Dear Distinguished Members of the Extended Board,

INVITATION TO THE 2018 IAW BERLIN BOARD MEETING

Once again, we are delighted to invite you to the 2018 Board Meeting of the International Alliance of Women which is scheduled to hold in the city of Berlin, Germany from the 23rd to 29th October 2018.

The Board Meeting will, as usual, be preceded by a 2-day Seminar -organized by our hostesses, Deutscher Frauenring (DFR), otherwise known as the German Women’s Council.

This Seminar will hold on the 24th and 25th, on the theme: “Squaring the Circle for Women, Peace and Security”, with participants from such renowned organizations as German CSO 1325 Alliance, German NGO Alliance for CEDAW, Women’s Network for Peace, the hostesses, National German Women’s Council together with experts and representatives of relevant German Fed. Ministries who belong to the Inter-ministerial Working group (IMAG) responsible for the National Action Plan 1325 II.

The seminar will bring to fore the United Nations Security Council Resolution (UNSCR) 1325 which was promulgated to address the pivotal role women should play in conflict solution, peace negotiations and sustainable world peace. It will discuss the National Action Plans, guiding principles, standards and policies instituted in its implementation in Germany and various other parts of the globe -under such subthemes as: ‘Extending Space for Women Peacemakers’; ‘The Human Rights of Peace’, ‘The Culture of Peace’ etc.

On the eve of Friday, the 26th, the President and Members of the Berlin Parliament will hold a reception in commemoration of “100 Years of Women’s Vote” for IAW, DFR and other guests, at the Berlin House of Parliament. Delegates are enjoined to come prepared to speak for precisely three minutes each on the date of attainment of women’s suffrage in their own countries, challenges encountered thereby and current endeavors in overcoming these obstacles -towards an equitable de facto women’s representative participation. These short speeches will be delivered after the keynote address, during the dinner, in the traditional Georgian Toast style.

DFR will genially assist in scheduling meetings for delegates with local NGOs and other organizations in Berlin from Monday 29th October. If this is of interest to you, please feel free to contact the DFR, in advance, via Jasmina Reichert, Manager in charge of the DFR-Headquarters at mail@d-fr.de and in copy, Marion Boeker, DFR Board of Presidents at marion.boeker@gmx.de.
Kindly take cognizance of the following **DEADLINES**:

- **1st September 2018** - Submission of Registration Forms
- **1st September 2018** - Contributions to the Booklet of Annual Reports
- **11th September 2018** - Reservation Closure at Baxpax Downtown Hostel
- **12th September 2018** - Reservation Closure at Hotel-Dietrich-Bonhoeffer-Haus
- **21st September 2018** - Reservation Closure at Humboldt University Guesthouse

Moreover, to facilitate your preparations, please find herewith attached, the following:

- A Provisional Programme of Events
- Conference Registration Form (Pls. print and complete this in full)
- Travel Information - Hotel/Accommodation et al
- The DFR Int'l Seminar Programme in English, French, German
- Draft Agenda for the Board Meeting
- Resolutions adopted at the 2017 Congress in Cyprus
- Action Programme 2018-2020
- Political Declaration adopted by IAW Congress in Nicosia, Cyprus, October 2017
- A Reminder Re: 2018 IAW Booklet of Reports

Kindly note also that elected Board Members and Commission Conveners, if unable to attend, are expected to appoint informed proxies from their country or from their Commission.

Honorary Presidents and Vice-Presidents, our Representatives to International Organizations and Agencies, Regional Coordinators and other office holders, as well as editors of the International Women’s News and the E-Newsletter are entitled to attend in an advisory capacity.

Observers, individual members or non-members, who are interested in the IAW- are also cordially invited.

We look forward to welcoming you specially to the IAW 2018 Berlin Board Meeting and our meticulously planned seminar and exciting social and networking events!

With many thanks and kind regards,

Joanna Manganara  
President, International Alliance of Women (IAW) (DFR)  

Marion Boeker  
Executive Board, Deutscher Frauenring
## PROVISIONAL PROGRAMME OF EVENTS

