



Global Centres

Deutscher Akademischer Austauschdienst
German Academic Exchange Service

**Global Centres
for Climate and
Environment**

GLOBAL CENTRES CONFERENCE

Infokit 1

Imagineraries of Climate Futures - Cross Regional Insights to get from
Knowledge to Action

10 - 12 September 2024

Tagungswerk Berlin





Regarding the invitation to attend the conference of the DAAD-funded Global Centres for Climate and Environment, organised by the German Academic Exchange Service (DAAD), we would hereby like to inform you about the logistical details concerning your trip. Next to this “Infokit 1” you will receive another “Infokit 2” with additional organisational details shortly before the conference in September. We ask you kindly to read those infokits carefully.

For **active participants**, DAAD covers the travel (economy class for flights and second class for rail trips) and accommodation costs for the conference upon request. DAAD has entrusted the agency MediaCompany with all matters relating to your travel arrangements. As MediaCompany takes over the booking of your travel arrangements, DAAD will not reimburse any costs in case you decide to book your travel yourself and not via the booking service of MediaCompany. Your accommodation will be booked by DAAD. Local transport (in Berlin or in the country of residence) will not be refunded and has to be covered by the participants themselves.

***Active participants** have either participated successfully in the call for proposals (for individual presentation or for/as part of whole sessions) or take over another active role at the conference (e.g. moderation, panellist). The funds for this are kindly provided by the German Federal Foreign Office (AA).*

1) Registration

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For this conference there are **two registration deadlines**:

1. For active participants being financed by DAAD the **registration deadline is 30 April 2024**.
2. All participants that cover their travel and accommodation costs themselves/via their projects can register until **30 June 2024**.

The link to our registration platform can be found on the conference website:

www.daad.de/globalcentres/conference

Please fill in your personal data and note that the meeting documents (i.e. brochure, name tags, table plates, list of participants) will be based on the data provided in your registration form. During registration, you have the possibility to request an official personalised letter of invitation that will be sent to you for instance for visa purposes. Kindly note that we can only issue the official letter of invitation once your registration is complete.

Only for active participants: For travel and accommodation booking, please add all necessary data on the booking of your trip. Please note that by this, a binding booking will be made for you and that you are obliged to participate in the whole conference (all three days). Note that if you are not able to participate in the event at short notice for instance due to a sickness, we will need a **medical certificate** or in cases of ‘force majeure’ a corresponding proof. Should you not be able to hand in the requested documents we unfortunately have to pass on any resulting cancellation fees to you. More information on the booking procedure can be found under point 4.

If you are not an active speaker and the costs for travel and accommodation have not been covered by DAAD, we also kindly ask you to inform us, in case you cannot participate in the conference. This way your place might be given to somebody else.



2) Visa application

Regarding your visa application, kindly contact the German Embassy or Consulate in your respective country of residence. All information on the visa application procedures and required documents can be found on the websites of the German diplomatic representations.

Please start your visa application process immediately since for some countries the application procedure might be time consuming.

Please find below the relevant links to the German Federal Foreign Office's website:

<https://www.auswaertiges-amt.de/en/visa-service/visabestimmungen-node>

and the list of countries exempt from visas and specific visa eligibility:

<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node/staaten-listevisumpflicht-node>

As outlined in the Registration section (1) above, if requested, you will receive a personalised official letter of invitation (signed by a DAAD representative) once you have completed your registration process. Upon receiving the letter, please present it to your respective country of residence's German Embassy/Consulate together with all the other required documents in order to successfully apply for your visa.

Please note that the **contact person to be included in your visa application is:**

Petra Bogenschneider

DAAD - Deutscher Akademischer Austauschdienst

Section P22 „German Transnational Education Projects in the Middle East, Africa, Latin America”

Kennedyallee 50 | 53175 Bonn | T: +49 228 882-4515 | E: gc-conf@daad.de | www.daad.de

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Kindly keep us informed on the status of your application, and please do not hesitate to get in touch with us should you need a confirmation of your hotel accommodation. Regarding a confirmation of your travel booking please contact MediaCompany (daad-gc-conf@mediacompany.de). To issue the official letter of invitation for visa purposes you will be requested to enter your date of birth, your passport number as well as the expiry date of your passport. This information will appear in your personalised letter of invitation, if requested in your registration. Please note that DAAD cannot reimburse visa costs.

3) Health, casualty, and liability insurance

Health, casualty, and liability insurance will not be covered by the DAAD. Therefore, please make sure you have all the necessary insurances.

4) Travel (if DAAD-covered)

When using the online platform to complete your registration, kindly fill in your preferred travel schedule. Add the Frequent Flyer/ Bahn card details. The agency MediaCompany will then check for a suitable flight or train connection and send you a matching travel itinerary by email (*please make sure that emails from daad-gc-conf@mediacompany.de will not be considered as spam*). You will then either need to confirm the itinerary or answer with your requested changes in order to make possible adjustments. Please note that the offer is usually **only valid for 24 hours**. Once you confirm the travel plan, MediaCompany will issue your electronic ticket and send it to you.

