

**Conference on prevention of trafficking in human beings
for labour exploitation in supply chains
Berlin, 7-8 September 2016**

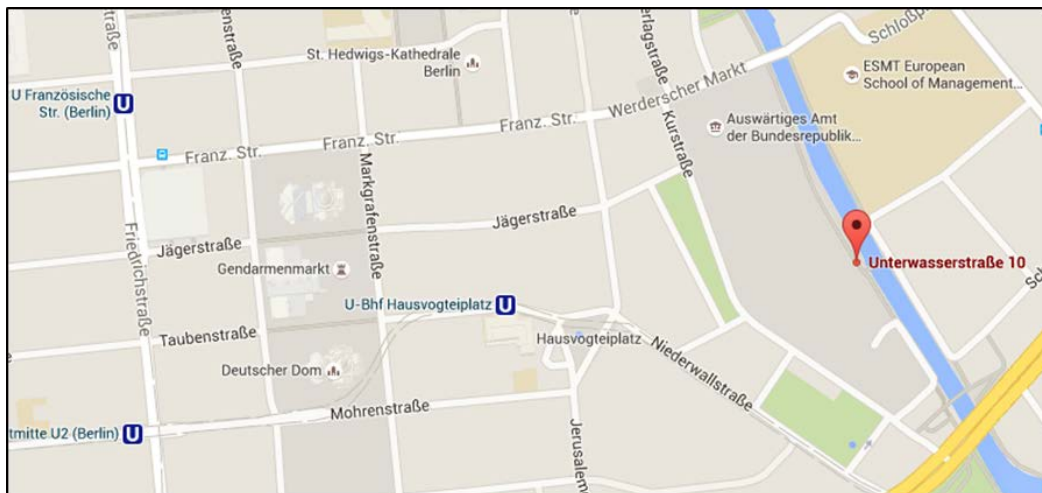
*Europasaal Conference Area, Federal Foreign Office
Unterwasserstr. 10, 10117 Berlin*

PRACTICAL NOTE

Venue

The Conference on prevention of trafficking in human beings for labour exploitation in supply chains will take place on Wednesday and Thursday, 7-8 September 2016 in the Europasaal Conference Area, Federal Foreign Office, Unterwasserstr. 10, 10117 Berlin. For more information on arriving in Berlin and access to the Conference venue please see the next pages of this practical note.

Please note that access to the Federal Foreign Office premises is permitted only upon presentation of a photo ID card (passport, national ID card or driver's license).



Language

The Conference will be held in English with interpretation into Russian.

Registration

Participants are kindly requested to fill out the attached registration form specifying their affiliation, and return it by email to radu.cucos@osce.org and assel.lampalzer-ibrayeva@osce.org no later than **2 September 2016**. Please note that the registration is only definite upon receipt of a confirmation email.

Travel Arrangements

Participants are kindly requested to arrange for their travel to Berlin individually: accommodation, local transportation, etc. A list of suggested hotels can be found below. All costs related to the participation in this Conference must be borne by the participants or their agencies unless otherwise agreed with the OSCE. We strongly recommend that hotel and travel bookings are made as soon as possible.

Visas

Visa support letters can be requested by email from Ms Assel Lampalzer-Ibrayeva (assel.lampalzer-ibrayeva@osce.org) no later than **15 July 2016**. Please note that the support letters will only be granted for the period of the Conference and that your request should be accompanied by a copy of your passport.

Please be aware that issuance of Schengen visa might take some time, therefore applicants are strongly advised to apply for a visa well in advance.

Please note that the participants must be in possession of the appropriate identity documents for travel to Germany and medical insurance for the full duration of their intended stay. It is your responsibility to make arrangements for medical insurance.

Further details can be found on the German Federal Foreign Office website:

[http://www.auswaertiges-
amt.de/sid_38135443267DF6FC5D7B11F9FF501BBF/EN/EinreiseUndAufenthalt/Visabestimmungen_no
de.html](http://www.auswaertiges-amt.de/sid_38135443267DF6FC5D7B11F9FF501BBF/EN/EinreiseUndAufenthalt/Visabestimmungen_no_de.html)

Catering during the Conference

Dinner and lunch will be provided to participants on 7 September 2016. Coffee breaks will be also provided during the Conference on 7-8 September 2016.

Document Distribution

Participants are encouraged to send any materials related for the Conference in electronic form to the OSCE Office of the Special Representative and Co-ordinator for Combating Trafficking in Human Beings - radu.cucos@osce.org and assel.lampalzer-ibrayeva@osce.org, by **26 August 2016**. Presentations and other relevant information will be circulated by OSCE to all Conference participants after the event.

