

PRACTICAL INFORMATION – BUSINESS MEETINGS IUGG 2023

1. Venue

CityCube Berlin

Messedamm 26, 14055 Berlin

(see [map](#))

2. Registration

Please note that all business meetings attendees should have IUGG registration. The Registration Desk is located in the [Entrance Foyer](#) (Mezzanine Level) of the CityCube.

Registration Desk Opening Hours:

| | |
|---------------|---------------|
| Tue, 11 July | 07:30 – 18:00 |
| Wed, 12 July | 07:00 – 18:30 |
| Thu, 13 July | 07:30 – 20:00 |
| Frid, 14 July | 07:30 – 18:30 |
| Sat, 15 July | 07:30 – 18:30 |
| Sun, 16 July | 07:30 – 18:30 |
| Mon, 17 July | 07:30 – 18:30 |
| Tue, 18 July | 07:30 – 18:30 |
| Wed, 19 July | 07:30 – 17:00 |

Delegates who have not yet settled the registration fee in full will be asked to pay the amount due. The Registration Desk accepts Credit / Debit cards (Visa, MasterCard) or cash (EUR only).

Badges

Delegates with a valid registration will receive an email from the Registration Secretariat with a QR registration code.

Please have the QR code ready when you first arrive at the venue. It will enable you to pick up your badge and Delegate bag.

Please note that badges need to be worn at [all times](#) in the venue and all official functions of the General Assembly.

3. Scientific & Business meetings Program

The up-to-date program can be accessed [HERE](#).

4. Coffee Breaks and Lunches

Coffee breaks will be served in the Exhibition and Poster area as per the Program. Lunches can be purchased at own cost in Food Trucks that will be available in the Exhibition area (July 12-19).

5. Wi-fi Access

IUGG 2023 delegates can connect to the free event wi-fi using the following details:

Network name: **IUGG 2023**

Password: **iuggberlin**

6. Technical specifics for laptops

We would like to remind you that you need to bring your own laptop to the business meetings rooms.

Laptop should be equipped with win10 or 11, HDMI for Video, USB A and 3,5 jack for audio out is required.

In case of devices with only usb-c, please bring the necessary adapter.

Note: No guarantee for proper work of Apple devices (MacBooks).

You will be broadcasting the presentations directly from the laptop. **EXCEPTION:** If you have a meeting in rooms M1-8, A1-6 or New York 1-2, London 1-2, you will have 2 options: either upload your presentation in a Speaker ready room or use your own laptop. In the first case, you will not be able to use any other tools except the slides uploaded to our system (you cannot go to the web browser or showcase some document).

7. Rooms Use Rules

- Please keep your meeting within the confirmed time frame. If there is a meeting scheduled right after yours, please keep in mind to not have any delays and vacate a room 5 min before the start (advice: set up a timer).
- Leave a room clean for the next meeting
- All furniture must be returned to the original position at the end of the meeting

8. Association Offices

Association Offices will be located as follows:

| Room | Office | | |
|-------------|----------------|------------|------------------------|
| R6 | IUGG Treasurer | S1 | IUGG Secretary General |
| R8 | IAG | S2 | IUGG President |
| R9 | IAHS | O9 | IAVCEI |
| R10 | IAGA | O10 | IAPSO |
| R11 | IAMAS | O11 | IACS |

You can pick up your association office keys at the Registration desk. You will be handed over **2 keys** and you will be requested to sign a handover protocol, confirming you agree with costs in case of loss: **175,-€ exclusive of VAT for 1 key.**