For any flight bookings it is mandatory to provide us with your **full name as indicated in your identity documents** (i.e. passport) to avoid inconveniences at the airport.

In case you decide to book your travel yourself and not via the booking service of MediaCompany, DAAD will not reimburse those costs. Please note that transportation from/to the station/airport by public transport or taxi are and additional transport within Berlin will not be covered by the DAAD. However, we will send you more information about that in the second logistic note (Infokit 2) which you will receive shortly before the start of the conference.



Please note that DAAD covers flights in economy class only; train tickets are generally only covered in second class. All regulations are based on the German Federal Travel Expenses Act (Bundesreisekostengesetz).

EXTENSION OF YOUR STAY

In case you would like to extend your stay for business reasons or private holidays, please note the following:

- Due to the strict regulations in the German Travel Expenses Act (Bundesreisekostengesetz), the DAAD can only pay your return travel if you extend your stay for a maximum of five working days, and if the costs do not exceed the travel costs that would have occurred if you had travelled back directly after the conference.
- If you extend your stay for more than five working days, the costs are considered as private and therefore cannot be paid by DAAD.
- Please note that you will have to cover all costs (e.g. subsistence, accommodation, transportation) during the extension of your stay yourself.

PLANNING TRAVEL IN A CLIMATE-FRIENDLY MANNER

DAAD tries to plan its travels in a climate-friendly manner, wherever it is possible. Therefore, if a **rail trip is reasonable (e.g. within Germany or from neighbouring countries), it will be the preferred way of travel when booking your ticket**. In most cases, air travel remains the only option for traveling across continents. Therefore, DAAD plans to compensate all flights in regard to this conference which are booked by MediaCompany by buying CO₂ compensation certificates (to be approved by the donor). Additionally, by packing a little less in your suitcase, you can help to save weight and therefore CO₂.

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5) Accommodation

DAAD-COVERED ACCOMMODATION

You will be accommodated in one of the following hotels which are all in walking distance to the event location:

- Relaxa Hotel Berlin, Anhalter Straße 8-9, 10963 Berlin
- Motel One Spittelmarkt, Leipziger Straße 50, 10117 Berlin
- Holiday Inn Express Berlin City Centre, Stresemann Straße 49, 10963 Berlin
- Mondrian Suites, Markgrafenstraße 16-16a, 10969 Berlin

Free high-speed internet and breakfast are included in the room rate. Kindly note that all extras (e.g. mini-bar, room service, telephone, hotel bar, laundry etc.) remain at your own charge and will not be covered by DAAD. We generally offer you a single room from 9-13 September 2024 (exceptions are possible in case of travel-related deviations). If you arrive in Berlin before 9 September or depart from Berlin after 13 September for private or other business reasons, the DAAD will not cover the cost of accommodation and you will have to make your own hotel reservations.

NOT DAAD-COVERED ACCOMMODATION

In case your booking is not done by DAAD directly, we have reserved a **call off quota** in the following hotels, which can be booked by yourself (please note that the quota is limited):

- Relaxa Hotel Berlin, Anhalter Straße 8-9, 10963 Berlin
Rate: 102 EUR/night incl. breakfast
Please indicate the following key word when booking a room: **“DAAD Centres Conference”**
Valid until 29 July 2024
- Motel One Spittelmarkt, Leipziger Straße 50, 10117 Berlin
Rate: 125,50 EUR/night incl. breakfast
Please use the booking form and indicate the key word: **“DAAD-Globale-Zentren 2024”**
Valid until 12 August 2024



5) Event location

The Conference takes place at:

Tagungswerk Berlin

Lindenstraße 85, 10969 Berlin

<https://besondere-orte.com/de/locations/tagungswerk>

6) Programme

Enclosed you will find the draft programme of the conference. Most sessions run parallel so that you can choose one out of two sessions. The latest version of the programme can be found at the conference website: www.daad.de/globalcentres/conference.

7) Meals

The lunches on 10, 11 and 12 September as well as the dinner on 11 September (*subject to the availability of funds*) will be organised and covered by DAAD. Kindly note that other meals are not foreseen nor will be covered by DAAD. Thus, the participants shall make and cover their own arrangements. No allowances nor per diems are foreseen.

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8) Contact

DAAD (HOTELS AND OVERALL ORGANISATION)

P22 (Global Centres team): Petra Bogenschneider, Hanna Cornelius, Britta Nowack, Rebecca Marzinka

K14 (event team): Eva Maria Schuth, Anja Neumann, Anna Maria Besgen

gc-conf@daad.de

MEDIACOMPANY (TRAVEL BOOKING)

Tobias Karsten, Milena Mayer, Judith Hirning

daad-gc-conf@mediacompany.de

Further information is available at www.daad.de/globalcentres/conference

Supported by:



Federal Foreign Office