

UN-Water Decade Programme on
Capacity Development (UNW-DPC)

“Safe Use of Wastewater in Agriculture”

November 14th – 15th, 2011

UN Campus Bonn, “Langer Eugen”

Room 1916

Logistical Information

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Arrivals in Bonn

By now, I will have been in touch with you about your travel arrangements and you should have filled out the “Travel Claim Form,” attached to this message. If you have not yet filled out a Travel Claim Form and sent it back to me or received your flight suggestion, please contact me immediately at bernhardt@unwater.unu.edu so we can arrange this for you as soon as possible. Please note that we are booking all flights directly from our office and cannot reimburse other flights that you have booked yourselves.

Participants should arrive in Bonn on Sunday, November 13th and leave on the 16th unless otherwise arranged with myself.

Please be on time for the workshop’s starting time on Monday morning and note that getting through security and heading to the meeting room can take several minutes.

Visas for Germany

Most participants will probably need a visa to come to Germany - it is **your responsibility** to make appointments at your local German embassy, gather and provide all documentation needed for the visa application process.

Please inform us if you are having problems or need additional assistance with this process.

Transportation and Accommodation in Bonn

Hotels are very booked out in mid November due to the Bonn2011 Nexus Conference, and for the most part, we were only able to get rooms from November 13th – 16th, with a very few exceptions. Below is information on the three hotels we have reserved during the workshop. All three of them are a quick trip to the workshop venue (the UN Campus in Bonn) and the central train station of Bonn (Hauptbahnhof). I will be sending out individual confirmations of which hotel participants are staying at in a **separate message**.

If you are short on time or heavy on luggage, you can easily take a taxi from either the Cologne/ Bonn Airport or the Siegburg/Bonn high-speed ICE train station to any of these hotels in the center of Bonn. The price will be around 30 euros from either starting point.

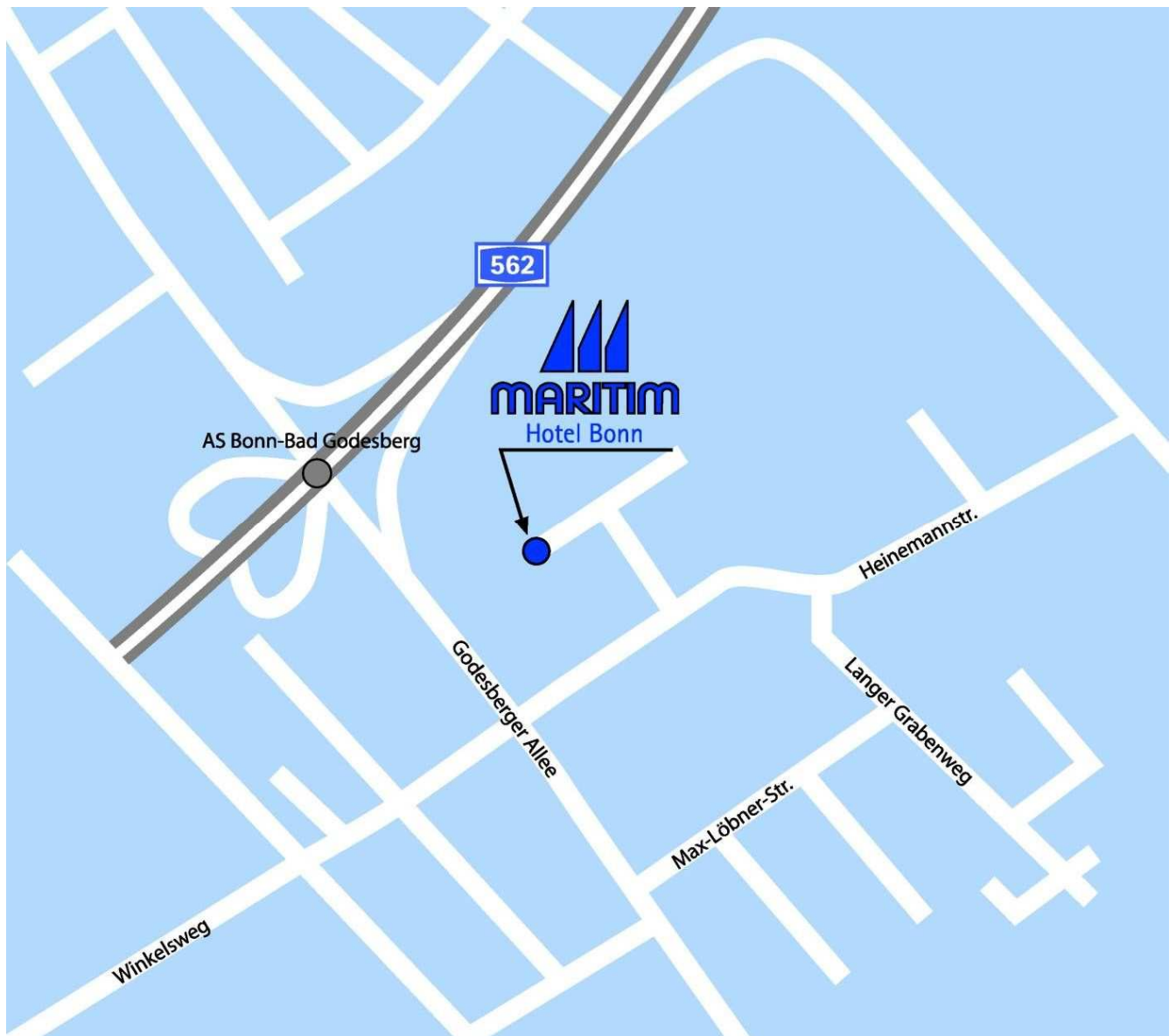
A second option is public transport: there is an airport **bus number SB60** which provides a shuttle service between Cologne/Bonn airport and Bonn central station every 30 minutes. The journey takes approximately 30 minutes and costs around 4 euros.

