



ENGAGEMENT · RELATIONSHIPS · REFERRALS

# 2022 Annual Meeting Berlin, Germany

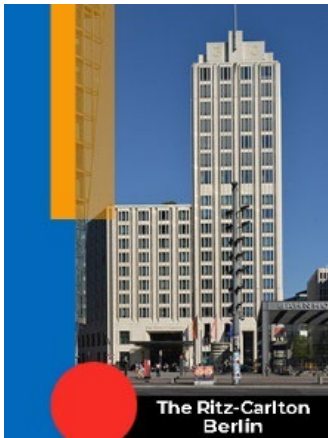
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## HOTEL AND GENERAL INFORMATION

### HOTEL INFORMATION

The IADC will use both The Ritz-Carlton Berlin and the Berlin Marriott Hotel to host its Annual Meeting. The hotels, located in the city center's Potsdamer Platz, sit across a quiet side street from one another. Door-to-door, the walk between both properties takes three minutes (or less). Guests of IADC members reserving a room under an IADC room block must be registered to attend Annual Meeting events.



#### The Ritz-Carlton Berlin

Potsdamer Platz 3  
Berlin, 10785 Germany  
[+49 30 337777](tel:+4930337777)

IADC has its largest room block at The Ritz-Carlton and the hotel will host IADC's onsite social events. Our group room rate is below, and reservations can only be made after registering for the meeting with the IADC. Hotel contact information to inquire about rates for any available suites will also be included in your registration confirmation email from the IADC.

#### **Ritz-Carlton Deluxe Guest Room:**

€290.00 single occupancy/€310.00 double occupancy

- Group room rate includes VAT, service charges, daily breakfast at The Ritz-Carlton, and internet access.
- Group room rate available three days before and after the meeting based on availability.
- **German law allows a maximum of three guests (regardless of age) per room.**
- Additional guests (16 years and older) or anyone (regardless of age) using rollaway bedding will be charged €50.00 per person, per night which includes daily breakfast.
- Children (15 years and younger) sharing a room's existing bedding with their parents are not required to pay the supplemental room charge, however, there will be a €15.00 per child, per day charge for daily breakfast.
- Breakfast is complimentary for children five years and younger.
- King beds, double beds, and connecting rooms available.
- Check-in time is 3:00 p.m. and check-out time is 12:00 p.m.
- Guests can cancel their reservation without penalty up to 48 hours prior to their check-in date.



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Berlin Marriott Hotel

## **Berlin Marriott Hotel**

Inge-Beisheim-Platz 1  
Berlin, 10785 Germany  
[+49 30 220000](tel:+4930220000)

IADC has a smaller room block at the recently renovated Berlin Marriott and the hotel will host IADC's CLE and general sessions, business meetings, and the IADC Registration Desk. Our group room rate is below, and reservations can only be made after registering for the meeting with the IADC. Hotel contact information to inquire about rates for any available suites will also be included in your registration confirmation email from the IADC.

### **Berlin Marriott Deluxe Guest Room:**

€250.00 single occupancy/€270.00 double occupancy

- Group room rate includes VAT, service charges, daily breakfast at the Berlin Marriott, and internet access.
- Group room rate available three days before and after the meeting based on availability.
- **German law allows a maximum of three guests (regardless of age) per room.**
- Additional guests (16 years and older) or anyone (regardless of age) using rollaway bedding will be charged €50.00 per person, per night which includes daily breakfast.
- Children (15 years and younger) sharing a room's existing bedding with their parents are not required to pay the supplemental room charge, however, there will be a €15.00 per child, per day charge for daily breakfast.
- Breakfast is complimentary for children five years and younger.
- King beds, double beds, and connecting rooms available.
- Check-in time is 3:00 p.m. and check-out time is 12:00 p.m.
- Guests can cancel their reservation without penalty up to 48 hours prior to their check-in date.

