

## GENERAL INFORMATION

### LOCATION

#### THE WESTIN GRAND BERLIN

Friedrichstrasse 158-164

10117 Berlin

Germany

Phone: +49 30 20270

Website: <http://www.westingrandberlin.com/>



### WELCOME DESK OPENING HOURS

**Please collect your badge and conference package at the Welcome Desk during the following hours:**

Sunday 28 April 18:30-19:30 during the Welcome Cocktail

Monday 29 April 09:00-17:00 in front of the conference room

Tuesday 30 April 08:30-12:30 in front of the conference room

### CONFERENCE ROOM

Salon Unter den Linden, 1st Floor

### COFFEE BREAKS AND LUNCHES

**Please note that conference sessions, coffees and lunches are reserved for the delegates only.**

#### Coffee Breaks: Foyer Conference Floor

Monday 29 April 10:30-11:00 / 15:00-15:30

Tuesday 30 April 10:30-11:00

#### Lunches: Room Coelln 1

Monday 29 April 12:30-13:30

Tuesday 30 April 12:45-13:45

### NETWORKING EVENTS

#### Welcome Cocktail, Sunday, 28 April

18:30-19:30 Foyer Westin Grand Berlin, 1st Floor

#### Conference Dinner, Monday, 29 April

20:00-22:30 Foyer Westin Grand Berlin, 1st Floor

### ACCOMPANYING GUEST

Please note that Accompanying Guests are not entitled to attend the conference but only the Welcome Cocktail on 28 April and the Conference Dinner on 29 April.

**ATTIRE**

The attire for the conference and networking events is business.

**BADGES**

It is mandatory to wear your badge for admittance to all sessions and catered meals. Thank you very much for your cooperation.

**BAGGAGE STORAGE**

Please contact the hotel concierge for the storage of your baggage. GSE waives responsibility for loss of and for damage to your belongings during the conference.

**PRESENTATIONS DOWNLOAD**

The presentations can be downloaded from our member tool (<http://gsemember.gse.org/>) after the conference. We will notify you by email when the PDFs are available.

**SESSION EVALUATION FORMS AND QUESTIONNAIRE**

In order to help us improve our future events, we would appreciate your completion of an evaluation form for each session and your completion of the conference questionnaire before you leave the conference.

**VAT**

VAT in Germany is 19%.

**WI-FI**

Wi-Fi is free for guests of the hotel

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