Contact for General Questions

Mr. Radu Cucos, Assistant Officer

Mobile: +43 6648590911

Fax: +43-1-51436 6299

radu.cucos@osce.org

Ms. Assel Lampalzer-Ibrayeva, Administrative Assistant

Mobile: + +436648590923

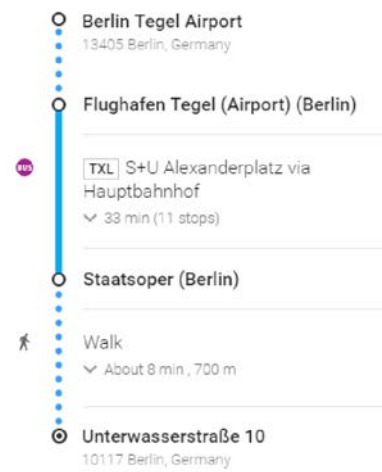
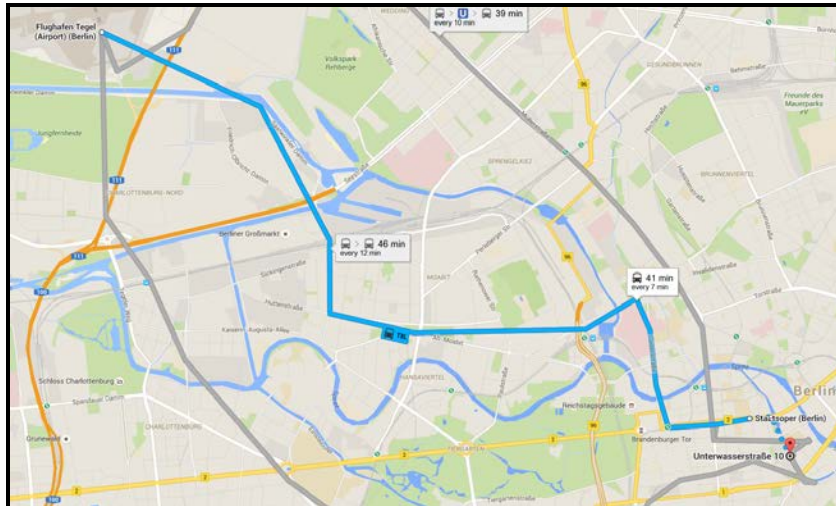
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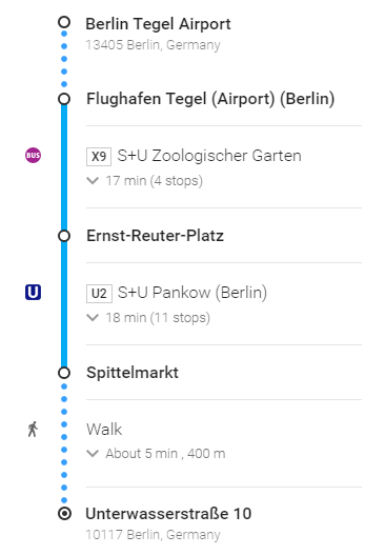
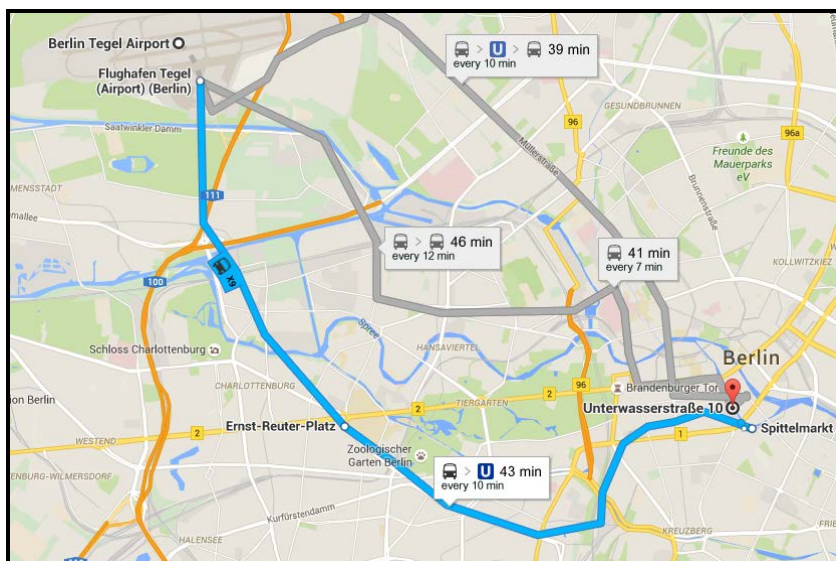
Travel Information – how to reach the Federal Foreign Office of Germany (Auswärtiges Amt)

The entrance of the Federal Foreign Office of Germany (Auswärtiges Amt) is located at the following address: **Unterwasserstr. 10, 10117 Berlin**. To get to the Conference venue from the Berlin Tegel Airport travellers can use a taxi service or the publication transportation system (bus service and U-Bahn (subway)).

