

**UNITED NATIONS EDUCATIONAL,
SCIENTIFIC AND CULTURAL ORGANIZATION**

**CONVENTION CONCERNING THE PROTECTION OF THE WORLD
CULTURAL AND NATURAL HERITAGE**

WORLD HERITAGE COMMITTEE

Nineteenth session

Berlin, Germany

04 - 09 December 1995

GENERAL INFORMATION

I. Seat of the meeting

1. At the invitation of the Government of the Federal Republic of Germany, the nineteenth session of the World Heritage Committee will be held in Berlin, Germany, from 4 to 9 December 1995. The session will be preceded by a two-day special session of the Committee's Bureau on 1 and 2 December.

Committee and Bureau meetings will be held at the "Haus der Kulturen der Welt" ("House of World Cultures"), formerly known as "Kongresshalle" ("Congress Hall"), right in the heart of Berlin. Brandenburg Gate and the Reichstag Building are within walking distance (15-20 minutes).

2. The Secretariat of the World Heritage Committee will function at the seat of the meeting as from 1 December. Noting that date, all communications, including personal mail, should be addressed as follows:

Postal Address: Gisela Rochlitz
 Haus der Kulturen der Welt
 John-Foster-Dulles-Allee 10
 10557 Berlin

Telephone: +49-30-39787171
FAX: +49-30-3948679

3. Prior to this date, all communications and inquiries, except as regards hotel reservations (see paragraph 27) should be addressed as follows:

Postal Address: World Heritage Centre
 UNESCO
 7, place de Fontenoy
 75007 Paris
 FRANCE

Telephone: (33-1) 45 68 15 71
 45 68 18 76
Telex: 204461 Paris
 270602 Paris
FAX: (33-1) 40 56 95 70

II. Registration of participants

4. Each participant is requested to inform the Haus der Kulturen der Welt (House of World Cultures) (see paragraph 20) as soon as possible of their attendance, duration of stay, arrival and departure arrangements. Accommodation should be booked directly with Hotel Berlin (see reservation form).
5. All participants are requested to register at the meeting reception desk in the House of World Cultures, on 4 December from 8.00 a.m. to 9.30 a.m. Upon registration, each participant will receive a set of meeting documents, a name badge and other requisite material. Delegates are encouraged to wear their badges during the period of the meeting to facilitate identification, as the sessions are being held in a Convention Centre and sessions are not completely open to the public.
6. During the meeting, delegates will be able to receive mail, messages and cables at the meeting reception desk, which will be staffed daily from 8.30 to 12.30 and from 13.30 to 17.30.

III. Opening session

7. The Committee meeting will begin at 10.00 on Monday, 4 December 1995, in the Auditorium of the House of World Cultures.

IV. Schedule of the Sessions

8. Meetings will normally take place as follows:

Mornings: 09.00 - 12.00

Afternoons: 14.00 - 17.00

The daily schedule of meetings will be posted at the reception desk; delegates are advised to check daily for any possible schedule changes.

V. Meeting documents

9. Delegates will receive a complete set of meeting documents prior to the meeting. Additional copies will be available at the seat of the meeting. All working documents as well as documents prepared during the meeting - including the draft final report - will be provided in the Committee's working languages, English and French.
10. Participants are reminded that the Secretariat will not be able to type, translate or reproduce any documents other than those relating directly to the work of the Committee.

VI. Working languages

11. The working languages of the meeting will be English and French. All statements made at meetings in one of the working languages will be interpreted simultaneously into the other working language.

VII. Media facilities

12. Facilities and space will be available for use by journalists who wish to cover the proceedings or to interview delegates.
13. Germany will provide media relations support in cooperation with the Secretariat to assist journalists. Statements, news releases, media advisories, etc, will be provided by the Secretariat.

VIII. Other services

14. Facilities at Hotel Berlin and in the city of Berlin provide a full range of banking, communications, medical, restaurant and recreational services.

IX. Entry requirements

15. All delegates and other participants entering Germany must be in possession of a valid passport and will be expected to meet all applicable requirements for admission to Germany.

16. Some delegates and other participants may require a visa. If in doubt, contact the nearest German Consulate or Embassy.
17. Delegates requiring a visa for Germany should apply in good time (particularly if they are applying at German missions outside their country of residence).
18. To apply for the visa, applicants require a valid passport. In addition, it is suggested that delegates present the meeting invitation, or other documentation evidencing their plans to attend the meeting. Applicants should be prepared, if asked, to demonstrate financial means for their visit and ties to their country of residence, and may be asked for additional information relevant to their admissibility.

