Mitte
7. Hotel Hackescher Markt
8. Alexander Plaza Berlin-Mitte
9. The Westin Grand Berlin
10. Park Plaza Wallstreet
11. Novotel
12. Derag Livinghotel Großer Kurfürst
13. Radisson Blu Hotel Berlin
14. Art'otel Berlin
15. Park Inn by Radisson

Please see **Annex D – Hotels** for more information related to hotel booking conditions, option dates, tariffs and facilities.

**Please note that SPECIAL RATES will NO longer apply after the individual BOOKING DEADLINE of the hotels! Please book as soon as possible!**

## **9. MOBILE APP**

In today's highly dynamic and mobile-led world, it is essential to be able to access vital information about the GFMD using our hand-held devices. In this regard, the 2017-2018 GFMD Co-Chairs would like to provide GFMD users, including member states, GFMD observers, civil society and private sector with a Mobile Application at the Berlin Summit. The main aim of the App is to boost interaction among GFMD users during the Summit, while providing important information via mobile devices.

The idea is to promote more dynamic discussions by having the possibility to seek immediate feedback from participants on a policy question that may be raised in a particular RT session or the Common Space; to read prepared statements that have been submitted before the Summit, to follow the unfolding of actual events, and to give a quick feedback before, during and after the event. It will also offer other interactive features, such as the possibility of push-notifications. At the same time, the App should complement the already existing mechanism for disseminating and showcasing information, particularly via the GFMD web portal.

This Summit is a **paperless** meeting. Therefore all delegates are requested to bring their own electronic devices, such as smartphones, tablets or laptops and to download the App onto their devices **before** the conference. A link for the download of the App will be communicated in an upcoming version of these Logistic Notes.

There are no printing or copying facilities available in the conference building.

The registered delegates may, if desired, bring their own (hard) copies of the background papers and other program related documents. All meeting related documents will be made available on the GFMD website: [www.gfmd.org](http://www.gfmd.org) and via the App.

In order to facilitate distribution of presentations during the meeting, the participants may please e-mail electronic copies of their presentations to the organizers beforehand ([support.unit@gfmd.org](mailto:support.unit@gfmd.org)).

## **10. CONFERENCE CATERING AND OFFICIAL DINNER**

Breakfast, coffee breaks and lunches will be provided from 28<sup>th</sup> to 30<sup>th</sup> of June at the conference venue. An official dinner will be hosted by the German Co-Chair on the evening of 28 June 2017. The dinner will take place at Humboldt Carré, Behrenstrasse 42, 10117 Berlin. This restaurant lies in walking distance from the Foreign Office.

A reception will be hosted by the GFMD 2017-2018 Co-Chair Morocco on 29 June at 6 pm.

Please announce your participation to dinner and/or reception in the online registration form.

## **11. FINANCIAL ASSISTANCE**

Limited financial resources will be available to fund the participation of one (1) delegate from each Least Developed Country (LDC) and Other Low-income Countries (OLIC) to ensure broader participation – as per the support made available by the Host Government.

The financial assistance to the LDC and OLIC delegates will cover the following:

- A most direct and cost-efficient economy return air ticket
- Hotel accommodation (3 nights)
- Limited Daily Subsistence Allowance (DSA) to meet their incidental expenses in Berlin, the amount to be determined by the Chair

In addition, subject to availability of funds, the Chair may consider funding one (1) participant each from a few of the low-income developing countries, on a first-come first-serve basis.

The financial assistance to delegates from those limited number of low-income Developing Countries will cover the following:

- A most direct and cost-efficient economy class return air ticket
- Hotel accommodation (3 nights)

#### **How to apply for Financial Assistance:**

**An official written request or e-mail indicating the nominee of the government's funded delegate must be submitted to [support.unit@gfmd.org](mailto:support.unit@gfmd.org) or via Fax at +4122 788 4948 no later than 31 May 2017.**

Information about air ticket, flight itinerary, assigned hotels and per diems will be communicated by the GFMD Support Unit to approved funded delegates in due course. Should you have any questions concerning the administration of financial assistance, please contact the GFMD Support Unit in Geneva (email: [support.unit@gfmd.org](mailto:support.unit@gfmd.org), contact: +4122 788 49 46; +4122 788 4947).

