



IWF X 3 FORUM

IWF GERMANY • THE TRUSTEESHIP • IWF NORTHERN CALIFORNIA



SPECIAL ACCESS GERMANY - POCKET PROGRAM



GRAMANNS EVENT & CONGRESS ORGANIZATION GERMANY

phone: +49 (0)341 9261-068 · fax: +49 (0)341 9261-067 · info@gramanns.de · www.gramanns.de

September 6 through September 13, 2011 · Stuttgart, Kaiserslautern, Mainz, Berlin

Welcome

We are happy to welcome you in Germany and trust that you had a safe trip getting here. We look forward to hosting you over the next days to help make sure that this tour through Germany will be memorable.

Yours Sylvia Gramann & Peggy Fitzpatrick

Your personal copy

Welcome

In this booklet you will find:

Daily schedule

Important information

Contacts

We wish you a wonderful time!

Day 1 – September 6th

Schedule

Individual arrival in Stuttgart

17:00 h	Cocktail reception at Zeppelino's Hotel Steigenberger
18:00 h	Walk to Restaurant CUBE
18:30 h	Dinner at Restaurant CUBE



Day 1

Important Information

Welcome to Germany – we hope you have had a nice flight to Stuttgart!

We are happy to welcome you at the reception tonight. We kindly ask you to wear your name tag for tonight and the first couple of days.

Dress code for reception & dinner: business casual

Arrive, Rest, Connect & Prepare

Please find information about the attendees and the program in the information folder for the tour.

The hotel offers a brand new Shiseido Day Spa with: sauna, steam bath, beauty treatments, massage, fitness room and indoor pool.

Opening hours pool:

daily 06:00 h – 22:00 h for house guests only.

Opening hours Shiseido day spa:

daily 10:00 h – 20:45 h

For an appointment please call: 0711 - 2048 507

Preparations for the next day:

- Don't forget to set the alarm for tomorrow morning!
- Breakfast from 07:00 h – 08:00 h
- Meeting point at the reception at 08:15 h
- Bus leaves at 08:30 h
- Dress code: business casual

Day 2 – September 7th

Schedule

Until 08:00 h	Breakfast at the hotel
08:15 h	Meeting point at the reception
08:30 h	Bus transfer to U.S. Africa Command
09:30 h	U.S. Africa Command – morning session
12:00 h	Lunch & In-depth discussion
14:00 h	U.S. Africa Command – afternoon session
16:00 h	Bus transfer back to hotel
17:00 h	Relax & prepare at the hotel
18:00 h	Bus transfer to Schloss Solitude
18:30 h	Tour through Schloss Solitude
19:15 h	Reception & dinner at Schloss Solitude
21:45 h	Bus transfer back to hotel



Day 2

Important Information

We kindly ask you to make sure to be on time at the meeting point in the morning.

Dress code:

Day program – business casual

Evening program – business casual

What to take for the day program:

Personal belongings

Pocket program

Passport

Umbrella if it's a rainy day

What to take for the evening program:

Personal belongings

Camera

Preparations for the next day:

- Don't forget to set the alarm for tomorrow morning!
- Breakfast from 07:00 h – 08:00 h
- Meeting point at the reception at 08:15 h
- Bus leaves at 08:30 h
- **Dress code:** business casual

Day 3 – September 8th

Schedule

Until 08:00 h	Breakfast at the hotel
08:15 h	Meeting point at the reception
08:30 h	Bus transfer to U.S. European Command
09:30 h	U.S. European Command – morning session
12:00 h	Lunch
13:30 h	U.S. European Command – afternoon session
15:00 h	Bus transfer back to hotel
16:00 h	Relax & prepare at the hotel
17:30 h	Bus transfer to Robert Bosch Foundation
18:00 h	Reception & dinner at the Robert Bosch Foundation
21:00 h	Bus transfer back to hotel



Day 3

Important Information

We kindly ask you to make sure to be on time at the meeting point in the morning.

Dress code:

Day program – business casual

Evening program – business casual

What to take for the day program:

Personal belongings

Pocket program

Passport

Umbrella if it's a rainy day

What to take for the evening program:

Personal belongings

Camera

Preparations for the next day:

- Check out at the hotel reception
- Don't forget to set the alarm for tomorrow morning!
- Breakfast from 06:30 h – 07:15 h
- Meeting point at the reception at 07:30 h
- Bus leaves at 07:45 h
- Dress code: casual and comfortable shoes

Day 4 – September 9th

Schedule

Until 07:15 h	Breakfast & Check-out at the hotel Steigenberger Stuttgart
07:30 h	Meeting point at the reception
07:45 h	Bus transfer to Kurpfalz Kaserne in Speyer
09:45 h	German military installation – outside program
11:30 h	Lunch outside with German Soldiers
12:30 h	Bus transfer to Landstuhl Regional Medical Center
13:45 h	Visit Landstuhl Regional Medical Center
15:30 h	Bus transfer to Ramstein Air Base
15:45 h	Tour Ramstein Air Base
17:00 h	Check-in hotel, relax and prepare
19:00 h	Bus transfer to reception
19:15 h	Reception & dinner at Ramstein Air Base
22:30 h	Transfer back to hotel



Day 4

Important Information

Please bring your luggage to the reception before breakfast. The bus driver will load your baggage onto the bus. Keep only your hand luggage.

Please check-out at the reception and pay your incidentals.

