



Federal Ministry  
for Economic Cooperation  
and Development



**Global  
Partnership**  
for Effective Development  
Co-operation

## Logistical Note

# Strengthening Global Partnership Initiatives Engagement Workshop

---

March 19-20, 2018  
Bonn, Germany

## 1. VENUE

**Day 1:**           **German Ministry for Economic Cooperation and Development (BMZ)**  
Dahlmannstraße 4  
53113 Bonn  
[www.bmz.de](http://www.bmz.de)

**Day 2:**           **Marriott World Conference Center Hotel**  
Platz der Vereinten Nationen 4  
53113 Bonn  
<http://wccbhotel.com>

Both venues are located next to each other. The closest subway station is called “Heussallee/Museumsmeile” (Lines 16, 63 & 66 from Bonn central station). Please see further details in the map below.

## 2. WORKSHOP SCHEDULE

- **Monday, 19 March 2018:**           12:30 - 17:00 + reception dinner
- **Tuesday, 20 March 2018:**       09:30 - 16:00

For further information on the workshop schedule, please refer to the workshop agenda.

## 3. VISA REQUIREMENTS

- **Governmental delegates and representatives of international/ multilateral organizations** are kindly requested to make their own visa arrangements.
- **Non-governmental participants** (including members of the working group and delegates from the GPIs) should communicate their visa requirements to the following address: [gpi-workshop@giz.de](mailto:gpi-workshop@giz.de).
- If you require a personalized letter of invitation for visa purposes, please indicate this in the workshop [registration form](#).
- If you attend the [Global Festival of Action for Sustainable Development](http://globalfestivalofaction.org/) and have [registered](#) for the festival, this *will facilitate visa application*. Please refer to <http://globalfestivalofaction.org/> for further information.

To request visa authorization, Germany authorities require the following information:

1. A scanned copy of the bio-data page of traveler’s passport. Note that the passport must be valid for more than six months in order to apply for a visa.
2. Country of residence and a scan of the residence permit if the traveler is not a permanent resident in the country they are applying from.
3. Date of entry to Germany and duration of stay.

If you are in need of assistance for the visa application please let us know **as soon as possible** at [gpi-workshop@giz.de](mailto:gpi-workshop@giz.de).

#### 4. TRAVEL AND FLIGHT BOOKING

- **Representatives of providers of development cooperation and international institutions** are kindly requested to acquire their flights individually (no funding for travel expenses available).
- **Participants from partner countries** will receive **funding** for their flight-tickets.
- Please provide the required information through the workshop [registration form](#).
- Please write to [gpi-workshop@giz.de](mailto:gpi-workshop@giz.de) for any further assistance with your booking.

#### 5. AIRPORT PICK UP

Airport pick-up and drop-off can be arranged. Please let us know whether you are in need of transfer. Please communicate your flight-details to facilitate the airport-pickup to [gpi-workshop@giz.de](mailto:gpi-workshop@giz.de).

#### 6. Public Transport

If you **travel by train**, it is easiest to travel to *Bonn central station* (Bonn *Hauptbahnhof* (Hbf)). Information in English on train connections can be found at [www.bahn.com/en](http://www.bahn.com/en).

From Bonn central station, the **metro lines 16, 63 & 66** will take you to the station “**Heussallee/Museumsmeile**” in less than 10 minutes. From there, a 10-minute walk will take you to both venues BMZ and Marriott Hotel. Please refer to the map below for further information. Information on local trains and buses is provided at [en.swb-busundbahn.de](http://en.swb-busundbahn.de).

**Taxis** are also available at the main entrance of Bonn central station. Fare to the venue will be ca. € 10.

#### 7. ACCOMMODATION

There is a block booking reservation at the **Marriott World Conference Center Hotel** for all participants.

**The organizers cover accommodation during the conference for participants from partner countries.** Additional personal expenses have to be paid individually. Please indicate in the workshop [registration form](#) whether you will need support for accommodation.

##### **Marriott World Conference Hotel**

Platz der Vereinten Nationen 4  
53113 Bonn  
Germany  
+49 (0) 228 280 500  
<http://wccbhotel.com/>

The hotel is linked directly to the World Conference Centre Bonn and located next to the German Federal Ministry of Economic Development and Cooperation.

**Please submit a copy of your passport and the desired duration of your stay at the hotel to [gpi-workshop@giz.de](mailto:gpi-workshop@giz.de).**

## 8. MEALS

### Monday, 19 March 2018:

After the workshop, a reception with warm dishes (including vegetarian options) is held at BMZ

### Tuesday, 20 March 2018:

Lunch and coffee breaks (including vegetarian options) for all participants are provided during the conference at the venue hotel.

If participants have special dietary requirements or allergies, please let us know by writing to [gpi-workshop@giz.de](mailto:gpi-workshop@giz.de). Please note that the organizers of the event are not responsible for any food allergy-related incidents and it is participants' responsibility to inform the organizers of any health issues.

## 9. ADDITIONAL INFORMATION

### Health/Emergency Phone Numbers

**Emergency:** 110

**Ambulance and Fire Department:** 112

### Weather

March is one of the last winter months in Bonn, with lower temperatures and possibly rain. While warmer weather can also be expected, average daytime temperatures are around 6°C (43°F).

### Voltage

The single-phase voltage in Germany is 230 volts, the frequency 50 hertz. The plug type is C/F.

### Local Time

Local time in Germany is UCT +1.

### Currency

The currency in Germany is the Euro (EUR). Most major international currencies can be changed at banks and the airport. It should be noted that exchange rates might vary slightly from one institution to another. Most major credit cards are widely accepted in Germany.

## CONTACT/ FURTHER QUESTIONS

Please contact us, if you have any further questions, via [gpi-workshop@giz.de](mailto:gpi-workshop@giz.de) or at +49 (0)228-4460-3525.

## Map Bonn:

BMZ (Federal Ministry of Economic Cooperation and Development)  
Marriott World Conference Centre Hotel