## **12. VENUE MAP**

For a detailed map of the venue please see **Annex A – Venue Map**.

## **13. TRANSPORT**

### **ARRIVAL BY PLANE**

There are two international airports in Berlin:

**Tegel Airport** [www.berlin-airport.de/de/reisende-txl/index.php](http://www.berlin-airport.de/de/reisende-txl/index.php)

A GFMD-Information Desk will be provided at Tegel airport between the terminals A, B and C on the 27 June 2017 throughout the day.

**Schönefeld Airport** [www.berlin-airport.de/de/reisende-sxf/index.php](http://www.berlin-airport.de/de/reisende-sxf/index.php)

At Schönefeld Airport there will be a team of GFMD hostesses available for your information.

Transportation from the airports to the hotels respectively vice versa may be organized by the respective embassies.

Berlin also has a well-developed system of public transport. From Tegel Airport the airport buses of lines TXL, X9, 128 or 109 bring you to the city center.

From Schönefeld Airport there is the S-Bahn (S9 and S45) and bus X7 that will bring you to the city center. For more detailed routes please check the trip planner of the Berlin Public Transport services (BVG): <http://fahrinfo.bvg.de/Fahrinfo/bin/query.bin/en?ld=0.1&>

At both airports taxis are available. It is recommended for the participants to dispose the rough amount of 50 Euro upon arrival at the airport for a taxi ride into the city center.

## ARRIVAL BY TRAIN

There are hourly regular trains to Berlin Central Station from all other major German cities. Travel arrangements can be made with Deutsche Bahn ([www.bahn.de](http://www.bahn.de)).

While Berlin Central Station is directly in Berlin's city center, the U-Bahn stations Spittelmarkt and Hausvogteiplatz (both line U2) are within walking distance of the venue.

## 14. VISA REQUIREMENTS

All foreign delegates entering the Federal Republic of Germany must carry a passport with minimum validity period of six (6) months.

Participants requiring a visa are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received. The issuance of a visa for Schengen States may take up to **two weeks** from the date of submission of the visa application.

For further information, please visit the English language website of the Federal Foreign Office:

[http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html) (also available in French and Spanish) and the website of the German Mission where delegates plan to apply for their visa.

Documentary evidence must be provided of travel health insurance with a minimum coverage of 30,000 euros valid for the entire Schengen area. If you are entering Germany more than once, it is recommended to directly obtain an health insurance that covers the time period of all intended stays.

## 15. GENERAL INFORMATION

### CURRENCY

The official German currency is the Euro. One Euro = 100 cents, the smallest coin in use is 1 Cent.

The Euro exchange rate can be found at:

<https://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>

It is recommended to have a small amount of cash (50 Euros) on hand upon arrival or to change money at the airport for immediate expenses.

### **BUSINESS HOURS**

Shops are generally open from Monday to Saturday from 8.30 am to 8.00 pm, though times may differ. On Sundays most shops are closed.

### **BANKS AND CREDIT CARDS**

Most banks are open from Monday to Friday 9.00 am to 6.00 pm. Almost all banks have automated teller machines (ATMs) that accept overseas bank cards and are accessible from outside (look for "Geldautomat"). Please check with your local bank before departure whether your bank card is valid in Germany.

Credit cards, such as American Express, MasterCard and Visa are generally accepted in Germany, though not all shops and restaurants accept credit or debit cards.

### **ELECTRICITY SUPPLY**

The electric current used throughout Germany is 230 volts AC, 50 Hz (continental European standard). Wall outlets are compatible with other continental European plugs.

### **CLIMATE**

In Berlin, the maximum average temperature is 23,6 °C in summer. On some sunny summer days the temperature may rise to above 30°C. Within the city, the heat is stored which results in warm temperatures of about 20°C at night. Concurrently, the highest volume of precipitation on average occurs during summer season and has a cooling effect.