## **Hotel Reservations**

**To make your hotel reservation, you must first register for the meeting with the IADC.** Once registered, the IADC will send you a link to the hotel's secured reservation website along with your registration confirmation that will allow you to secure your hotel room(s). **Please note that rooms within IADC's contracted room block are for registered attendees only.** Reservations must be received on or before **Monday, June 6, 2022**. An individual's deposit is refundable if the resort receives notice of cancellation up to 48 hours prior to their check-in date. Individual guest room reservations canceled after this time will forfeit the one-night deposit. Availability of rooms at the group rate is subject to the IADC



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room block and for reservations made on or before June 6 when unused rooms will be released. Reservation requests received after the room block has been fully reserved or after the release of unused rooms on June 6 will be accepted on a space available basis at the group rate. **PLEASE NOTE: The room block may fill before June 6 so we encourage you to not wait to register with the IADC so you can make your hotel reservation.**

## TRAVEL TO BERLIN

With its central location between western and eastern Europe, Berlin is easily accessible regardless of your mode of transportation to get there.

### Arrival by Air

The new [Berlin Brandenburg International Airport \(BER\)](#) is now open and conveniently has its own railway station directly below the terminals making it easy to transfer from your flight directly to the city's rail system.

### Taxis, Rideshares, and Car Services

**Taxis** are readily available and rideshare services, such as **Uber**, are popular in Berlin. Depending on traffic and the time of day, allow 35-60 minutes to get to either hotel by car. Current taxi fare from the airport to either hotel is approximately €60.00.

A **prearranged car service**, where your driver greets you upon exiting Customs and assists with your luggage, is a great option after a long flight or when traveling with family. Go to [Jayride.com](#) to compare pricing of local transfer companies and then book the best deal for your arrival and/or departure.

Alternatively, for assistance booking an **airport transfer**, you can contact the Concierge Desk at The Ritz-Carlton by emailing [conciierge.berlin@ritzcarlton.com](mailto:conciierge.berlin@ritzcarlton.com) or the Front Desk at the Berlin Marriott by emailing [berlin@marriotthotels.com](mailto:berlin@marriotthotels.com).

### Arrival by Train

You can reach Berlin from all directions on the fast InterCityExpress, InterCity, EuroCity, and InterRegio Trains. The new central station Berlin Hauptbahnhof, located in the heart of Berlin, modernized the city's railways and train stations. In addition, all [train stations](#) are well connected to Berlin's public transport system.



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## GENERAL INFORMATION

### Special Needs

If you have any special needs during the meeting (i.e. diet or accessibility), please email Rebecca Zurcher Foltz, Director of Meetings, at [rzurcher@iadclaw.org](mailto:rzurcher@iadclaw.org) in advance of the meeting.

### Attire

Meetings and Events: Resort casual (slacks, shorts, golf shirt, button down/blouse, skirt) is appropriate for Committee meetings and CLE programs. The Welcome Reception, Closing Party, and other receptions call for comfortable and casual dress. **For the Theme Party, 1980s attire or comfortable and casual resort wear is suggested.**

### Babysitting Services

[Extra Arms](#) is a local company run by a former nanny and its on-demand babysitting service is highly rated and reviewed by customers. To book a babysitter or inquire about services, please fill out their [online request form](#) or email [info@extra-arms.com](mailto:info@extra-arms.com).

The Ritz-Carlton, Berlin can also assist with hiring a babysitter. Requests and inquiries should be emailed directly to the hotel at [cluster.berzt.reservations.rc@ritzcarlton.com](mailto:cluster.berzt.reservations.rc@ritzcarlton.com).

### Data Privacy and Collection

Data is collected on attendees through registration for the purposes of executing the meeting and communicating with attendees about the meeting. Meeting sponsors have access to the registration list provided to all attendees. If any attendee has questions on data use and privacy, please contact Mary Beth Kurzak, Executive Director, at [mkurzak@iadclaw.org](mailto:mkurzak@iadclaw.org).

