

## Important information about your registration for the World Green Infrastructure Congress WGIC on 20-22 June 2017 in Berlin

Dear Sir/Madam,

We are delighted that you have registered for the World Green Infrastructure Congress WGIC 2017 on 20-22 June 2017!

We have around 700 participants! That's great, but also a particular challenge for us organisers – which we can only overcome with your support!

Please note the following information!

1. Congress venue
2. Journey description/parking/access
3. Registration/issuing of congress documents (where, what)
4. Name badge
5. Start and end of event
6. Programme (where, who, when)
7. Simultaneous interpreting/headphones
8. Trade exhibition
9. Conference dinner
10. Excursions
11. Conference proceedings WGIC 2017
12. Building Greening Yearbook 2014 / 2015 / 2016
13. Confirmation of participation
14. Info stand, service point, and personnel

### 1. Congress venue

MERCURE HOTEL MOA BERLIN  
Stephanstrasse 41  
10559 Berlin Moabit  
Reception: +49 30 394043-0  
[www.hotel-moa-berlin.de/](http://www.hotel-moa-berlin.de/)

The congress takes place on two levels:

2nd floor: Reception, registration/issuing of congress documents, trade exhibition

1st floor: Stairway: 5 meeting rooms (Hall of Events, MOA 1/2, MOA 3, MOA 4, MOA 5), additional trade exhibition, issuing and return of headphones

### 2. Journey description/parking/access

<http://www.wgic2017berlin.com/de/travel.html>

Access via multi-storey car park and hotel reception on 2nd floor.

Access on foot via hotel entrance ground floor and lift to 2nd floor.

### 3. Registration/issuing of congress documents

Due to the large number of participants, we ask that you plan sufficient time to receive your congress documents!

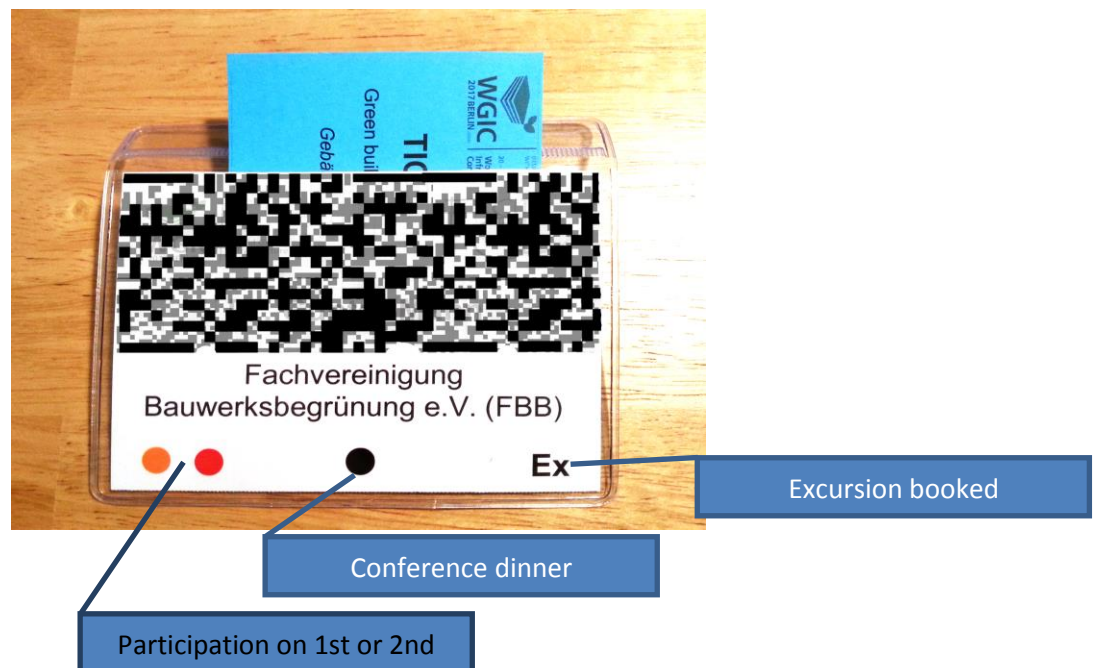
Your registration and the issuing of the congress documents are possible:

- 20 June 2017 from 7.30am. We are offering free coffee for the early risers! You can also already visit the trade exhibition!
- 19 June 2017. Even on the day before from 4pm – 8pm!
- Registration takes place on the 2nd floor on the same level as the reception.
- Please ensure you bring a printout of your registration confirmation/invoice, which you received as a pdf by e-mail upon successful registration!
- Please pay your invoice in advance so that you gain access to the congress.