(For more information: [www.wetter.de](http://www.wetter.de))

### **TIME**

UTC/GMT +1 hour

## **16. CONTACT INFORMATION**

This logistic note covers initial information; further details and updates will be provided at a later stage online on [www.gfmd.org](http://www.gfmd.org).

For any questions at this stage please contact the Support Unit under [support.unit@gfmd.org](mailto:support.unit@gfmd.org).

Register no later  
than  
**31 May 2017**

**Annex C - Registration Form<sup>1</sup>**  
**“Towards a Global Social Contract on Migration and Development”**  
**Tenth GFMD Summit Meeting**  
 28-30 June 2017



Federal Foreign Office, Berlin

Preferred Mode: Please register online at <http://www.gfmd.org>

Alternatively, you may fill in this form and send it back to [registration@gfmd.org](mailto:registration@gfmd.org)

Fields marked with a red asterisk (\*) are required. To promote a coherent participation in the GFMD process, registration should be coordinated with the government/organization's GFMD Focal Point.

DELEGATE INFORMATION				
Name of country, organization or agency: *				
<input type="checkbox"/> Mr				
<input type="checkbox"/> Ms				
TITLE *	FIRST NAME *	LAST NAME *		MIDDLE NAME (OPTIONAL)
Participation category: *	<input type="checkbox"/> A. GOVERNMENT	<input type="checkbox"/> B. GFMD OBSERVER	<input type="checkbox"/> C. OTHER (non-government)	
Participation type: *	<input type="checkbox"/> Head of delegation <input type="checkbox"/> Member of delegation	<input type="checkbox"/> Head of delegation <input type="checkbox"/> Member of delegation	<input type="checkbox"/> Expert <input type="checkbox"/> Civil Society <input type="checkbox"/> Business <input type="checkbox"/> Media <input type="checkbox"/> Other (pls specify):	
Official designation: *				
Division / office: *				
Department / Ministry: *				
IDENTIFICATION DOCUMENT				
Nationality(ies): *				
Origin of Identity Document: *		Date of Birth: * (DD/MM/YYYY)		
Passport or ID Number: *		Date of Expiration: * (DD/MM/YYYY)		
FLIGHT AND HOTEL INFORMATION				
Arrival Date and Time:		HOTEL		
Flight Number:		Name of Hotel:		
Departure Date and Time:		Address:		
Flight Number:		Check in time:	Check out time:	
CONTACT INFORMATION				
Address: *				
City: *		Country: *	ZIP: *	
Phone: *		Mobile: *	Fax:	
Email 1: *		Email 2:		

<sup>1</sup> For any question or clarification about registration and other related matters, please contact the **GFMD Support Unit** at Tel: +4122 788 49 46 / +4122 788 49 47 / +4122 788 49 | Fax: +4122 788 49 48 | Mob: +41 79 418 67 22 | E-mail: [registration@gfmd.org](mailto:registration@gfmd.org)

