

Berlin Letter II

2010 Fulbright Berlin Seminar March 21 – 25, 2010

Thank you for confirming your participation in our 2010 Berlin Seminar. The following information and enclosures will be our final communication before we meet in Berlin.

A) SPECIAL CONFERENCE INFORMATION

1. The new conference format

This is the 56th meeting of American Fulbrighters in Berlin. The conference will focus on the aftermath of the financial crises and the new transatlantic relationship. We also welcome for the opening days about 200 German grantees of program year 2010/2011. They will have their orientation meeting in Berlin and we have planned some key events where you will have a chance to meet with your German "colleagues". The idea is to open up new contacts and establish networks, and show both groups the larger dimension of the Fulbright Program. It is also in this context that the seminar will be truly in the spirit of the late Senator J. William Fulbright whose vision and legacy has inspired generations of Fulbrighters. We are honored by your presence and proud that we can offer you an interesting program. We also hope that your participation in the 2010 Berlin Seminar allows you to meet new and old friends, share your experiences with us, and have a great time in the capital of Germany.

2. Enclosed are several documents

- Participation List (Germany and Europe)
- Tentative Program Schedule
- Seminar Tour List

To these documents we refer in the following.

3. Steps before arrival in Berlin

Step 1: Please check your arrival and departure dates and all other details on the enclosed participants' list, see section D below and

Step 2: Please register for tours of the Seminar Tour List, see section C below.

4. Steps after arrival in Berlin

Step 3: Hotel check-in – See section B1 and B2.

Upon arrival please check-in at the reception desk of the hotel by giving your name.

Step 4: Conference registration – See section B3.

Please also register with the Fulbright staff at indicated places and times in the lobby of room Döblin (2nd floor, use glass elevator, one level above restaurant)

This is where you get the final Program Notes and tickets for tours, etc.

5. Note

If you are signing up for a tour on Sunday afternoon please make sure that you make it to the hotel in time for the tour start.

B) LOGISTICS

1. Check-in at the conference hotel

Park Inn Hotel
 Alexanderplatz
 10178 Berlin
 Phone: 030/2389-0
 Fax: 030/2389-4305
 Web: www.parkinn-berlin.de

The Park Inn Hotel Berlin is located on the famous Berlin Alexanderplatz, and is, with its 37 floors, visible from all over Berlin-Mitte.

All grantees, except Berlin residents, are accommodated at the Park Inn Hotel according to requests and/or hotel capacities. Student grantees in all categories are usually accommodated in double-rooms.

2. Accommodation

We have made reservation for rooms as requested or as available, and we, the Fulbright Commission, will pay for these arrangements.

Please note that any changes or deviations from the confirmed reservations must be clarified with us, or you accept the responsibility for assuming all resulting costs, including no-show fees.

3. A word on German hotels:

Unlike in the U.S. where a hotel room can be rented for more people than there are beds in it, in German hotels each adult or child is usually counted as a separate, paying guest. Therefore, do not expect to accommodate any small children at no extra costs, even if they sleep in their parents' beds or on the floor. Of course, reservations made by the Commission will include children at no extra expense.

If you have problems at the hotel, please try to work them out with the reception desk or with us. Please be aware that any change of accommodation or any **extras** (telephone, movies, mini-bar, laundry, parking, etc.) will be at your own expense.

4. **Important:** The Commission cannot assume any responsibility or liability for you and your property.

5. How to get there

The train station Berlin Alexanderplatz (regional and commuter train) is right next to the Park Inn Hotel. Once at the station Berlin Alexanderplatz, take an exit north (direction Alexanderplatz), walk by the *KAUFHOF* department store on the left side and through a revolving door to the right of Burger King into the Park Inn Hotel Lobby. This is a two-minute walk.

- a) If you arrive by long-distance **train** you will have to switch at one of the long-distance trains station in Berlin (e.g. the new Hauptbahnhof or Ostbahnhof) and take a commuter train (S-Bahn) to Berlin Alexanderplatz. This is a regular regional train station and all East-West S-Bahns (commuter train) stop there. The train ticket to Berlin usually includes one S-Bahn ride.
- b) If you arrive by **plane**, there are two airports in Berlin: Tegel and Schönefeld
 - Tegel: Take the bus (X9 or 109) to Berlin Zoologischer Garten, and the S-Bahn to Alexanderplatz. Or take the TXL bus directly to Alexanderplatz.
 - A ticket costs Euro 2,10 (Zone AB). A taxi would be about Euro 20-30.

