

# BILT Learning Forum

## Striving for excellence Shaping skills development and strengthening global collaboration in TVET

Organised by UNESCO-UNEVOC and BIBB

24 – 26 October 2023  
Bonn, Germany, and online

### GENERAL INFORMATION NOTE

#### Travelling to Bonn, Germany (October 2023)

##### 1. Visa

Please contact the German embassy or consulate in your country to obtain information about the appropriate travel permits/visa and other requirements you need prior to entering Germany/Schengen area. You can access some initial information in this regard by going to: <https://www.auswaertiges-amt.de/en/visa-service/buergerservice/faq/-/606848>

In addition, please be sure to obtain any necessary transit visas for your journey.

##### 2. Location



The BILT Learning Forum will be hosted at the [United Nations](#) Campus in Bonn, Germany. The full address of the conference venue is:

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UN Campus  
Platz der Vereinten Nationen 1  
53113 Bonn, Germany

*Note: To be able to enter the UN premises, kindly bring your passport!*

### 3. Accommodation

Accommodation including breakfast has been arranged **for sponsored or partially sponsored participants**, as per the agreement with the organizer, at:

a. [Living Hotel Kanzler](#)

**Address:** Adenauerallee 148, 53113 Bonn

**Email:** kanzler@living-hotels.com

**Phone:** +49 (0)228-6844-0

Hotel bookings are valid only for the dates of the conference covering a maximum of 4 nights (check-in on **23 October 2023**; check-out on **27 October 2023**).

Any requests for early check-in or extending the stay beyond the initially booked period must be made and coordinated directly between the guest and the hotel. The organizer bears no responsibility for covering any extra expenses arising from early check-in or an extended stay.

Note: **The guest may inform the hotel directly of any special diet restrictions or requirements, in advance.**

### 4. Meals

**Meals provided:**

The organizer will provide coffee/tea break, lunch and dinner for the official dates of the workshop (**24 - 26 October 2023**)

Apart from that, all other meals are expected to be covered by the participants or their own organizations.

### 5. Arrival

a) **By plane**

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- The closest airport is **Cologne/Bonn** (CGN). From there, the **bus** SB 60 brings you to Bonn main railway station (“Hauptbahnhof”). A single fare should be around € 8.50 (cash and credit card accepted) and the bus usually leaves every 30 minutes - just after the full and half hour - from the airport. A **taxi** ride from Cologne/Bonn airport to downtown Bonn takes about 15 to 20 minutes and costs about € 35.00 to € 50.00, subject to traffic conditions.
- Participants arriving at **Düsseldorf** (DUS) airport can proceed by **rail** directly from the airport railway station to Bonn main railway station (“Hauptbahnhof” or “Hbf”). The train takes about 60 minutes (from Düsseldorf airport).
- Participants arriving at **Frankfurt** (FRA) can proceed by **rail** from the airport railway station. **The air ticket is inclusive of the train ticket, make sure to check in on the train in advance.** The train will, however, stop either at a smaller railway station called **Siegburg/Bonn** or in the neighbouring city of **Cologne** (Köln). From Siegburg/Bonn, one can take the **tram (66)** to Bonn central station or taxi that will cost approximately 50 euros to Bonn. From Cologne central station, many regional trains will take you to Bonn. Both trains from Siegburg and Cologne take around 20 to 30mins.

#### b) By Train

The closest railway station to the conference venue is **UN Campus Station** (“UN Campus Bahnhof”), which is only one stop away from Bonn Main Station (“Bonn Hauptbahnhof”). Depending on your train schedule to Bonn, you might need to change the train at Cologne main railway station (“Köln Hauptbahnhof”) to proceed to Bonn, which is about 25 km away from Cologne.

The **Deutsche Bahn** mobile app (**DB Navigator**) is a valuable resource for travel in Germany. The app is available in both English and German and can be downloaded to your Apple or Android smartphones. You can use this app to track train departure and arrival times or check any delays or changes to platforms.

## 6. Getting to the UN Campus

The UN premises can be reached by public transport from the city centre (“Bonn Hauptbahnhof/Hbf”) by:

- **Bus** ([610](#) or [611](#)) towards Mehlem (610) or Heiderhof (611), stop at ‘**Deutsche Welle**’, or
- **Subways** line 16 and 63 towards Bad Godesberg, 66 towards Bad Honnef, 18 towards Ramersdorf, stop at ‘**Heussallee/Museumsmeile**’.
- **Train** Number RB 26 towards Mainz, RB 48 towards Bonn-Mehlem or RE 5 towards Koblenz, stop at ‘**UN Campus Bahnhof**’

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#### From Living Hotel Kanzler

