





## ACCOMMODATION

Accommodation costs will be covered by the organisers.

Once we have your registration, we will book a room in the hotel where the workshop will take place.

Hotel Information: Scandic Berlin Potsdamer Platz  
Address: Gabriele-Tergit-Promenade 19, 10963 Berlin  
Phone: +49 30 700 779 0  
Website: <http://www.scandichotels.com/Hotels/Germany/Berlin/Berlin-Potsdamer-Platz/?cmpid=ppc#.VfGiXLn75zN>

## FLIGHT TICKETS

Flight tickets in economy class will be covered by the organisers.

Once we have your registration, we will book the flight.

## VISA REQUIREMENTS/ ENTRY INTO SCHENGEN AREA (Germany)

Please be advised that it is the responsibility of participants to obtain a visa to enter Germany/Schengen area, if applicable.

Participants who need an entry visa are requested to apply for it with a valid passport and the required additional documents at the nearest German mission/representation. Please consult the nearest German Embassy or Consulate for visa application deadlines and documentation required. Ensure that your application is done well in advance.

## INSURANCE

Participants are expected to make their own medical insurance arrangements.

## TRAVEL FROM/TO THE AIRPORT

Participants are expected to make their own arrangements between airport and hotel.

**Tegel Airport** is very well integrated in Berlin's local transport network thanks to various buses and express buses operated by BVG (Berlin Transport Services). Bus stops are located right outside Terminal A and B.

### **Bus**

From the Airport Berlin Tegel take the bus X9 towards Zoologischer Garten and change to U-Train U2 (direction Pankow) to Station "Mendelssohn-Bartholdy-Park", which is directly at the hotel.

From the Airport Berlin-Schönefeld take the bus SXF



Public transportation costs between airport and workshop venue will be reimbursed against presentation of original vouchers.

### **WORKSHOP LANGUAGE**

The working language of the workshop is English.

All presentations and information documents related to the workshop will be provided in English.

### **CONTACT**

ITC Secretariat

Ms. Cecilia Kellershohn

E: [secretariat@taxcompact.net](mailto:secretariat@taxcompact.net)

T: +49 228 4460-3762