

UNESCO-meeting of experts on the preservation of  
moving images of cultural value

Berlin, 22. - 26. September 1975

Dear delegate,

The staff of the Organisation Bureau welcomes you very cordially on the occasion of your participation in the UNESCO-meeting of experts on the preservation of moving images of cultural value to be held in Berlin, the capital of the German Democratic Republic. We wish you a successful progress of the conference and a pleasant stay.

For your kind guidance you will find below several informations which will, we hope, make your participation in this conference as pleasant and agreeable as possible.

The Organisation Bureau will do its best to let you have further informations during the conference, too.

You will receive at the Organisation Bureau daily informations and also earphones for the simultaneous translations. Would you please come to the Organisation Bureau before the daily conference begins, and also during the breaks.

ACCOMMODATION

Your hotel room is at the Interhotel "Stadt Berlin", at 102 Berlin, Alexanderplatz. Phone: 2190; Telex: 11-2962. All the other delegates are also accomodated here.

BOARD

You will be served with breakfast, lunch and dinner at the Panorama Restaurant of the Interhotel on the 37th floor, to be reached by

using the Fast-Lift. The mealtimes are mentioned in the program, and we would ask you to keep them.

#### CONFERENCE ROOM

The conference room is in the banqueting hall of the Interhotel on the first floor, to be reached from the lobby over the broad staircase.

#### ORGANISATION BUREAU

This bureau is also on the first floor of the Interhotel, in the room called "WEIMAR", situated very close to the conference room.

#### MONEY EXCHANGE

You are given the possibility of exchanging foreign currency into GDR currency at the exchange office of the Interhotel "Stadt Berlin" which is in the hall, just next to the reception. There are further exchange offices in all the other Interhotels of the city, inside the railway station Friedrichstraße and at the banks.

#### TELEPHONE CALLS

You can make phone calls to places outside of Berlin, or for that matter, abroad at the Interhotel Stadt Berlin. However, you are kindly asked to pay for these calls yourself, since we do not bear these costs.

#### FLIGHT TICKETS AND RAILWAY TICKETS

During the first days of your stay here, would you please take care of your return flight or your journey back home by railway. In the front hall of the Interhotel there is a branch of the GDR Travel Agency which will take care of the bookings for you.

You may also, of course, go the "Haus des Reisens" which is very close to the Interhotel.

SERVICE OF THE HOTEL

During your stay at the hotel you may well use its various services. You are requested to pay for the costs involved, since we do not bear them.

FIRST AID

In case you should want first aid, please dial one of the following phone numbers:

Monday to Friday	Extension 4310	Nurse
Day and Night	Extension 4232	Reception
or	Extension 4360	Hall manager

CULTURAL EVENTS

In your spare time you may attend theatre performances, cinema performances, museums or other events, and also go sightseeing. We put some press-hooks in your folder, from which you may select events at your sole discretion.

If so requested, you may order tickets for these events at the Organisation Bureau.

However, please order these tickets in time.

In addition we would be happy to let you have further advice and recommendations.

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B e l l i n  
Head of the Organisation Bureau