- Schönefeld: Take the Airport Express train (regular regional train) or the S-Bahn to Berlin Alexanderplatz (Ticket Zone ABC Euro 2,80).

c) If you arrive by car: once you reach Berlin, look for Berlin-Mitte and Alexanderplatz.

d) Parking is available adjacent to the Park Inn Hotel Berlin for approximately 17 Euro a day for hotel guests or you may find a spot on the side streets.

C) Conference Registration

1. Registraton details

All participants must register with the Fulbright staff, as only then will you receive your conference ID which is your passport to all events.

a) Early conference arrival:

If you arrive earlier and with our consent, please go to the hotel reception desk first, check into your room, and register with us later during the official check-in time on Sunday.

Please note that due to checking out of other guests your hotel room may not be available until 2 pm or later. You could leave your luggage with the hotel and return later.

b) Regular conference registration session is on Sunday, March 21 from noon to 5.30 pm at the Fulbright desk in the Park Inn Hotel (Entrance to room Döblin I + II, please use glass elevator).

c) Grantees who live in Berlin and who have registered for participation must also register with us at the Park Inn Hotel for the conference program and the name tag.

2. Conference Fees

a) Grantees from Germany

For grantees who requested reimbursement for their travel to and from Berlin our Fiscal Unit will transfer the appropriate amount (our standard reimbursement procedure – 50 % of the 2nd class ticket) to your account after the conference. This amount will be automatically reduced by your conference registration fee so that you do not have to bring money for the registration.

b) Grantees from other countries

Grantees from other countries and guests: We have emailed you our payment options (either bank transfer or Euro cash during the registration). If you do not have received an email from us please let us know at americanprograms@fulbright.de.

If you are uncertain about this please clarify with your Commission.

3. Participation Categories

"Regular participant" and "concert performer" designates all those for whom the German Fulbright Commission assumes the conference costs.

"Guests" designates those participants who registered with the German Fulbright Commission as self-paying participants or participants sponsored by other Commissions.

4. Conference Program

A final conference program schedule will be available upon registration; a tentative one is attached to this mail. Please note that the final conference program schedule will only be available upon your registration in Berlin. We enclose a somewhat downscaled tentative program which is absolutely subject to change. Please do not

count on the exact starting times as we are still fine-tuning a few events. However, we hope that you get an idea of the program. The current structure of the program highlights a number of different events which we consider important official events for all participants, and to which we invite you and expect your attendance. Around these key events we offer a choice of workshops, tours and excursions, and we hope that all participants find enough interesting offers and also some time for their own activities. Please respect the program sponsors and organizers by following these suggestions.

5. Emergency Telephone Information

In case you are delayed or otherwise prevented from arriving on schedule we ask you to call:
The Fulbright Fulbright office switchboard: 030-284443-0 or outside office hours: cell phone 0170-2404942.

D) REGISTRATION FOR OPTIONAL FEATURES

In view of the broader dimension of this meeting we offer several special bus tours on the opening day, Sunday March 21 as of 2.00 pm and expect about 500 participants. This requires your attention for the separate and advance registration so that we can organize the limited space better. If you are interested in one of the tours please register via e-mail for events before **February 26, 2010** at americanprograms@fulbright.de or fax +49 – (0) 30 – 284443-42. Further instruction is given on the attached **Seminar Tour List**. If you do not register for a tour with us in time, we cannot guarantee that there will be a free place for you.

We appreciate your cooperation very much.

E) PARTICIPANTS' LIST

Enclosed please find a current list of all registered participants. Please check the list for your name and the reservation period and notify us if there is a discrepancy. An additional list of the German Fulbright grantees 2009-2010 attending the Berlin conference will be available upon your conference check-in.

F) MISCELLANEOUS ISSUES

1. Mail

You may have your private mail forwarded to the conference office address. Letters should be clearly marked with

Your Name
c/o Fulbright Conference
Park Inn Hotel
Alexanderplatz, 10178 Berlin

Mail will be distributed through the Park Inn Hotel Berlin directly.

2. Internet Access

The Park Inn Hotel offers internet access at a standard rate of Euro 18/day (24 hours). The Fulbright Commission has negotiated a conference rate of Euro 10/day which is subject to advance registration and a minimum number of participants to register. If you are interested, please register on the attached form for one or several days. The hotel would charge the Euro 10/day to you directly.

If not enough participants register the hotel would not provide the special rate but you could use their internet services then at the regular rate and spontaneously.

3. Passports

Please make sure that you bring along your valid passport and carry it with you in Berlin.

As we have scheduled visits to government buildings, you will need identification. Watch out for your valuables on any train rides to and from Berlin, and also while you are in Berlin.

4. **Visa Regulations** (for grantees outside Germany)

U.S. citizens do not need a visa to enter Germany for the conference only. However, you may need a transit visa if traveling through non-European countries to get to Germany.