We expressly indicate that all booked programme elements must be paid for before admission (receipt in the congress account!) for participation in the congress. If you made your payment less than a week before the start of the congress, please bring suitable proof of payment with you for your own security. As an approved participant, you get a name badge (see below, with voucher for headphones/transmitter and a coloured ticket for booked excursion) and a meeting bag (with conference proceedings, programme, notepad, biro, and further information).

#### 4. Name badge

Your name badge contains information about your bookings (see image below). What's more, the plastic folder contains a voucher for the loaning of headphones/transmitters as well as the corresponding coloured ticket upon booking of an excursion. It is your ticket for the booked excursion! Please wear your name badge for all of the programme elements.



#### 5. Start and end of event

On 20 June 2017 and 21 June 2017, start at 8.45am.

On 20 June 2017 and 21 June 2017, end at around 6pm.

See also: [http://www.wgic2017berlin.com/media/files/WGIC\\_2017\\_Aussteller-20170406\\_DE.pdf](http://www.wgic2017berlin.com/media/files/WGIC_2017_Aussteller-20170406_DE.pdf) and appendix

#### 6. Programme

[http://www.wgic2017berlin.com/media/files/WGIC\\_2017\\_Aussteller-20170406\\_DE.pdf](http://www.wgic2017berlin.com/media/files/WGIC_2017_Aussteller-20170406_DE.pdf) and appendix

There you can find a layout plan of the 5 meeting rooms, which are all next to one another. Ideally, put together your own programme before the congress.

#### 7. Simultaneous interpreting/headphones

Simultaneous interpreting German/English is available in every lecture room. The headphones and transmitters can be obtained at the issuing and return point in the foyer in front of the lecture rooms upon presentation of your voucher. This voucher acts like a loan card.

Please consider that headphones and transmitters are to be returned at the latest at the end of the event; you will be given your voucher back there as proof of return!

#### 8. Trade exhibition

The trade exhibition takes place on the 2nd floor on the level of the reception and partially one floor below in the foyer in front of the meeting rooms.

Here you can find an overview of the exhibitors and their stand position:

[http://www.wgic2017berlin.com/media/files/WGIC\\_2017\\_Aussteller-20170406\\_DE.pdf](http://www.wgic2017berlin.com/media/files/WGIC_2017_Aussteller-20170406_DE.pdf)

and appendix

### 9. Conference dinner

The conference dinner takes place on 20 June 2017 from 7.30pm in the Hall of Events.

If you have booked the conference dinner, you will find an indicator on your name badge. Please note:

You only gain access to the conference dinner with the name badge and corresponding indicator.

### 10. Excursions

The excursions start on 22 June 2017 from 8.45am in front of the meeting hotel and end there around 4.30pm.

You should have received some extra information about this by e-mail.

If you have booked an excursion, you will find a coloured ticket in your name badge. It is your ticket for the booked excursion! Please ensure you bring your coloured ticket on the excursion! We indicate that we cannot issue a replacement ticket in the event that this ticket is lost and you will lose your entitlement to take part in the excursion.

### 11. Conference proceedings WGIC 2017

With your congress documents, you also get a free copy of the conference proceedings (Yearbook Greening of buildings 2017). You are welcome to purchase further conference proceedings for 15 euros at the FBB stand (service point). Advance orders are welcome: [info@fbb.de](mailto:info@fbb.de)

### 12. Yearbook Greening of buildings 2014 / 2015 / 2016

The 2014, 2015 and 2016 issues of the Yearbook Greening of buildings can be purchased from the FBB stand (service point).

Costs: 1 volume: 10 Euro, 2 volumes: 15 Euro, 3 volumes: 20 Euro. Volumes can be combined freely.

The editions 2014, 2015 and 2016 are only available in German.

Advance orders are welcome: [info@fbb.de](mailto:info@fbb.de)

### 13. Confirmation of participation

If you need a confirmation of participation, you can sign in a form at the end of each day. The confirmation of participation will send to you via E-Mail after the congress if you signed in this list.

### 14. Service point, info stand and service personnel

On the 2nd floor opposite the reception, you can find the info stand for Fachvereinigung Bauwerksbegrünung e. V. (FBB), which is also the service point. You are also welcome to seek answers to any questions you may have there.

We look forward to seeing you!

And we wish you an exciting event with lots of information and good conversations!

Best regards,

Your organisation team at Fachvereinigung Bauwerksbegrünung e. V. (FBB)



Sylvia van Meegen