



# GENERAL ASSEMBLY

BERLIN, GERMANY  
5-7 SEPTEMBER, 2023

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## PRACTICAL INFO

## **1. Accommodation at the InterContinental Hotel**

ECA's HQ hotel is the InterContinental Hotel. If you have requested a room during your registration process, please note that it has been well considered and confirmed as per your flight details, no confirmation will be sent by the hotel. **Check-in time is 15:00** and **check-out time is 12:00** at the latest (for all those leaving on Thursday 7 September, please make sure to check out before the start of the Plenary Session). The hotel will ask for your credit card upon arrival and a pre-authorisation of EUR 50 per night to guarantee any extras.

For any questions about your accommodation, contact Montse Corbi at [events@ecaurope.com](mailto:events@ecaurope.com) at or +41 79 314 69 80.

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## **2. Arrivals from Berlin Brandenburg Airport**

- Arrival by plane on **Tuesday 5 September** and **Wednesday 6 September**: staff with ECA signs will be present at the airport. **The staff will be located at the arrivals hall after the luggage pick up and customs.** Please be aware that there might be several people arriving on the same flight and sharing the same transfer. Transfers will go to the hotel directly.

- **Arrival by car**: While ECA strongly recommends using public transportation, the hotel has a limited underground parking. You are kindly requested to pay for any parking and keep the receipt to add to your reimbursement form.

Please note that no other transfers will be organised (i.e. for participants arriving prior to Tuesday 5 September, leaving after Thursday 7 September or staying in a different hotel). Be advised that

no organised transportation service will be provided apart from Berlin Brandenburg Airport.

Should you have any questions regarding your local transportation (your flight is delayed, you cannot find your driver, etc.) please contact our Transportation Coordinator: Charles Grandpierre at [events@ecaeurope.com](mailto:events@ecaeurope.com) or +41 79 801 59 34.

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### **3. ECA Welcome Desk on site**

We kindly invite you to register upon arrival at the ECA Welcome Desk which is located at the InterContinental Hotel and scan the QR code provided above to receive your badge.

The ECA Welcome Desk will be open during the following times:

- **Tuesday 5 September from 16:30 to 21:00**
  - **Wednesday 6 September from 8:00 to 20:00**
  - **Thursday 7 September from 8:00 to 16:00**
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### **4. ECA Club Lounge**

Located in the **Pavillon room** at the InterContinental Hotel, the ECA Club Lounge provides a dynamic and engaging space for the attendees of the General Assembly to foster a vibrant atmosphere and is where members can connect, learn, and collaborate.

Member engagement activities such as networking, a photo area, and a wall of clubs are open during the whole event.

Don't forget to join us at the **ECA Club Lounge at 19:30 on Tuesday 5 September for the ECA Family Networking Party**. There will be plenty of food, drinks and networking opportunities.

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## **5. Group transportation**

All on site transfers leave from and arrive to the InterContinental Hotel. Please read the below transport information in line with the attached agenda.

### **Wednesday 6 September**

19:30 – Departure from ECA Club Lounge, InterContinental Hotel to the BOLLE Festsäle for the ECA Official Dinner

22:30 – Guests return to InterContinental Hotel.

If you're coming with your own car, public parking is available next to the dinner venue at the following address: Alt-Moabit 101, 10559 Berlin. You are kindly requested to pay for any parking and keep the receipt to add to your reimbursement form.

### **Thursday 7 September**

#### **Departures to Berlin Brandenburg Airport (BER)**

Following the closing of the General Assembly on Thursday 7 September, shuttles are organised to go to BER Airport, leaving every 20 minutes from **12:00 to 19:00**.

Shuttles will leave from the main entrance of the InterContinental Hotel. Please refer to the ECA Welcome Desk for any questions regarding airport transfers. You must check out from your room and

leave your luggage at reception before the start of the second plenary session.

We recommend that all participants leave between 2 hours 30 minutes and 3 hours before their flight departure. No organised transportation service will be provided apart from to Berlin Brandenburg Airport.

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## **6. Dress code**

On **Tuesday 5 September**, the dress code is business casual.

On **Wednesday 6 September and Thursday 7 September**, the dress code for the plenary session is business formal.

For the **official dinner** taking place on 6 September, the dress code is business casual.

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## **7. WiFi Access at InterContinental Hotel**

**Network name:** ECA General Assembly

**Password:** EcaBerlin2023

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## **8. Addresses**

**InterContinental Hotel Berlin:** Budapester Str. 2, 10787 Berlin

**BOLLE Festsäle:** Alt-Moabit 98, 10559 Berlin

## **9. Contact**

Should you require further information or assistance on-site please contact us at [events@ecaurope.com](mailto:events@ecaurope.com).

For any questions regarding your accommodation, contact Montse Corbi on +41 79 314 69 80.

For any questions regarding your local transportation (your flight is delayed, you cannot find your driver, etc.) please contact Charles Grandpierre on +41 79 801 59 34.

We look forward to welcoming you to Berlin and remain at your disposal should you have any questions.

Kind regards,

**The ECA Events team**



[www.ecaeurope.com](http://www.ecaeurope.com)