Grantees with non-American spouses should check with a German embassy.

5. **Health**

We hope you will enjoy the meeting in perfect health. In case of emergency you can call the **Emergency number: 112** or ask at the hotel reception.

Grantees from Germany:

Your health insurance coverage applies as stated.

Grantees from other countries:

Please be aware that any medical treatment in Germany will have to be paid in cash (private patient procedure). The Commission cannot advance or pay any of these costs. Please arrange for adequate health insurance coverage.

6. **Currency Exchange**

There are "Banken" and "Wechselstuben" near Alexanderplatz where you can change any currency into Euro. Opening hours: Monday to Saturday from 8.00 am to 8.00 pm

7. **Transportation in Berlin**

For some special events Commission-arranged buses will be available for transportation (free of charge).

You will probably want to use the excellent public transportation in Berlin in your free time. Local transport systems include the U-Bahn (subway), S-Bahn (commuter train), Regionalbahn (red double-decker train) the Tram (streetcar) and Bus (yellow busses). There are special-rate tickets for tourists and families such as 24-hour tickets, family tickets and (three/seven)-day tickets.

Please note that tickets covering the tariff zones A-B will suffice unless you go beyond the inner city zone (like to the airports). Please also note that the Commission **strongly discourages** "Schwarzfahren" (travelling without a ticket). All forms of public transportation in Berlin are **controlled**, even if entry is not.

8. **Meal Plan**

Regular participants and guests (grantees, spouses, children) will receive, upon payment of the participation fee (see section 8) or conference contribution, the "conference ID card" (name-tag), which entitles them to take part in all Commission-arranged meals.

All meals are pre-arranged (mostly as buffet-style dinners) and include a selection of dishes. Vegetarian options will be available. Please observe meal times. Beverages as provided during meals are included in the meal plan at no extra costs.

A buffet-style breakfast is part of your hotel arrangement. This is also true for Thursday, March 25, the day of departure. Try to avoid the more busy, last-minute period right before the Seminar's morning sessions. Berlin looks beautiful at 6.00 am (so people say). The elevators are fast but you may have to wait a while during peak breakfast lines, so please consider this.

For Grantees, residing in Berlin, we offer you to join your fellow grantees for breakfast at the Park Inn Hotel, but only if you register with us in advance for the days (we offer Monday, Tuesday, and Wednesday) you plan to use this service. Please email us the specific dates until February 26 at americanprograms@fulbright.de.

9. Tours

As described in item C) before please take a look at the attached form and register.

10. Free time

We hope that our compact program allows for some free time to explore the city on your own, meet with German and other colleagues, or simply relax and enjoy your stay.

11. Child Care

The Commission will provide child care services for the plenary events like the Opening Ceremony on Monday, March 22 and the Music Gala on March 23. In addition, we have asked the child care persons to join us for the Opening Dinner on March 21, so that you could meet with them and discuss possibilities to hire them for other portions of the conference. Further information will be given to participants with children separately. You may also contact us if you wish to get in touch with them prior to your arrival.

12. Dress Code

For some of the program events, such as the receptions and the Fulbright Music Gala, we recommend that you bring some nice attire with you (smart casual). It is not necessary to appear in a full-length formal wear, but a jacket or skirt, for example, would be mostly appreciated. **No t-shirts, please!** (unless under a nice shirt).

13. Valuables

Limited coatroom facilities will be available for certain events. However, we urge you not to leave passports, travel documents, money, cameras, etc. unattended **anywhere**. The hotel has safes available for its guests. The Commission cannot assume any responsibility for your personal belongings.

14. Pets

Please let us know if you will be bringing along dogs, cats, or other creatures, as the hotel has restrictions.

15. Telephone

You can call anywhere in the world from pay phones. The hotel telephones are also international, but hotels usually charge 2-3 times more than pay phones. Use calling cards, etc. if you can.

16. Departure from Berlin

Hotel check-out and regular departure is Thursday, March 25 before 11.00 am, please plan accordingly. Should you choose to stay beyond the listed conference participation period (before or after the conference) you will have to do so at your own cost; we would be willing to secure an extension at our Fulbright rate.

Please keep this second Berlin Letter for reference along with the first one.

We are happy that so many of you (over 500 Fulbrighters) from Germany and other European countries have decided to join us in Berlin, and look forward to meeting up with you here.

Sincerely,

Reiner Rohr
Chief

Inga Pötzl
Program Officer

Thomas Mutzke
Program Officer

Jessica Edmondson
Accountant

Catharina Hänsch
Program Officer

Enclosures:

- Participation List (Germany and Europe)

- Tentative Program Schedule
- Registration for Internet Access
- Seminar Tour List