



Dear colleagues, dear guests,

We are looking forward to our conference, which will start very soon. To make your stay and journey to Berlin most pleasant, we would like to give you some useful information and advice.

In case of any question or problem please contact:

Dr. Rita Hegedűs: 0049 174 844 18 84, **Tamás Görbe:** 0049 1577 2858 828

Please find enclosed a city map and a map of the public transport in Berlin. For more detailed information on how to get around in Berlin, we recommend you to visit www.bvg.de (website of the Berlin Public Transport).

Where to buy tickets: You can buy tickets for public transportation online <https://shop.bvg.de/index.php/tickets>, at the numerous vending machines at the stations, in the vending offices, or- if you go by bus- directly at the driver.

Which tickets you can use: For short distances like from Hotel Meininger to Collegium Hungaricum you can buy a short distance ticket („Kurzstrecke“). There is also a „Kurzstrecke-4-Fahrten-Karte“, 4 single rides which is slightly cheaper when you buy 4 and can be used by several people getting around together.

Please make sure you validate your ticket before you get on the public transport! Tickets which say „Einzelfahrausweis AB“ on them are valid for 2 hours for one single trip to the point of destination, including changes from busses to trains etc. You get a lower fare when you buy a set of 4 tickets (select option „4 Fahrten-Ticket“) Tickets can be used for several people or several trips. If you plan to explore the city by public transport a day-pass („Tageskarte AB“) might be a better option for you.

Transfer from Airport Schönefeld: Please note that the airport Schönefeld is in zone C, you therefore must buy the ticket „Einzelfahrschein ABC“.



The fastest way to get from the airport to the city center –Friedrichstraße and Hauptbahnhof- is by Train RE7 towards “Dessau” or RB14 towards “Nauen”. To get to the Schönefeld train station please take the roofed way which you will see just outside the airport. The trains leave from platforms 4 or 6 twice per hour. In the Airport and at the station there are vending machines where you can buy y ticket (“Einzelfahrschein ABC”). Please make sure to validate your ticket before you get on the train to avoid a penalty.

Transfer from Airport Tegel: Bus TXL will take you from Tegel Airport directly to the central train station (“Hauptbahnhof”), which is where Meininger Hotel located. If you are staying at the guest house, please take the same bus and remain for a few more stops after the central station until the stop “Brandenburger Tor”. From there you take any S-Bahn train (underground) northbound to “Oranienburger Straße” station. (only two stops) You don’t need to by a new ticket if you already have bought a ticket for the bus.

Travelling by train: For those, travelling from Hungary by train, note that you need to leave the train at the central station – Hauptbahnhof (not “Berlin Südkreuz”). Berlin Central station is the final stop, and comes 5 minutes after Südkreuz. If you are accommodated at the guest house you can go by taxi or public transport. For the latter take the S-Bahn one station to Friedrichstraße (east bound top platform) and change there to the northbound line on the underground platform one stop to Oranienburger Straße.

Taxi: You can also take a taxi to get to the city center: A taxi from Tegel Airport will cost around 22 Euro, from Schönefeld Airport around 30 Euro.

Please contact us if you need any assistance!

On a separate Information Sheet you will fine and overview on how to get from the airport to the accommodations and from there to the Collegium Hungaricum.



Accommodation: For those who will be staying at the Meininger Hauptbahnhof Hotel, the rooms will be available on the 19th of November from 3pm. (Check out on the 21st of November by 11am) Please return your key card upon check-out.

For those who will be accommodated at our guest house their rooms will be available from 2pm. Please make sure to arrive before 10pm, since doors will be locked at 10pm.

Reimbursement of Travel expenses: Those who are granted a travel reimbursement (up to 110 Euro) to send us the following details before the conference is starting:

Name:

Address:

IBAN-Code:

SWIFT-Code:

We also kindly ask you to provide a photo copy of your tickets and to bring it with you to the conference. Those with travel expenses below 110 Euros are kindly requested also provide the original tickets upon your return.

Important Information to the speakers: It is of great importance that our speakers adhere to the times given: One talk should not last longer than 15-20 minutes, since we would like to allow some time for questions and for the participants to change rooms/sections.

During the round table on Friday each speaker is allowed 15 minutes (max.) to elaborate on his/her thesis. After your talk you seat on the stage. There will be a discussion after the last talk which will be led by Prof. Laakso.

We kindly ask our speakers to email us their presentations by November 14th.



For all participants: Please ensure to arrive at the Collegium Hungaricum **by 9.30am the latest**, so that you have enough time for your registration and to make yourself familiar with the premises.

Kind regards from Berlin

Rita Hegedűs, Tamás Görbe, Janka Zerikly