X. Entry arrangements

19. Delegates entering Germany at Frankfurt or some other point of entry other than Berlin are expected to change to domestic flights to Berlin on their own. They will be met at Berlin Tegel international airport upon arrival and will be transferred to the hotel free of charge. Delegates who wish to arrive on their own may take public transportation from Tegel Airport to Hotel Berlin (Airport Express Bus No. X 09 to "Bahnhof Zoo", then bus No. 100 to "Lützowplatz"; transfer time approx. 30 minutes; fare: 3,70 DM) or use a taxi.
20. Delegates and other participants are requested to fax their name, status, date of arrival, airport of entry in Germany and flight number not later than 1 November 1995, to:

Gisela Rochlitz
Haus der Kulturen der Welt
John-Foster-Dulles-Allee 10
10557 Berlin

FAX: +49-30-394 86 79
Telephone: +49-30-397 87 171

21. Attendees with disabilities who need special accommodation, please notify the Meeting Secretariat at the above address.

XI. Health Requirements

22. Health care in Germany is provided through the private and public sector. However, visitors without health care insurance coverage valid in Germany are strongly urged to purchase short-term insurance coverage prior to their arrival.
23. No specific vaccinations are required for entry to Germany.

XII. Currency regulations

24. There is no limit on the amount of foreign currency or travellers cheques delegates may bring with them into Germany. The units of German currency are DM (Deutsche Mark) and Pfennig (1 DM = 100 Pfennig). The approximate rate of exchange is 1 US \$ = 1,50 DM. Banks are closed at weekends. Major credit cards and travellers cheques are widely accepted in Berlin.
- Banking hours: Mo-Fr 9 - 12, 14 - 16.30

XIII. Climate information

25. Berlin is located in the Northern hemisphere. November to March is the coldest period of the year. Daytime temperatures may fall below freezing point (0° Celsius). It often rains at this period, it may even snow or drizzle. Warm clothing is necessary!!!

XIV. Accommodation: Hotel Berlin

26. Hotel Berlin is situated directly at the Lützowplatz. The local taxi and bus links are excellent. The bus No 100, which stops right in front of the hotel, brings you in a few minutes directly to the House of World Cultures (Bus stop "Kongresshalle"). The four star hotel Berlin is one of Berlin's largest hotels in the upper first class category and guarantees superior comfort in modern up-to-date styled rooms.
27. Delegates should complete the enclosed registration form and forward it directly to Ms. Zurawski at the Hotel Berlin. Reservations should be made as soon as possible. The hotel has guaranteed rooms until 3 November 1995.

28. Reservations should be sent to the hotel at the following address:

Hotel Berlin
Att. Ms. Zurawski
Lützowplatz 17
10785 Berlin

Phone No: +49-30-26 05 27 00

FAX No: +49-30-26 05 27 15

Reservations can be made by phone or by fax.

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29. Delegates wishing to spend additional time, before or after the session should coordinate their requirements directly with the House of World Cultures.

XV. Reception on arrival and departure

30. Delegates should plan their arrivals/departures to and from Berlin. Berlin Tegel is an international airport. Delegates will be met on arrival in Berlin and transported to the hotel. Hotel Berlin will take care of the reconfirmation of flight tickets, if necessary, and other travel arrangements.

XVI. Transportation

31. A welcome service for delegates as well as their transportation to the Hotel Berlin will be organized at the airport on the 3 December (30 November for Bureau members). Delegates arriving on other days may travel to the Hotel Berlin using regular commercial services. Airport transfer is provided by bus (Airport Express Bus No. X 09 to "Bahnhof Zoo", then bus No. 100 to "Lützowplatz"; transfer time approx. 30 minutes; DM 3,70 per person) or taxi.
32. Upon registration, all delegates will receive, courtesy of the Berlin Senate, tickets for unlimited use of the inner Berlin public transportation network for the duration of the meeting.
33. Participants who wish to attend one of the excursions on Sunday, 3 December, please refer to Annex II.

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REQUEST FOR RESERVATIONS AT HOTEL BERLIN

Single Room Rate (1 Person): 140,- DM
Double Room Rate (2 Persons): 200,- DM

RESERVATIONS MUST BE RECEIVED BY 3 NOVEMBER 1995.

The rooms have to be paid directly to the hotel.

NAME:

PASSPORT NO./COUNTRY:

ADDRESS: CITY:

COUNTRY: PHONE NO:

ORGANIZATION:

FAX NO: TELEX:

ARRIVAL DATE: DEPARTURE DATE:

SINGLE OR DOUBLE ROOM:

SIGNATURE: DATE:

Reservation to be sent to:

Hotel Berlin
Att. MS.Zurawski
Lützowplatz 17
10785 Berlin

Phone No: +49-30-26 05 27 00
FAX No: +49-30-26 05 27 15

Reservations can be made by phone or by fax.

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