Walk to the nearest bus station (**Schedestrasse Bonn**) for 4 minutes and take **Bus 610** (towards the direction of Mehlem) or **Bus 611** (direction of Heiderhof), and stop at **'Deutsche Welle'**  
 (Total travel time: approx 10 mins)

**SUBWAY:** take line 16 or 63 towards Bad Godesberg, 66 towards Bad Honnef, 18 towards Ramersdorf, stop at 'Heussallee/Museumsmeile' and walk to the UN campus direction  
 (Total travel time: approx less than 10 mins)

**Note:** Sponsored or partially sponsored participants will receive **SWB travel passes, valid for local transport within the Bonn/Cologne region, for the conference dates. The tickets will be placed at the reception desks of Hotel Kanzler and can be picked up there upon check-in. For those participants departing from Cologne-Bonn airport, the tickets include top-ups for the airport shuttle SB60.**

## 7. Taxi Service

In Bonn, taxis can be booked by calling +49 (0) 228 55 55 55 (for more information see: <http://www.taxibonn.de/>).

A taxi from the main railway station ("Hauptbahnhof") to the UN Campus should cost no more than € 15. A taxi between downtown Bonn and Cologne/Bonn airport costs around € 35 to € 50, subject to traffic conditions.

Hotels may be able to assist you should you need assistance in contacting a taxi service.

## 8. Bank Service

A Deutsche Bank ATM is located at the lobby of the Langer Eugen building at the UN Campus.

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Generally in Bonn, money can be changed during opening hours (Monday-Friday 8:30 – 17:30) at any bank branch in Bonn. The nearest bank to the UN building is the “Sparda Bank” located at Heussallee 12.

## 9. Currency

In Germany, the currency is the Euro.

1 € equals 100 cents. There are notes of 5, 10, 20, 50, 100, 200, and 500 €.

*Note: It may cause inconvenience to pay with high-value bank notes (200 and 500). To avoid this, make sure to have smaller notes available.*

Coins are available in denominations of 1 and 2 €, as well as of 1, 2, 5, 10, 20 and 50 cents. Money can be changed during opening hours in German banks or at the airport.

## Time Zone

Germany is in the Central European Summer Time Zone (CEST), which is 2 hours ahead of Greenwich Mean Time (GMT+2).

## 10. Weather

The weather outlook for the event dates in October is as outlined below:



Source: Accuweather.com

***Note that the weather forecast changes frequently. We advise all participants to wear layers and be prepared for varying weather conditions. Be sure to check the latest forecast again before you come to Bonn.***

## 11. Emergency medical services

In case of health problems, you can contact a medical emergency service at tel. 23 00 23. This service is available around the clock, and doctors on duty speak English.

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<p><i>Near the UN Campus</i></p> <p><b>Johanniter-Krankenhaus Bonn</b></p> <p>Johanniterstraße 3-5, 53113 Bonn</p> <p>Telefon: +49 (0) 228 5430 / Fax +49 (0) 228 543-2026</p> <p><a href="#">Johanniter-Krankenhaus und Waldkrankenhaus Bonn   Hospitaller</a></p>	<p><i>Bonn City Centre</i></p> <p><b>St. Petrus Hospital</b></p> <p>Bonner Talweg 4-6, 53113, Bonn</p> <p>Tel.: +49(0)228 50 6 -0 / Fax: +49(0)2 28 506-2150</p> <p>E-Mail: <a href="mailto:info@gk-bonn.de">info@gk-bonn.de</a></p>
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## 12. Emergencies

The phone number for emergency services are as follows:

- Police: 110
- Fire service: 112

These numbers can be called from any phone. At public telephones, they are free of charge. Both numbers can also be used to call an ambulance.

## 13. Parking

If you are travelling by car, please consult the link for available parking spaces near the UN Campus <https://www.bonn.de/themen-entdecken/verkehr-mobilitaet/parken.php>



## 14. Contact Details

For any additional assistance during the Technical Session, or for further information, please contact:

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1. Ms Natalie Ax, BILT Project Officer (UNESCO-UNEVOC)

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**Email:** [n.ax@unesco.org](mailto:n.ax@unesco.org)

2. Ms Cara Schmit, Project Officer BILT (BIBB)

**Phone:** +49 228 107 1095

**Email:** [Cara.Schmitt@bibb.de](mailto:Cara.Schmitt@bibb.de)

For any administrative and logistical support needed before, during, or after the event, or for additional information, please reach out to:

3. Ms Anne Maletjane, Assistant Officer (UNESCO-UNEVOC)

**Phone:** +49 228 534 19210

**Email:** [a.maletjane@unesco.org](mailto:a.maletjane@unesco.org)

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