Information brochure for the Berlin meeting.

1. Venue
	1. Exact address

Conference facility is located at:

DRIVE Volkswagen Group Forum

Unter den Linden 21 (at the corner to: Friedrichstraße 84)

D-10117 Berlin/Germany

Conference room: K1 and K2 (for IWG meeting)

* 1. Business hours

9:00 am until 5:00 pm (the meeting room can be accessed at 8:00 am and has to be left at 6:00 pm on all days).

* 1. Access from Airport

Taxi or Public Transportation is available.

From Airport Berlin/Tegel: you can take several buses (e.g. bus TXL to “Invalidenpark” and then bus 245 to “ Unter den Linden/Friedrichstrasse” very close to the venue).

From Airport Berlin/Schönefeld: you can take the train (RE 7 direction Berlin Central Station to Berlin Friedrichstrasse and then walk to the venue (approx.. 10 min) or take a bus like bus 147 to “ Unter den Linden/Friedrichstrasse”.

* 1. Access by public transportation

Berlin has lots of railway stations and several subway, regional train, tram and bus lines. Travel planners are accessible via <https://www.bahn.com/en/view/index.shtml> or

<https://www.vbb.de/en>.

Single Faire - € 2.80

Daily Faire - € 7.50

* 1. Recommended hotels and areas (near or easy access to the venue)

There are lots of hotels located near the venue, e.g.

The Westin Grand Berlin

Friedrichstraße 158-164

10117 Berlin

Telephone +49 (0) 30 2027-0

5 Stars

<http://www.theberlingrandhotel.com>

0.09 km

Clipper City Home

Behrenstraße 47

10117 Berlin

Telephone +49 (0) 30 20 63 70

4 Stars

<http://www.clipper-boardinghouses.de/clipper_city_home_berlin.aspx>

0.11 km

Regent Berlin

Charlottenstr. 49

10117 Berlin

Telephone +49 (0) 30 20 33 66 66

5 Stars

<http://www.regenthotels.com/de-DE/Berlin/About-the-hotel>

0.18 km

Sofitel Berlin Gendarmenmarkt

Charlottenstraße 50-52

10117 Berlin

Telephone +49 (0) 30 20375-0

5 Stars

<http://www.sofitel.com/gb/hotel-5342-sofitel-berlin-gendarmenmarkt/index.shtml>

0.19 km

MARITIM proArte Hotel Berlin

Friedrichstraße 151

10117 Berlin

Telephone +49 (0) 30 2033-5

4 Stars

<http://maritim.co.uk/en/hotels/germany/proarte-hotel-berlin>

0.25 km

Rocco Forte Hotel de Rome

Behrenstraße 37

10117 Berlin

Telephone +49 (0) +49 30 460 60 90

4 Stars

<https://www.roccofortehotels.com/de/hotels-and-resorts/hotel-de-rome>

0.29 km

NH Berlin Friedrichstraße

Friedrichstraße 96

10117 Berlin

Telephone +49 (0) 30 2062660

4 Stars

[http://www.nh-hotels.com/nh/en/hotels/germany/berlin/nh-berlin- friedrichstrasse.html](http://www.nh-hotels.com/nh/en/hotels/germany/berlin/nh-berlin-%20friedrichstrasse.html)

0.32 km

Eurostars Berlin

Friedrichstraße 99

10117 Berlin

Telephone 089 5165741847

4 Stars

<http://www.eurostarsberlin.com/en/hotel.html>

0.40 km

Melia Berlin

Friedrichstraße 103

10117 Berlin

Telephone +49 (0) 30 2060790-0

4 Stars

<http://www.melia.com/hotels/germany/berlin/melia-berlin/index.html>

0.55 km

ARCOTEL John F

Werderscher Markt 11

10117 Berlin

Telephone +49 (0) 30 40 50 46-0

4 Stars

<http://www.arcotelhotels.com/de/john_f_hotel_berlin/>

0.56 km

Hilton Berlin

Mohrenstraße 30

10117 Berlin

Telephone +49 (0) 30 20 23 0

5 Stars

<http://www3.hilton.com/en/hotels/berlin/hilton-berlin-BERHITW/index.html>

 0.57 km

 There are many more hotels within easy walking distance as well.

1. Lunch, breakfast, snacks and beverages
	1. Lunch will be provided? If not, please let us know the near restaurants.

Lunch will not be provided. There are many sit down and/or fast food restaurants within a short distance of the venue.

* 1. Breakfast will be provided?

 Breakfast will not be provided.

* 1. Snacks and beverages (coffee, tea and water) will be provided? If not, can we buy bottles of water near the meeting room?

 Snacks and beverages will be provided