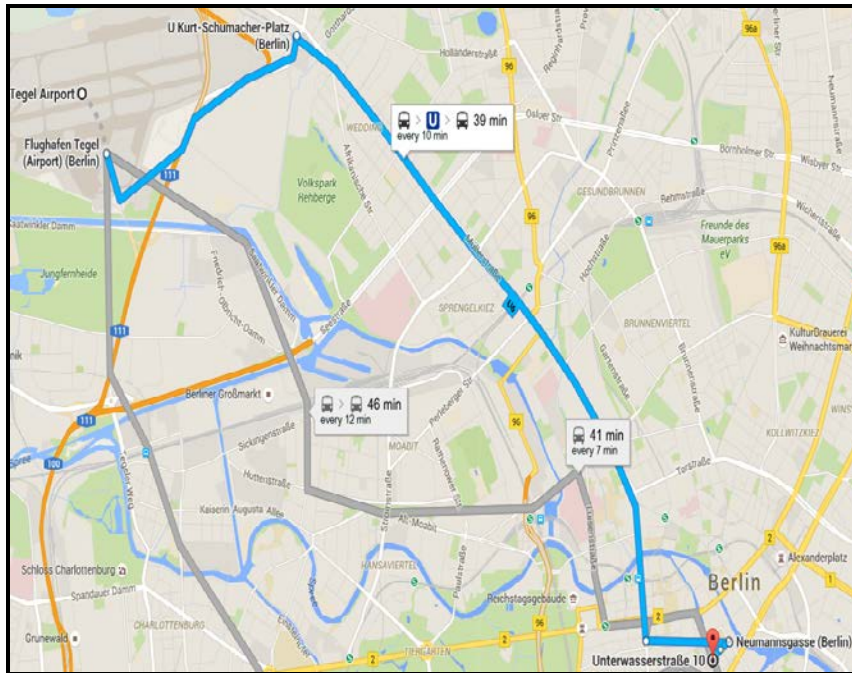
Option 1 (by bus) – from the Airport take bus TXL (direction S+U Alexanderplatz) to the Staatsoper. The Conference venue is 700 meters away from the Staatsoper.



Option 2 (by bus and U-Bahn) – from the Airport take bus X9 (direction S+U Zoologischer Garten) to Ernst Reuter Platz. At Ernst Reuter Platz take U2 U-Bahn (direction S+U Pankow) to station Spittelmarkt. The Conference venue is 400 meters away from the U bahn station Spittelmarkt.



Option 3 (by bus and U-Bahn) – from the Airport take bus 128 (direction U Osloer Str) to U Kurt Schumacher Platz. From U Kurt Schumacher Platz take U6 U-Bahn (direction Alt Mariendorf) to the station Französische Street. From the station Französische Street take bus 147 (direction U Markisches Museum) to Neumannsgasse. The Conference venue is 350 meters away from the Neumannsgasse.



- Berlin Tegel Airport
13405 Berlin, Germany
- Flughafen Tegel (Airport) (Berlin)
- [128] U Osloer Str.
▼ 9 min (6 stops)
- U Kurt-Schumacher-Platz (Berlin)
- Walk
About 1 min
- U Kurt-Schumacher-Platz (Berlin)
- [U6] U Alt-Mariendorf (Berlin)
▼ 14 min (11 stops)
- U Französische Str. (Berlin)
- [147] U Märkisches Museum
▼ 3 min (2 stops)
- Neumannsgasse (Berlin)
- Walk
▼ About 4 min , 350 m
- Unterwasserstraße 10
10117 Berlin, Germany

Hotel Information

Hotels near the Federal Foreign Office of Germany (Auswärtiges Amt)

	Hotel Name	Rating	Address	Website
1	Hotel de Rome	★★★★★	Behrenstraße 37, 10117 Berlin	roccofortehotels.com
2	Regent Berlin	★★★★★	Charlottenstraße 49, 10117 Berlin	regenthotels.com
3	Hotel Sofitel Berlin Gendarmenmarkt	★★★★★	Charlottenstrasse 50-52, 10117 Berlin	accorhotels.com
4	Hilton Berlin	★★★★★	Mohrenstraße 30, 10117 Berlin	hilton.com
5	The Westin Grand, Berlin	★★★★★	164, Friedrichstraße 158, 10117 Berlin	westingrandberlin.com
6	Radisson Blu Hotel, Berlin	★★★★★	Karl-Liebknecht-Str. 3, 10178 Berlin	radissonblu.com
7	Hotel NH Collection Berlin Friedrichstrasse	★★★★★	Friedrichstraße 96, 10117 Berlin	nh-hotels.de
8	ARCOTEL John F Berlin	★★★★★	Werderscher Markt 11, 10117 Berlin	arcotelhotels.com
9	Maritim proArte Hotel Berlin	★★★★★	Friedrichstraße 151, 10117 Berlin	maritim.de
10	Hotel Novotel Berlin Mitte	★★★★★	Fischerinsel 12, 10179 Berlin	accorhotels.com
11	Courtyard Berlin City Center	★★★★★	Axel-Springer-Straße 55, 10117 Berlin	marriott.com