### Easy Payment Options

For your convenience, all registration and activity fees may be paid by check, wire transfer, Visa, MasterCard, or American Express. If paying by check, please make sure it is in U.S. currency and mail it to the International Association of Defense Counsel, 303 West Madison, Suite 925, Chicago, IL 60606. If paying by wire transfer, please contact Mary Huang, Staff Accountant, at [mhuang@iadclaw.org](mailto:mhuang@iadclaw.org) for wire transfer details.



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## IADC Cancellation Policy

**In-Person Attendee:** A CASH REFUND, less a \$150 processing fee, will be made if a written notice of cancellation is received by the IADC office more than thirty (30) days prior to the first day of the meeting. No reason for the cancellation need be provided for a timely notice of cancellation.

NO CASH REFUND will be made if notice of cancellation is received by the IADC office thirty (30) days or less prior to the first day of the meeting. However, if special circumstances arise before the meeting which prevents attendance, a member may request a future meeting credit. The request needs to be in writing and submitted to the IADC office. It should be directed to the Finance Committee's attention and note the special circumstances which caused the cancellation. The credit request can only apply to meeting registration fees (not air, hotel, activity, tour, or special event fees) and, if approved, will be valid for use toward any IADC meeting for one (1) year from the date of the meeting for which credit is requested. A \$150 processing fee will be deducted from the total future meeting credit. All future meeting credit requests will be considered by the Finance Committee and the decision of that Committee will be final.

**On-Demand Content Registrant:** Due to the availability of on-demand viewing following the meeting, NO CASH REFUND or future meeting credit will be processed by the IADC.

## HEALTH AND SAFETY POLICIES

The IADC will continue to monitor and update its members on the latest COVID travel requirements to Germany. In addition, we are monitoring the situation in Ukraine closely and, should it become unsafe to travel to Berlin and therefore impossible to proceed with our meeting, attendees will be notified immediately, and registration fees and hotel room deposits will be refunded accordingly.

## Proof of COVID Vaccination or Negative COVID Test

Currently, anyone entering Germany will need to provide their COVID vaccination card or a negative COVID test. If this policy remains in place through our Annual Meeting dates, attendees will not need to show their vaccination card or proof of a negative test again to the IADC. However, should Germany change this policy prior to our meeting, the IADC will require proof of vaccination or a negative COVID test from all attendees to participate in the meeting. We greatly appreciate our members cooperation.

## COVID Testing for Return flights to the U.S.

Before boarding a flight to the United States, passengers are required to show proof of a negative COVID-19 test, regardless of vaccination status, taken **no more than one day** before travel. The IADC strongly recommends purchasing an [eMed COVID Test](#), approved



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by the CDC and all major airlines, in advance of the meeting so you can easily take the test in your hotel room the day before your departure. Your test result is available within 15-minutes and is emailed to you so it can be easily uploaded to your return travel documents collected by airlines. Prior to purchasing this test, please review [eMed's FAQs](#). In addition, Testing Centers are abundant in Berlin and appointments can easily be made online at [CovidZentrum.de](#) and [MYCORONATEST](#).

**PLEASE NOTE:** Costs associated with COVID testing will be the individual's responsibility and the IADC will not be hosting onsite testing at either hotel.

For up-to-date information on travel requirements and COVID restrictions in Berlin, visit the city's Convention and Tourism Bureau's travel updates page [here](#).

Read this thorough, and comprehensible, online article posted March 31, 2022 that breaks down Berlin's three-step plan to ease COVID restrictions [here](#).

## Questions?

For questions on registration, please contact Diana Leon, Communications and Professional Development Coordinator, at [dleon@iadclaw.org](mailto:dleon@iadclaw.org). For all other meeting questions, please contact Rebecca Zurcher Foltz, Director of Meetings, at [rzurcher@iadclaw.org](mailto:rzurcher@iadclaw.org).