Dress code:

Day program – casual and comfortable shoes
Evening program – business casual

What to take for the day program:

Personal belongings
Pocket program
Passport

What to take for the evening program:

Personal belongings

Preparations for the next day:

- Check-out at the hotel
- Don't forget to set the alarm for tomorrow morning!
- Breakfast on your own
- Meeting point at the reception at 08:15 h
- Bus leaves at 08:30 h
- Dress code: casual



Day 5 – September 10th

Schedule

Until 8:00 h	Breakfast on your own & check-out at the hotel in Ramstein
08:15 h	Meeting point at the reception
08:30 h	Bus transfer to Rüdesheim
10:20 h	Shopping tour in Rüdesheim
12:15 h	Bus transfer to Assmannshausen
12:30 h	Boat cruise and lunch
14:30 h	Castle tour Burg Rheinfels
16:15 h	Ferry to hotel
16:30 h	Check-in hotel, relax and prepare
18:30 h	Reception & gala dinner at hotel Krone Assmannshausen



Day 5

Important Information

Please bring your luggage to the reception before breakfast. The Bus driver will load your baggage onto the bus. Keep only your hand luggage.

Please check-out at the reception and pay your incidentals. Do not miss the ferry at 16:15 h from, Burg Rheinfels to Assmannshausen!
No more ferry transportation after this time.!

Dress code:

Day program – casual
Evening program – business attire

What to take for the day program:

Personal belongings
Pocket program

What to take for the evening program:

Personal belongings

Preparations for the next day:

- Check-out at the hotel
- Don't forget to set the alarm for tomorrow morning!
- Breakfast from 08:30 h – 09:30 h
- Meeting point at the reception at 09:45 h
- Bus leaves at 10:00 h
- Dress code: business casual



Day 6 – September 11th

Schedule

Until 9:30 h	Breakfast & check-out at hotel Krone in Assmannshausen
09:45 h	Meeting point at the reception
10:00 h	Bus transfer to Castle Johannisberg
10:30 h	Reflections of sacrifice & hope, 10 years after the attack
11:20 h	Bus transfer to Mainz
12:30 h	Fashion behind the scenes: Exclusive shopping experience with Anja Gockel
16:00 h	Bus transfer to Frankfurt main train station
18:13 h	ICE train from Frankfurt to Berlin
21:49 h	Arrival at Berlin main train station
22:15 h	Bus transfer to hotel Brandenburger Hof
22:45 h	Reception at hotel Brandenburger Hof



Day 6

Important Information

Please bring your luggage to the reception before breakfast. The bus driver will load your baggage onto the bus. Keep only your hand luggage.

Note: Your luggage will be transported directly to the hotel in Berlin. You do not have access to your luggage during the day until your late arrival at the hotel Brandenburger Hof in Berlin.

Please check-out at the reception and pay your incidentals.

Dress code:

Day program – business casual

What to take for the day program:

Personal belongings & hand luggage for the day
Pocket program
Camera

Preparations for the next day:

- Don't forget to set the alarm for tomorrow morning!
- Breakfast from 07:45 h – 08:45 h
- Meeting point at the reception at 09:00 h
- Bus leaves at 09:15 h
- Dress code: business casual

Day 7 – September 12th

Schedule

Until 8:45 h	Breakfast at the hotel
09:00 h	Meeting point at the reception
09:15 h	Bus transfer to Federal Chancellery
10:00 h	Visit Federal Chancellery
12:00 h	Sightseeing tour by bus & lunch box
13:00 h	Ministry of Defense and wreath ceremony at the Bundeswehr Memorial
16:45 h	Bus transfer back to Hotel
17:00 h	Relax and prepare
19:30 h	Bus transfer to Villa Heydt
20:00 h	Welcome reception & dinner at the Villa Heydt, Presentation by Prof. Parzinger, President of the Prussian Cultural Heritage Foundation
22:30 h	Transfer back to hotel



Day 7

Important Information

We kindly ask you to make sure to be on time at the meeting point in the morning.

Please note that we will visit two German government institutions where security checks are mandatory.

Dress code:

Day program – business casual

Evening program – business casual

What to take for the day program:

Personal belongings

Pocket program

Passport

Preparations for the next day:

- Don't forget to set the alarm for tomorrow morning!
- Breakfast from 08:00 h – 09:00 h
- Meeting point at the reception at 09:15 h
- Bus leaves at 09:30 h
- Dress code: business casual



Day 8 – September 13th

Schedule

Until 9:00 h	Breakfast at the hotel
09:15 h	Meeting point at the reception
09:30 h	Bus transfer to Museum Island
10:00 h	Museum tour
13:00 h	Transfer back to hotel
13:30 h	Lunch & time to prepare
15:00 h	Transfer to Potsdam
16:00 h	Visit Potsdam
18:30 h	Transfer to castle Lindstedt
19:00 h	Reception & dinner at castle Lindstedt
22:00 h	Transfer back to hotel



Day 8

Important Information

We kindly ask you to make sure to be on time at the meeting point in the morning.

For the afternoon program we kindly ask you to wear comfortable shoes. The shoes for the evening can be stored in the bus during our visit in Potsdam.

Dress code:

Day program – business casual
Evening program – business attire

What to take for the day program:

Personal belongings
Pocket program
Camera

Preparations for the next day:

- Breakfast individual
- Check-out individual



Day 9 – September 14th

Schedule

Individual breakfast & check-out

Taxis to the airport or the train station
can be ordered through the Reception Desk.



Day 9

Contacts



Sylvia Gramann
+49 175 174 6013



Peggy Fitzpatrick
+49 176 100 67224

personal notes

personal notes

personal notes

personal notes

