

The 47th AEI Annual Congress



**AEI and BPvL are pleased to invite you to the next
Annual Congress from October 08 – 11 in Berlin,
the Capital of Germany**

Hotel and reservation

The Congress as well the accommodation will take place in the Hotel Holiday Inn Berlin – City West



Hotel address:
Rohrdamm 80
13629 Berlin
Germany

Please note, every affiliate will be asked to reserve the room directly by the hotel under the keyword “AEI 2019”.

For reservation contact: “reservation.berlin@gchhotelgroup.com”.

Reservation can also made by phone: +49 (0) 30 38 38 98 88

Important: All reservations have to be made latest on 31 August 2019. After this date the availability of a room cannot be guaranteed.

Room rates and booking

- The room rates are 89 € for single use and 99 € for double use per night.
- Room rates are including breakfast buffet in the restaurant, use of the pool- and wellness area, service and VAT.
- Please specify at the reservation single or double use of the room and, if you intend to extend your stay, or you intend to arrive earlier.

Extra room charges

Upon request and availability, the hotel offers further categories for a small extra charge:

- Business accommodation with Kingsize bed: € 20.00 extra per room/night.
Advantage: big bed, bath tube, mini fridge, iron with iron board, safe.
- Executive with Kingsize bed: € 30.00 extra per room/night
Advantage: big bed, bath tube, minibar, iron with iron board, safe
- Suite 60 qm: € 75.00 extra per room/night.
Advantage: Living and sleeping room, shower and/or bath tube, minibar in room, iron with iron board, safe.

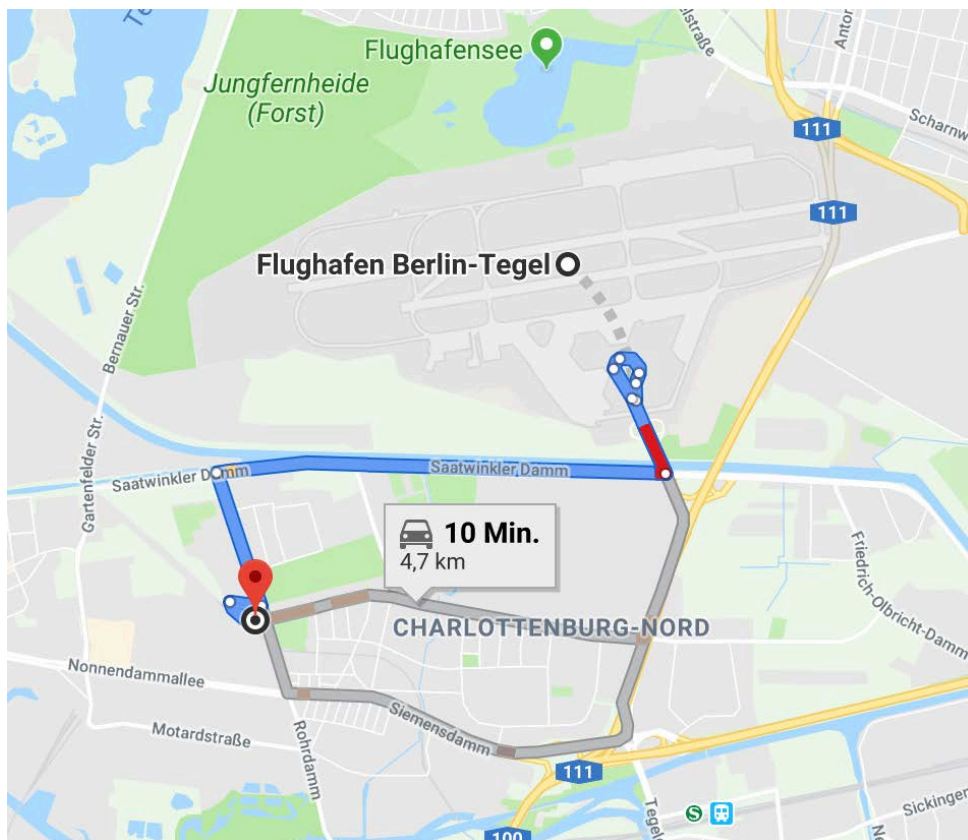
Early arrival or late departure

A few extra nights before or after the congress are possible for the same room-fee, if available.

The rooms are available from 2pm on the date of arrival and to be vacated by noon on the date of departure.

How to get there

Berlin's major airport is Tegel (TXL), about 5 km away from the Hotel. The easiest way to reach the hotel is by taxi, the fare will be charged very correctly and is about € 8.00. There is also the opportunity to use a bus and the metro, its cheap, about € 2.70, but with a little bit more circumstances. A detailed description to use the bus will be given in a future update.



If more of you will arrive on the same time, it might be possible, to arrange a common shuttle. For this reason, we need all the information very quick.

Visa information

- <https://www.schengenvisainfo.com/download-schengen-visa-application-form/>
- <https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/-/231148>
- <https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node>
- Please note, if necessary, applicants must submit visa applications, together with all necessary documents, in person at the German mission responsible for their place of residence, timely.
- EU nationals do not require a visa to enter the Federal Republic of Germany.

Congress details

- Check in Date is the 8th of October and check out the 11th.
- Congress registration will take place on Tuesday, the 8th Oct. between 11:00 – 13:00 in the congress room.
- The start of the congress is at 13:30 on the 8th.
- All applicable congress documents will be distributed by AEI

Congress rates

The congress fee including costs for the gala dinner are in the moment not fixed, they will be obviously in the same level then last year. The congress fee will be transferred directly to the AEI or BPvL Account. Information will come as soon as possible.