



**UN-ITC Workshop
on Administration of Tax Treaties
and Addressing Base-Eroding Payments
1-3 December 2015, Berlin**

LOGISTIC NOTE

REGISTRATION

Participants have to complete an individual registration form in full. The information will be used to build a database for the meeting.

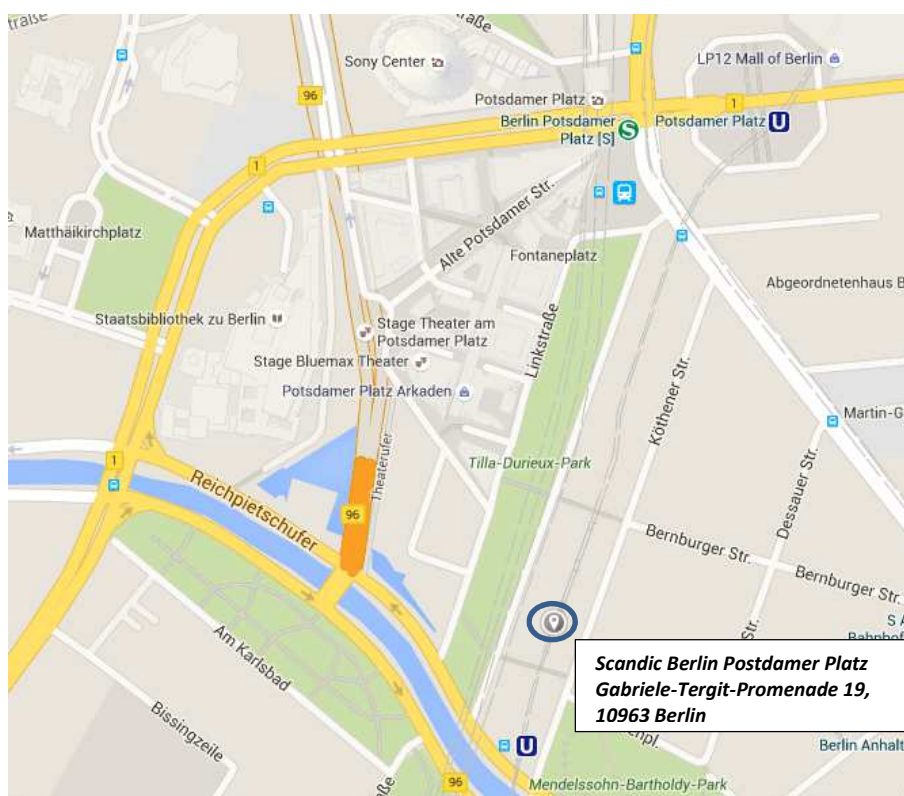
We kindly ask you to include a photo with your registration form. This will be needed for issuing of a 'participant's directory'.

Please complete and send the registration form via email to secretariat@taxcompact.net (copy: limchoc@un.org).

In order to book the flight tickets and your hotel room, kindly send the registration form latest by **9 October 2015**.

WORKSHOP VENUE

The Workshop will take place at the **Hotel Scandic Berlin Potsdamer Platz** (Address: Gabriele-Tergit-Promenade 19, 10963 Berlin).





ACCOMMODATION

Accommodation costs will be covered by the organisers.

Once we have your registration, we will book a room in the hotel where the workshop will take place.

Hotel Information: Scandic Berlin Potsdamer Platz
Address: Gabriele-Tergit-Promenade 19, 10963 Berlin
Phone: +49 30 700 779 0
Website: <http://www.scandichotels.com/Hotels/Germany/Berlin/Berlin-Potsdamer-Platz/?cmpid=ppc#.VfGiXLn75zN>

FLIGHT TICKETS

Flight tickets in economy class will be covered by the organisers.

Once we have your registration, we will book the flight.

VISA REQUIREMENTS/ ENTRY INTO SCHENGEN AREA (Germany)

Please be advised that it is the responsibility of participants to obtain a visa to enter Germany/Schengen area, if applicable.

Participants who need an entry visa are requested to apply for it with a valid passport and the required additional documents at the nearest German mission/representation. Please consult the nearest German Embassy or Consulate for visa application deadlines and documentation required. Ensure that your application is done well in advance.

INSURANCE

Participants are expected to make their own medical insurance arrangements.

TRAVEL FROM/TO THE AIRPORT

Participants are expected to make their own arrangements between airport and hotel.

Tegel Airport is very well integrated in Berlin's local transport network thanks to various buses and express buses operated by BVG (Berlin Transport Services). Bus stops are located right outside Terminal A and B.

Bus

From the Airport Berlin Tegel take the bus X9 towards Zoologischer Garten and change to U-Train U2 (direction Pankow) to Station "Mendelssohn-Bartholdy-Park", which is directly at the hotel.

From the Airport Berlin-Schönefeld take the bus SXF 1 towards Südkreuz S-Bahnhof and change there to the S-Train S2 (direction Berlin-Buch) and change at Potsdamer Platz to the U-Train U2 (direction Ruhleben) to Mendelssohn-Bartholdy-Park, which is directly at the hotel.

Taxi

Approximate cost of single taxi ride from Airport Berlin Tegel to Scandic Hotel: 30€
Estimated travel time: 25 minutes

Approximate cost of single taxi ride from Airport Berlin-Schönefeld to Scandic Hotel: 40€
Estimated travel time: 35 minutes



Public transportation costs between airport and workshop venue will be reimbursed against presentation of original vouchers.

WORKSHOP LANGUAGE

The working language of the workshop is English.

All presentations and information documents related to the workshop will be provided in English.

CONTACT

ITC Secretariat

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