1. Access to the IITC

IRENA Innovation and Technology Centre (IITC) is located at:

- Thomas-Dehler-Haus, Willy-Brandt-Allee 20, Bonn / Phone contact: +49 228 391 79085
How to reach the IITC:

Arrival from Bonn/Cologne Airport (around 60 min to IRENA):

- Take bus SB60 direction Bonn Hbf (Bonn main train Station). Take metro (U-Bahn) 66 direction Clemens-Augustus-Str or any other metro line going the same direction (16 or 63). Exit the metro on the stop “Heussallee/Museumsmeile” and follow the sign “International renewable Energy Agency”. Once you come up from the metro station, the IITC building Thomas-Dehler-Haus is clearly marked with “IRENA” logo.

Arrival by train from the main train station Bonn (around 7 min to IRENA):

- Take metro (U-Bahn) 66 direction Clemens-Augustus-Str or any other metro line going the same direction (16 or 63). Exit the metro on the stop “Heussallee/Museumsmeile” and follow the sign “International renewable Energy Agency”. Once you come up from the metro station, the IITC building Thomas-Dehler-Haus is clearly marked with “IRENA” logo.

Arrival by train from the train station Bonn UN Campus (around 3 min to IRENA):
1.1. Access to the event

Access to the Event is possible exclusively via the main door entrance. Each participant needs to pass the reception / security area and register at the registration desk next to the security on the ground floor / street level.

Parking spaces are available for the participants in the underground garage. The intention to use the garage needs to be indicated when registering the participants. There is access from the garage to the main entrance in the lobby via the visitor’s elevator.

1.2. Registration

A final list of participants is required at least a week in advance. The following information is required: Name, Surname, ID or passport number. Participants must present a valid identification with a photo at the entrance.

1.3. Deliveries:

Material planned for dissemination during the event should be mailed to IITC within a reasonable time before it. The consignment needs to be addressed to the following address and contact person with reference to the event:

IRENA, Thomas-Dehler-Haus
Willy-Brandt-Allee 20
Marko Emersic
(NAME OF THE EVENT)
53113 Bonn
Germany

1.4. Catering

Catering requirements for the event such as breakfast, coffee break, lunch etc. must be communicated to IRENA facility manager (memersic@irena.org) at least one month prior the event. After the initial discussion the organizer will be put in touch with the catering company who has a long-term agreement with IRENA.

1.5. Bathrooms

Signs are posted to guide participants to the toilets in the area below the Ground-Floor Conference Hall.

2. Capacity of IITC Conference Room Ground Floor and Meeting Rooms and the booking process
The IITC Ground Floor Conference room has the capacity to accommodate around 120\(^1\) people. A separation wall can divide the space into two equal parts which enable a simultaneous use of the ground floor meeting room for two events. The seating layout defines the final room capacity.

The following layouts could be applied:

- **Whole Ground Floor Conference room (no division between Ground Floor Conference Room Left and Right):**
  
  - Classroom/cinema: 120 chairs (IT IS RECOMMENDED TO LIMIT ANY EVENT TO MAX 70 PEOPLE DUE TO COOLING SYSTEM LIMITATION / this limitation may vary depending on the outside temperature. If the outside temperature exceeds 20 degrees C, limit is 70 people, below 20 degrees C limit is 100 participants)

- **U-shape:** 38 chairs + 19 tables:

\(\text{1} \, 120 \text{ chairs in a classroom setting without desks is the upper maximum capacity. However, it is not advisable to exceed 70 people for a comfortable event.}\)
• Divided Ground Floor Conference Room Left:
  ✓ Classroom/cinema: 70 chairs
  ✓ U-shape: 24 chairs + 12 tables

• Divided Ground Floor Conference Room Right:
  ✓ Classroom/cinema: 50 chairs
  ✓ U-shape: 14 chairs + 7 tables
There are 3 additional IITC meeting rooms:
- 1st floor meeting room (capacity for 15 people)
- 2nd floor meeting room (capacity for 12 people)
- 3rd floor meeting room (capacity for 10 people)

- Equipment / furniture available for the events:
  - 150 meeting room chairs, 25 meeting room tables
  - 22 standing reception tables
  - VC CISCO facility with large front wall screen
  - 24 desk wireless microphones with speaker
  - 4 handheld portable microphones
  - 4 standing paper flip charts
  - Plastic desk name tag holders for folded A4 – size paper

Emergency contact:
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General logistic or facility matters:
Marko Emersic
IRENA Bonn Facilities Management Officer
Mob: +491721388183 | MEMersic@irena.org
BONN - List of hotel for meetings and accommodation

1. WCCB  [https://www.worldccbonn.com](https://www.worldccbonn.com)

2. Kameha Grand [https://www.kamehabonn.de](https://www.kamehabonn.de)

3. Wissenschadtszentrum [https://www.wissenschaftszentrum-bonn.de](https://www.wissenschaftszentrum-bonn.de)

4. Kunstmuseum Bonn (next to Bonn office)- they have a big 300 paxs. [https://www.bundeskunsthalle.de](https://www.bundeskunsthalle.de)

5. Maritim hotel


6. Marriot Bonn

   [https://www.marriott.com/en-us/hotels/cgnbo-bonn-marriott-hotel/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0](https://www.marriott.com/en-us/hotels/cgnbo-bonn-marriott-hotel/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0)

7. Ameron Koenighof hotel

   [https://ameroncollection.com/de/bonn-hotel-koenigshof](https://ameroncollection.com/de/bonn-hotel-koenigshof)

8. Hotel Kanzler


9. Steigenberger Hotel Petersberg

10. Motel one, Bonn

    [https://www.motel-one.com/de/hotels/bonn/?gclid=CjwKCAiA_6yfBhBNEiwAkmXySjUa9bDkR2_o-szpsXjZc1m38AVBvdmbwwYIYgBrmKbXTQMBzxXwBoCtU8QAvD_BwE](https://www.motel-one.com/de/hotels/bonn/?gclid=CjwKCAiA_6yfBhBNEiwAkmXySjUa9bDkR2_o-szpsXjZc1m38AVBvdmbwwYIYgBrmKbXTQMBzxXwBoCtU8QAvD_BwE)

11. Dorint hotel *(former Hilton hotel)*

    [https://hotel-bonn.dorint.com/de/](https://hotel-bonn.dorint.com/de/)

12. ACHAT Sternhotel Bonn