

# Transformative Knowledge Workshop

## Practical Information Guide

*Potsdam, Germany, 17-19 November 2014*

**Contact:**

Ms Constance Bellonie: [transformations@worldsocialscience.org](mailto:transformations@worldsocialscience.org)

| Meeting Schedule   |  |
|--------------------|--|
| <b>17 November</b> |  |
| 13.00-17.00        | <i>Pre-workshop (closed) meeting of Programme Steering Committee</i> |
| 18.00-22.00        | Opening session and dinner   |
| <b>18 November</b> |  |
| 8.30-18.30         | Workshop   |
| 18.30-22.00        | Dinner and evening session   |
| <b>19 November</b> |  |
| 09.00-18.00        | Workshop   |

Participants of the Workshop are generally expected to arrive in Potsdam on Monday, 17 November, and to depart on the morning of Thursday 20 November (or after the workshop on Wednesday 19 November, connections permitting).

**Registration**

To assist us in organising the workshop, please complete this short [registration form](#) by 20 October.

### Opening ceremony and dinner venue

Mercure Hotel Potsdam City  
(in front of the central train station Potsdam (Potsdam Hauptbahnhof)).

Lange Brücke, 14467 Potsdam  
Phone: 0049 – 331 – 2722  
Fax: 0049 – 331 – 2720233

<http://www.mercure.com/de/hotel-1582-mercure-hotel-potsdam-city/index.shtml>



### Workshop Venue

Institute for Advanced Sustainability Studies (IASS)  
Kleistvilla Berliner Str. 130  
D-14467 Potsdam  
Germany

### Accommodation

Special rates have been negotiated at the Mercure Hotel Potsdam City and **all participants are requested to reserve their own accommodation by completing and sending this [reservation form](#) by 20 October to the email address indicated on the form.** Please note that the rooms will in principle only be held for the meeting and at the special rate until 20 October 2014.

### Coming to Potsdam by public transport

Public transport Berlin: <http://www.bvg.de/en>

Most participants will arrive by plane, either via Tegel Airport (TXL) or Schönefeld Airport (SFX). For transport from the airports to Potsdam, you will need a **single fare ticket** for all three **zones, “ABC” (€3.20)**. These can be purchased from BVG ticket machines at the TXL airport bus stop / SFX train station or from the bus driver. Exact change is not required, but large notes are generally not accepted.

#### A. Via Tegel (TXL)

From TXL airport, you can take the **bus no. 109** or **bus no. X9** in the direction of **S+U Zoologischer Garten**. The bus trip takes about 20 minutes. At **Zoologischer Garten** the Regional train (Regionalexpress **RE1**) leaves from **platform 4** in the direction of “Magdeburg Hauptbahnhof”. The journey to **Potsdam Hauptbahnhof** (Potsdam Central Station) takes about another 20 minutes.

#### B. Via Schönefeld (SFX)

From the airport, walk 5 minutes along the paved walkway to **S Flughafen Berlin-Schönefeld** train station. Here you can take the **Regionalbahn RB22** in the direction of the Potsdam Hauptbahnhof (Potsdam Central Station), which will take less than an hour.

### How to get to the hotel and the IASS

#### From Potsdam Central Station to the Mercure Hotel

*On foot:* The walk is about 8 minutes. At Potsdam Central Station take the exit marked “Babelsberger Straße”.

### By Tram:

Tram 93 direction “Glienicker Brücke” or  
Tram 98 direction of “Pirschheide” or  
Tram 99 direction “Fontanestraße” or  
Tram 92 direction “Kirschallee.

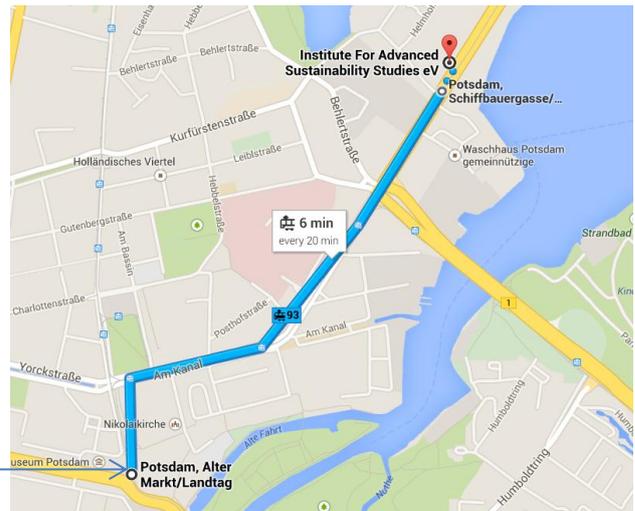
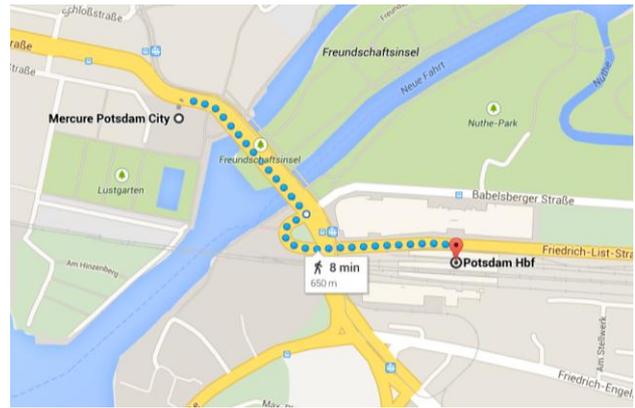
Get off at “**Alter Markt/Landtag**”, directly in front of the Mercure Hotel.

### From Mercure Hotel to the IASS

In front of the hotel take Tram 93 in the direction of “Glienicker Brücke” to the stop “**Schiffbauergasse/Berliner Straße**”, directly in front of the IASS (6 minutes).

### From Potsdam Central Station to the IASS

Take Tram 93 in the direction of “Glienicker Brücke”, it is a 9-minute ride to “**Schiffbauergasse/Berliner Straße**” station, across the road from the IASS.



### Meals

All meals will be provided during the workshop.

### Reimbursements

*For invited speakers and Steering Committee members only:* All reimbursements will be made by one single bank transfer after the workshop according to ISSC reimbursement rules. We will provide you with a Travel Claim Form before the meeting, which you must complete and return with proof of all expenses. You may either submit it during the meeting or send the original by post to the ISSC within one month of the meeting.

### Visas

Citizens of some countries must obtain a visitor's visa – be sure to allow at least six weeks for processing. If you need an additional supporting document, please contact Ms. Connie Bellonie (see cover page).

### Health Insurance

The ISSC does NOT provide insurance and does not take any responsibility for accidents or illnesses that might occur during the meeting or in the course of travel to or from the meeting place. It is therefore the responsibility of participants to check their health insurance requirements.