If you are arriving at the Siegburg ICE train station, you can directly take the tram/subway line 66 (S-Bahn or U-Bahn 66), which will take you to Bonn.

Once at the Bonn main train station (Hauptbahnhof), you can stay on the 66 to get to either the Maritim or the Königshof hotel; you will have to switch to get to the Acora.

1. MARITIM Hotel Bonn
Godesberger Allee
53175 Bonn
Telefon: 0228 8108-845
Telefax: 0228 8108-765
<http://www.maritim.de>

From Bonn main train station (Hauptbahnhof) take line 16, 63 or 66 to the tram stop "Olof-Palme-Allee / Deutsche Telekom" or to the stop "Robert-Schuman-Platz."



2. Hotel Königshof
Adenauerallee 9
53111 Bonn
Tel.: +49 (0) 228 26 01 510
Fax: +49 (0) 228 26 01 529
www.hotel-koenigshof-bonn.de

You can walk there in 10-15 minutes from the central train station in Bonn, instructions are here: <http://www.hotel-koenigshof-bonn.de/en/by-train>

Alternately, from the main train station in Bonn (Hauptbahnhof) you can take tram line lines 16, 63 or 66 one stop to the stop "Universität/ Markt."



3. Acora Hotel und Wohnen
Westpreußenstraße 20 - 30
53119 Bonn
Tel.: +49-(0)-228-66860
Fax.: +49-(0)-228-662020
www.acora.de

From the main train station in Bonn (Hauptbahnhof), you will need to get off and switch to tram/ underground (S or U) Line 16 or 63 to the stop "Tannenbusch-Mitte."



Workshop Program

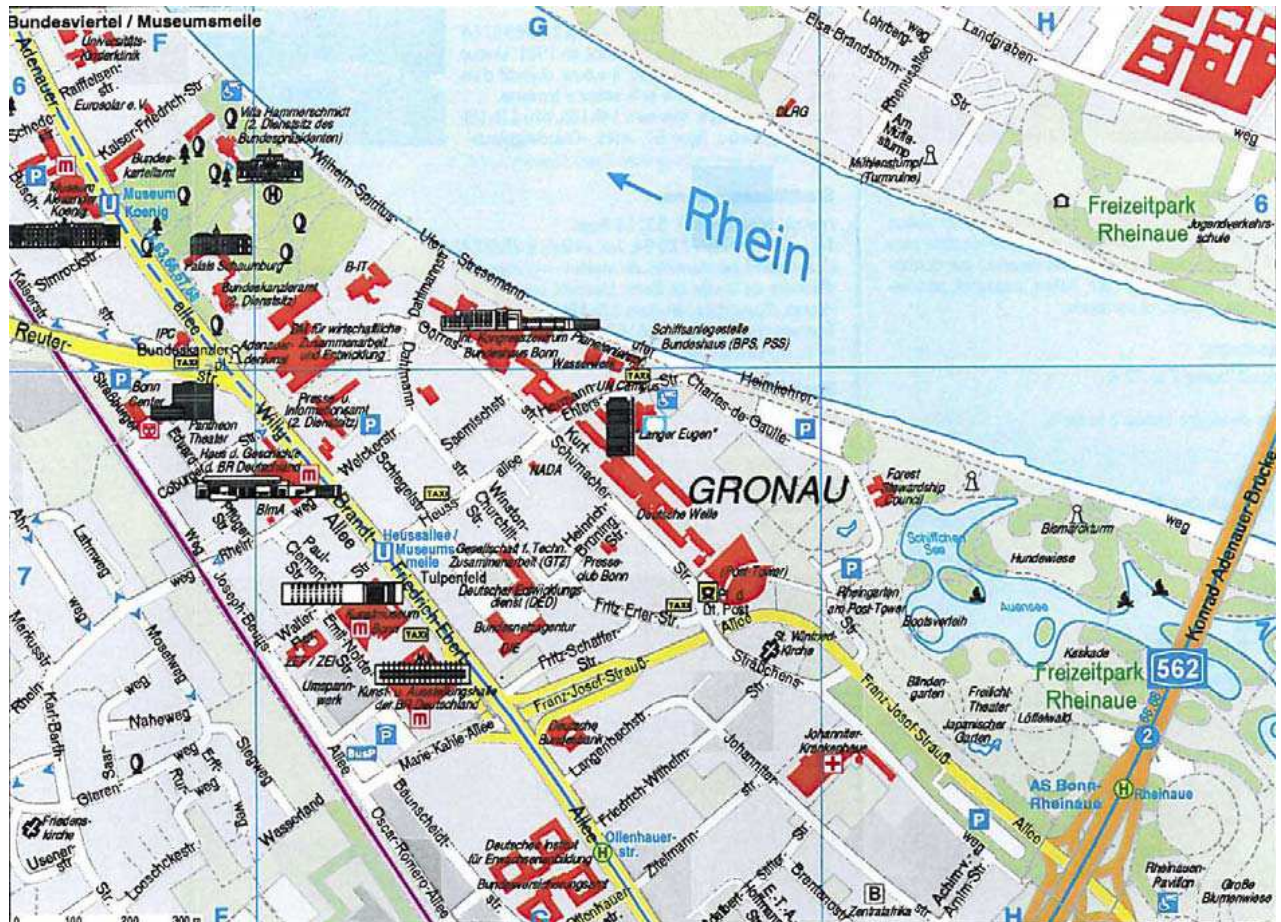
The draft program is being provided in a separate document, attached to this message.

