

Additional Practical Information

Local Transport

A two-day 18-19 November tram pass will be distributed to workshop participants during workshop registration on Monday 17 November. If you miss registration on Monday evening, please ask for your tram pass at the hotel reception when you check in.

The meeting implies an increase in demand for tram services; please give yourself sufficient time to reach the workshop venue. (Note that the distance is approximately 1.7 km, i.e. a 20-min walk).

Onsite registration

Registration will take place in the Mercure Hotel Potsdam City on Monday 17 November from 17h30-18h30. Participants should register onsite to sign the attendance list and collect their tram passes and name badges. The conference registration desk will be located near the reception.

The final version of the programme and list of participants will also be provided.

Workshop facilities

- **Meeting room**

The workshop will be held at the “Villa” building.

Refreshments and meals will be held in the “Bank” building.

The access code to both buildings is **25#**

- **Internet Access**

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Net: IASS-Event

Username: transformation

Password: transformation



The Villa
Image 2 of 11

Travel Claims

All reimbursements will be made by **post-workshop bank transfers**. A travel claim form has been provided by email – please read the reimbursement rules for details.