PARTICIPATION INFORMATION				
<b>1<sup>st</sup> Simultaneous RT Sessions (28 June   13h30 – 16h00)*</b> <input type="checkbox"/> Session 1.1 (Tools and Safeguards for Policy Coherence) <input type="checkbox"/> Session 2.1 (Moving beyond emergencies) <input type="checkbox"/> Session 3.1 (Raising the Global Talent Pool)	<b>2<sup>nd</sup> Simultaneous RT Sessions (28 June   16h30 – 19h00)*</b> <input type="checkbox"/> Session 1.2 (From Global Agreement to Implementation) <input type="checkbox"/> Session 2.2 (Fostering the development impact of return migrants) <input type="checkbox"/> Session 3.2 (Strengthening Cooperation)	<b>Opening Ceremony (28 June   10h30 – 12h30)*</b> <input type="checkbox"/> Yes, I will attend. <input type="checkbox"/> No, I will not attend. <b>Buffet Dinner (28 June   20h00 – 23h00) *</b> <input type="checkbox"/> Yes, I will attend. <input type="checkbox"/> No, I will not attend.	<b>Special Sessions (29 June   08h30 – 10h30)*</b> <input type="checkbox"/> Future of the Forum (heads of delegation) <input type="checkbox"/> Platform for Partnerships <b>Reception hosted by Co-Chair Morocco (29 June   18h00 – 20h00)*</b> <input type="checkbox"/> Yes, I will attend. <input type="checkbox"/> No, I will not attend.	<b>GFMD Business Mechanism Meeting (29 June   14h30 – 18h00) *</b> <input type="checkbox"/> Global skills mobility <input type="checkbox"/> Responsible recruitment <input type="checkbox"/> Integrating skilled migrants and refugees <input type="checkbox"/> Entrepreneurship and circular migration
<b>COMMON SPACE (30 June)</b>				
<b>Breakout sessions (09h45 – 11h00) *</b> <input type="checkbox"/> Breakout A (Safe migration) <input type="checkbox"/> Breakout B (Orderly and regular migration: work as driver) <input type="checkbox"/> Breakout C (Orderly and regular migration: work not as driver)		<b>Focus sessions (11h30 – 13h30) *</b> <input type="checkbox"/> 1. Children on the move <input type="checkbox"/> 2. Migrants in vulnerable situations <input type="checkbox"/> 3. Xenophobia		<input type="checkbox"/> 4. Return and reintegration <input type="checkbox"/> 5. Labour mobility <input type="checkbox"/> 6. Ethical recruitment <input type="checkbox"/> 7. Complementary pathways

## Hotels for Delegates

	Hotel	Address	Price	Booking deadline	Remarks	Request Code	City Tax
1	<a href="#">Motel One</a>	Motel One Berlin-Spittelmarkt Mr. Lars Helmer Leipziger Straße 50 10117 Berlin T: 030- 201 43 63-0 berlin-spittelmarkt@motel-one.com	69,00 € single 84,00€ double + 9,50€ breakfast	Until 28 days before arrival (30.5.)	<b>Contingent</b> 30 rooms	„GFMD Summit“  <b>Booking via:</b> Fax: +49 30 2014363-10 <a href="mailto:berlin-spittelmarkt@motel-one.com">berlin-spittelmarkt@motel-one.com</a>	Fill in form <a href="#">„self attestation“</a> and hand in upon arrival
2	<a href="#">Courtyard Berlin City Center</a>	Courtyard Berlin City Center Axel-Springer-Str. 55 10117 Berlin Mrs. Sandy Glomp T: +49. 030 800 928 6045 mailto:sandy.glomp@courtyard.com	145,00 € single 155,00€ double Breakfast included	02.05.17 (50%) 30.05.17 (50%)	<b>Contingent</b> 35 rooms  Contract No. 7309607	„GFMD Summit“  <b>Booking via:</b> Phone: 0049 30 800 928 6300 or <a href="http://www.marriott.de/meeting-event-hotels/group-corporate-travel/groupCorp.mi?">http://www.marriott.de/meeting-event-hotels/group-corporate-travel/groupCorp.mi?</a>	Fill in form <a href="#">„self attestation“</a> and hand in upon arrival
3	<a href="#">Hotel TITANIC Comfort Mitte</a>	Hotel TITANIC Comfort Mitte Mrs. Katrin Skobjin Elisabeth-Mara-Straße 4 10117 Berlin T: +49 (0)30 7677 187-231 F: +49 (0)30 7677 187-20 www.titanic-hotels.de	85,00 € single 95,00 € double incl. breakfast	30.05.2017	<b>Contingent</b> 15 rooms	„GFMD Summit“  <b>Booking via:</b> <a href="mailto:reservations.tcm@titanic-hotels.de">reservations.tcm@titanic-hotels.de</a> Tel: +49 30 7677 187 230	Free of City Tax
4	<a href="#">Derag Livinghotel Berlin-Mitte</a>	Derag Livinghotel Berlin-Mitte Neue Roßstr. 13, 10179 Berlin Mrs. Nicole Wegener Phone: +49(0)30-9 62 47-153 Fax: +49(30) 24600-940 Email: Res.Gruppen@derag.de	81,00 € single business incl. breakfast	26.5.2017	<b>Contingent</b> 15 rooms  Reservation No. 81701689	„GFMD Summit“  <b>Booking via:</b> <a href="mailto:Res.Gruppen@derag.de">Res.Gruppen@derag.de</a> Tel: +49 (0)30-2 46 00-900	Free of City Tax
5	<a href="#">Regent Berlin</a>	Mrs. Natalie Walz Regent Berlin Charlottenstrasse 49 10117 Berlin T. +49 30 2033 6025 F. +49 30 2033 6166 Natalie.Walz@regenthotels.com www.regenthotels.com/regent-berlin	199,00 € Single 199,00 single 219,00 € double Superior rooms incl. breakfast	16.5.2017	<b>Contingent</b> 20 rooms  Contract No. 2973297	„GFMD Summit“  <b>Booking via:</b> Phone 0049 30 20 33 66 66 Fax 0049 30 20 33 61 66 <a href="mailto:reservation.berlin@regenthotels.com">reservation.berlin@regenthotels.com</a>	Fill in form <a href="#">„self attestation“</a> and hand in upon arrival
6	<a href="#">Mercure Hotel Berlin Mitte</a>	Mercure Hotel Berlin Mitte Anja Engel Luckenwalder Str. 11 10963 Berlin T +49 (0) 30 516 513 0 F +49 (0) 30 516 513 600 E-mail : h4988@accor.com	79,67 € single 105,67 double incl. breakfast	20.5.2017	<b>Contingent</b> 40 rooms	„GFMD Summit“  <b>Booking via:</b> <a href="mailto:h4988@accor.com">h4988@accor.com</a> T +49 (0) 30 516 513 0	Free of City Tax