Please be on time for the workshop's starting time on Monday morning and note that getting through security and heading to the meeting room can take several minutes.

Lunches and refreshment breaks will be provided for you during the workshop and are indicated in the workshop program, and breakfasts are included with all hotel stays. We will not be organizing a dinner on Sunday, November 13th, but will provide a per diem for you to cover your own meal as you wish.

On Monday, November 14th, according to demand/ interest we may organize an informal get-together for dinner. On Tuesday, November 15th, you will be invited to a special side event to the "Bonn2011 Nexus" Conference on Food, Energy and Water - a special lecture which will include a reception afterwards, hosted by the City of Bonn.

How to find the UN Campus Bonn



- From any of the hotels you are staying at, please take tram line 16, 63 or 66 to the Heussallee/ Museumsmeile stop, exit towards "UN Campus/ Deutsche Welle".

When you reach the street go straight ahead until you reach Hermann-Ehlers-Str. and the UN Campus*, "Langer Eugen" high-rise building is 29 stories tall.

To get to the UN Campus directly upon arriving in Germany, please note the following instructions:

By air: from Frankfurt Airport:

- Take high-speed ICE train to Siegburg/Bonn train station
- Take tram/ underground (U-Bahn) line 66 towards Bonn
- Heussallee/ Museumsmeile stop, exit towards "UN Campus/ Deutsche Welle".
- When you reach the street go straight ahead until you reach Hermann-Ehlers-Str. and the UN Campus.* The "Langer Eugen" high-rise building is 29 stories tall.

By air: from Cologne/Bonn airport (Flughafen Koeln/Bonn):

- Airport-shuttle-bus No 670 towards Bonn Hauptbahnhof main railway station
- Underground (U-Bahn) line 16, 63 oder 66 towards Bad Godesberg/Koenigswinter
- Heussallee stop, exit "Deutsche Welle."
- When you reach the street go straight ahead until you reach Hermann-Ehlers-Str. and the UN Campus.* The "Langer Eugen" high-rise building is 29 stories tall.

By railway/underground: from Bonn Hauptbahnhof main station:

- Underground (U-Bahn) line 16, 63 oder 66 towards Bad Godesberg/Koenigswinter
- Heussallee/ Museumsmeile stop, exit towards "UN Campus/ Deutsche Welle".
- When you reach the street go straight ahead until you reach Hermann-Ehlers-Str. and the UN Campus.* The "Langer Eugen" high-rise building is 29 stories tall.

*Note for visitors: You will need to bring a valid form of identification (i.e. a passport) in order to pass through security at the UN Campus in Bonn. Your names will be provided beforehand to security.

Reimbursement procedure

At lunchtime on Monday, November 14th, a colleague of UNW-DPC will be available in the workshop room to hand out Per diems to each participant. She will have forms with her for you to fill out and sign. Please note that we will cover many costs directly (your international travel, hotel, breakfasts, lunches and refreshment breaks) and therefore we will be handing out reduced per diem to cover airport transfer, 1 or 2 dinners depending on your stay in Germany and other miscellaneous costs such as local transportation. Each participant will receive a lump sum payment of 200 € to cover these costs.

On Monday, November 14th, please also provide the receipt/proof of payment for your visa fee. Please be aware that we can only reimburse you if you can provide a receipt/proof of payment. The reimbursement for the visa fee will be handed out at the same place and time the following day, lunchtime on Tuesday, November 15th, in the workshop main meeting room, 1916.

Our budget is extremely limited, so please have understanding for the fact that we will not be able to pay out any other unexpected costs.

Travel insurance

For those that we are funding to come to Germany, we are also paying for a travel health/ accident insurance for you from the company van Breda, covering the dates of 11 – 17 November. The terms and conditions of the insurance can be found in the attached document, "Contract for medical." A separate confirmation document will be sent to you by email the week of travel.