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Practical Information: DLM Forum Annual General Meeting

21st–22nd May 2019, Bern, Switzerland



[The Swiss Federal Archives](#) are pleased to invite the members of the DLM Forum to their Annual General Meeting in Bern on 21st–22nd May 2019. Welcome!

For information on organizational matters, please contact the DLM meeting organization coordinator:
secretariat@dmlforum.eu.

1 Venue

The meeting takes place at the Kursaal Bern congress centre. The Kursaal Bern enjoys a central location in the heart of scenic Switzerland, is easily accessible by road, rail and air, and provides the ideal venue for events of excellence. Free Wi-Fi is available on site. The facilities are accessible to persons with restricted mobility and assistance will be provided if needed.

KONGRESS + KURSAAL BERN AG
Kornhausstrasse 3
CH-3000 Bern 25
www.kursaal-bern.ch
[Show on Google Maps](#)

2 How to get to Bern

Bern can be reached conveniently and quickly from all directions by plane, car or train.

2.1 By plane

Bern Airport

Bern Airport is just 10 km from the city centre. This small airport connects Bern with European cities such as London, Berlin and Munich. Thanks to its compact size, only a short time is needed for arrivals and departures. The city can be reached by public transport. The airport bus takes passengers to Belp train station, from where suburban (S-Bahn) trains run to Bern main station.

Zurich Airport

Zurich Airport is Switzerland's largest airport. Trains with direct connections to Bern depart from the airport train station every 30 mins. Journey time is 1 hour and 15 mins.

EuroAirport Basel Mulhouse Freiburg

EuroAirport is located near the borders of Switzerland, France and Germany. Bern can be reached via Basel SBB train station in around 1 hour and 15 mins. Trains from Basel SBB to Bern depart every 30 mins.

Geneva Airport

Geneva Airport is also well connected to the Swiss rail network. Geneva Airport train station can be reached directly from the arrivals hall. Direct trains to Bern depart every 30 mins. The journey takes just under two hours.

2.2 By train

There are regular, direct train connections to all larger Swiss towns, as well as to Europe's most important cities. Information on train schedules and tickets can be obtained from the [Swiss Federal Railways](#) website (SBB-CFF-FFS).

To get to the Kursaal from the main station in Bern:

- Take tram no. 9 (direction "*Wankdorf Bahnhof*")
- Alight at the "*Kursaal*" stop

2.3 By car

To get to the Kursaal:

- Take the "*Bern-Wankdorf*" exit from the motorway
- Follow the signs for "*Zentrum*", taking the right-hand lane in Papiermühlestrasse
- Continue along the road until you reach the third crossroads, then turn right into Viktoriastrasse and follow the signs for "Hotel Allegro/Kursaal"
- At Viktoriaplatz, turn left into Kornhausstrasse
- The Hotel Allegro/Kursaal is situated on the right-hand side

Once you have arrived in Bern, we recommend leaving your car in one of the multi-storey car parks and exploring the city centre on foot. The old town is car-free, except for deliveries.

3 Tourist information

You can find information and brochures about your stay in the city and region of Bern at the tourist information office, where you can also purchase tickets for public transport, rail passes, fishing permits, and BERNcity gift cards. Visit www.bern.ch

Tourist Information at the Main Station
Bahnhofplatz 10a
3011 Bern
Tel. +41 31 328 12 12
E-mail info@bern.com

3.1 Language

The small country of Switzerland has four official languages. Bern is a bilingual canton (German/French) and many people can communicate in both languages. Most also speak English, Italian or another foreign language.

3.2 Electricity and plugs

Electricity throughout Switzerland is supplied at 230 volts. Type C (Europlug, two-pin) plugs and type J (three-pin) plugs are used. The type F ("Schuko") plugs widely used in Europe cannot be used without an adapter.

3.3 Time zone

During the winter, Central European Time (CET) applies in Switzerland. From the end of March to the end of October, Summer Time applies (CET + 1 hour).

3.4 Tipping

Tips are generally included in the price for all services. However, in restaurants it is usual to round up the bill by a reasonable amount.

3.5 Swiss Travel Guide app

This is a public transport app for tourists in Switzerland designed to optimise your travel experience by train, bus and boat. An integrated Swiss map featuring public transport lines helps you find the best way from A to B.

4 Useful information

4.1 Passports & visas

Every traveller must have a valid passport. Visas are required for a continuous stay of more than three months. For shorter stays you only need to bring your valid passport with you. This applies to citizens of the following countries: countries of the American Continent (except Belize, Dominican Republic, Haiti, Colombia and Peru), Europe, Japan, Australia and New Zealand. Travellers should ensure that their passport is valid for at least three months after their intended date of departure.

4.2 Currency

Please note that Switzerland uses the Swiss franc, usually denoted by the abbreviations CHF or SFr. While Switzerland is not part of the European Union and thus is not obliged to convert to the euro, many prices are indicated in euros so that visitors can compare.

Merchants may accept euros but are not obliged to do so. Change will most likely be given in Swiss francs.

The safest and easiest methods of payment are traveller's cheques and credit cards. The cards most used are American Express, MasterCard and Visa.

4.3 Emergencies

117: Police

118: Fire

144: Ambulance

1414: Swiss Air Rescue

112: European emergency number

1811: General inquiries, e.g. doctors, theatres, etc.

140: Breakdown service

For general inquiry calls from Germany or Austria, the number must be preceded by the following dialling code: 0041 848 800 xxx (e.g. 1811 or 162).

Pharmacies in Bern have a sign saying "Apotheke" and are usually open during regular business opening times (8 am to noon and 2 pm to 6 pm, or 4 pm/5 pm on Saturdays). Some pharmacies (often at stations and airports) have longer hours or are open on Sundays. For details of open emergency pharmacies in your area, visit: www.sos-apotheke.ch.

4.4 Dialling codes

The national dialling code for Switzerland is +41. The following 0 is omitted. Dialling codes from Switzerland are as follows: Germany: 0049, Spain: 0034, Estonia: 00372, Denmark: 0045, Sweden: 0046, Netherlands: 0031, Austria: 0043, Slovenia: 00386, Finland 00358, UK: 0044.