	Hotel	Address	Price	Booking deadline	Remarks	Request Code	City Tax
7	<a href="#">Hotel Hackescher Markt</a>	Hotel Hackescher Markt Mrs. Vanessa Gase Große Präsidentenstraße 8 D-10178 Berlin T +49 (0)30 28 00 30 F +49 (0)30 28 00 31 11 reservierung@hotel-hackescher-markt.com	Categorie S 99,00 € single 109,00 double Incl. breakfast	20.5.2017	<b>Contingent</b> 10 rooms  Offer No. 31636/1	„GFMD Summit“  <b>Booking via:</b> Tel +49 (0)30 24 00 17 02 Fax +49 (0)30 240 01-777 <a href="mailto:v.gase@hotel-alexander-plaza.de">v.gase@hotel-alexander-plaza.de</a>	Free of City Tax
8	<a href="#">Alexander Plaza Berlin-Mitte</a>	Hotel Alexander Plaza Mrs. Vanessa Gase Rosenstraße 1 10178 Berlin-Mitte Tel +49 (0)30 240 01-0 Fax +49 (0)30 240 01-777 frontoffice@hotel-alexander-plaza.de www.hotel-alexander-plaza.de	Business 115,00 € single  Executive 125,00 € single  incl. breakfast	20.5.2017	<b>Contingent</b> 40 rooms  Offer No. 818339/2	„GFMD Summit“  <b>Booking via:</b> Tel +49 (0)30 24 00 17 02 Fax +49 (0)30 240 01-777 <a href="mailto:v.gase@hotel-alexander-plaza.de">v.gase@hotel-alexander-plaza.de</a>	Free of City Tax
9	<a href="#">The Westin Grand Berlin</a>	THE WESTIN GRAND BERLIN Paula Sengen Friedrichstrasse 158-164 10117 Berlin paula.sengen@westin-berlin.com T +49 30 20273492 westingrandberlin.com westin-berlin.com	Deluxe Category 189,00 € single 209,00 double  incl. breakfast	30.5.2017	<b>Contingent</b> 10 rooms  Contract No. 1693057	„GFMD Summit“  <b>Booking via:</b> Phone 0049 30 2027 3420 Fax 0049 30 2027 3419 <a href="mailto:reservation@westin-berlin.com">reservation@westin-berlin.com</a>	To verify business purpose provide business card or business address at the check - in
10	<a href="#">Park Plaza Wallstreet</a>	Park Plaza Wallstreet Regional Office Germany Märkisches Ufer 10 10179 Berlin, Germany Mrs. Charleen Noll T: 030 400 557 770 groupberlin@pphe.com	100,00 € single Breakfast included	23.05.2017	<b>Contingent</b> 15 rooms  Contract No. 14602809	Stichwort: „GFMD Summit“  <b>Booking via:</b> 0049 30 400 557 700 0049 30 400 557 777 <a href="mailto:ppwbres@pphe.com">ppwbres@pphe.com</a>	Fill in form „self attestation“ and hand in upon arrival
11	<a href="#">Novotel</a>	Novotel Berlin Mitte Mr. Christian Bone Fischerinsel 12 10179 Berlin 030- 20 67 41 03	128,00 € single Breakfast included	20.5.2017	<b>Contingent</b> 50 rooms  Contract No. 53667200	„GFMD Summit“  <b>Booking via:</b> Tel.: +49 (0)30 20674-103 Fax: +49 (0)30 20674-111 <a href="mailto:resa-berlin-mitte@accor.com">resa-berlin-mitte@accor.com</a>	Free of City Tax

	Hotel	Address	Price	Booking deadline	Remarks	Request Code	City Tax
12	<a href="#">Derag Livinghotel Großer Kurfürst</a>	Derag Livinghotel Großer Kurfürst Neue Roßstraße 11-12 10179 Berlin Nicole Wegener T: +49(0)30-9 62 47-153 Res.Gruppen@derag.de	80,00 € single Breakfast included	27.05.2017	<b>Contingent</b> 20 rooms  Reservation No. 101611318	„GFMD Summit“  <b>Booking via</b> Tel.: +49 (0)30 24 600-0 Fax: +49 (0)30 24 600-300 <a href="mailto:grosserkurfuerst@derag.de">grosserkurfuerst@derag.de</a> <a href="mailto:Res.Gruppen@derag.de">Res.Gruppen@derag.de</a>	Free of City Tax
13	<a href="#">Radisson Blu Hotel Berlin</a>	Radisson Blu Hotel Berlin Sophie Neumann Karl-Liebknecht-Strasse 3 10178 Berlin T: +49 30 23828 3455 sophie.neumann@radissonblu.com radissonblu.com/hotel-berlin	175,00 € single 192,00 double Breakfast included	16.05.2017	<b>Contingent</b> 30 rooms  Offer No. 3317993	„GFMD Summit“  <b>Booking via</b> Tel: 0049 30 23828 3500 Fax: 0049 30 23828 20 <a href="mailto:Reservations.Berlin@RadissonBLU.com">Reservations.Berlin@RadissonBLU.com</a>	Fill in form „ <a href="#">self attestation</a> “ and hand in upon arrival
14	<a href="#">Art'otel Berlin</a>	Art'otel Berlin Märkisches Ufer 10 10179 Berlin T: +49 30 400 557 770 cschulz@pphe.com Christopher Schulz	109,00 € single 119,00 double Breakfast included	16.05.2017	<b>Contingent</b> 15 rooms  Ref. No. 14620000	„GFMD Summit“  <b>Booking via:</b> Tel: +49 30 400 557 700 Fax: +49 30 400 557 777 <a href="mailto:abmres@pphe.com">abmres@pphe.com</a>	Fill in form „ <a href="#">self attestation</a> “ and hand in upon arrival
15	<a href="#">Park Inn by Radisson</a>	Park Inn by Radisson Kristina Giebe Alexanderplatz 7 D-10178 Berlin T: +49 30 2389 4225 kristina.giebe@parkinn-berlin.com	79,00 € single/ 89,00 € double Breakfast included	24.4.2017 (50%) 30.5.2017 (50%)	<b>Contingent</b> 50 rooms  Booking No. 445573	„GFMD Summit“  <b>Booking via:</b> Tel: 030 / 2389 4333 Fax: 030 /2389 4546 <a href="mailto:reservations@parkinn-berlin.com">reservations@parkinn-berlin.com</a>	Free of City Tax