Daily: Coffee/Tea Breaks and Lunch

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>EVENT</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 23 October</td>
<td>All Day</td>
<td>Arrivals and Registration</td>
<td>Registration Desk will be located at the Hotel Dietrich-Bonhoeffer Haus (DBH)</td>
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<tr>
<td></td>
<td>PM</td>
<td>Welcome Dinner</td>
<td>Dietrich-Bonhoeffer-Haus</td>
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<tr>
<td>Wednesday/Thursday 24-25 October</td>
<td>9.00AM</td>
<td>Int'l Seminar with IAW, DFR/FNF and other NGOs</td>
<td>Dietrich-Bonhoeffer-Haus</td>
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<td></td>
<td>6.00PM</td>
<td>Guided Peace Walk by Paolo Freire Institute</td>
<td>Self-funded Costs: €10 p.p.</td>
</tr>
<tr>
<td>Friday 26 October</td>
<td>9.00AM – 6.00PM</td>
<td>IAW Board Meeting</td>
<td>Dietrich-Bonhoeffer-Haus</td>
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<td></td>
<td>???</td>
<td>Reception &amp; Celebration: 100 Years Women’s Vote Herstory – It’s present-day significance for us!</td>
<td>Departure from DBH at 6.00PM Venue: Berlin Land House of Parliament</td>
</tr>
<tr>
<td>Saturday 27 October</td>
<td>9.00AM – 6.00PM</td>
<td>IAW Board Meeting</td>
<td>All day at DBH</td>
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<td></td>
<td>From 6PM</td>
<td>Cultural Events</td>
<td>These and other options available on demand</td>
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<tr>
<td></td>
<td>Option 1: Theatre (Brecht Theatre Berliner Ensemble)</td>
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<td></td>
<td>Option 2: Contemporary Art Exhibition of Boros Collection Art Bunker</td>
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<tr>
<td>Sunday 28 October</td>
<td></td>
<td>Departures – without excursion</td>
<td></td>
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<td></td>
<td>2.00PM – 10.00PM</td>
<td>Excursion to Ravensbrück - Exhibition on Rosa Manus –</td>
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<td></td>
<td>10.00PM</td>
<td>Farewell Dinner</td>
<td></td>
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<tr>
<td>Monday 29 October</td>
<td>All Day</td>
<td>Departures or Self-Funded Scheduled Programs</td>
<td>Pls. discuss special interests with DFR/Hostess</td>
</tr>
</tbody>
</table>
International Alliance of Women
2018 BOARD MEETING

October 23rd – 29th, 2018
Hotel Dietrich-Bonhoeffer-Haus, Ziegelstr. 30, 10117 Berlin.

REGISTRATION FORM
Please complete this form and return it before SEPTEMBER 1, 2018 to:
IAW via email: assist.seccen@womenalliance.org
and in copy to:
Deutscher Frauenring (DFR) via email at mail@d-fr.de

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I. PERSONAL DETAILS
(please attach your business card or write legibly in block capitals)

TITLE: ________________________________ GIVEN NAME: ________________________________ FAMILY NAME: ________________________________

(please use the travel document you will use for Berlin: pl. use capital letters)

ADDRESS:
- House No., Street, Country of Residence

TELEPHONE NO.: ________________________________
- with Country and Area Code

FAX:

EMAIL:

II. IAW MEMBERSHIP

IAW POSITION:

MEMBER ORGANIZATION:

POSITION:

INDIVIDUAL MEMBER?: YES: NO:
REGISTRATION FEES

Total Amount Payable: Euros (€) 183.00
This settles: Attendance at Board Meeting, 2 Day International Seminar, Workshops, Daily Refreshment Breaks, Welcome and Closing Dinner, Scheduled Social Events (the parliamentary reception at d/3 Booklet of Reports)

Payment Options:
1. Via Cash in EUR on arrival.
2. Via Bank Transfer on or before 12 October 218
   Account name: Deutscher Frauenring e.V. ----- BANK: Sparkasse Emden
   IBAN: DE95 2045 0000 0000 014605 ----- BIC Code: BRLA DE21 EMD
   CURRENCY: EUR

Pls. endorse purpose in the bank transfer document as follows:
IAW BM 2018 BERLIN

Ensure that your full name as written in your travel document appears on your transfer form and that a copy is attached to your registration form.

Receipt acknowledging payment will be issued and dispatched upon receipt of payment in full.

☐ I will make payment on arrival
☐ I have transferred to the Deutscher Frauenring e.V. account the total amount payable and have attached a copy of the bank transfer details.

ARRIVAL DETAILS

DATE: ______________ TIME: ______
FLIGHT NO: ______________
Via Tegel International Airport (TXL) YES: _________ NO: _________
Via Schoenefeld International Airport (SXF) YES: _________ NO: _________
&
DATE of Departure ______________ TIME: _________ via TXL SXL
Flight NO: ______________

TRAVEL ARRANGEMENTS
Participants are responsible for making their own travel arrangement.
SOCIAL EVENTS

Please indicate in which activity you would participate so the host can plan everything proper. Pl. indicate for activities covered by the fee and which are optional on your own costs - here the host needs to make reservation and prepare your participation (Thanks!):

<table>
<thead>
<tr>
<th>ACTIVITIES COVERED BY REGISTRATION FEES</th>
<th>OPTIONAL SELF-FUNDING ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>To facilitate arrangements, kindly indicate which of the following events you plan to attend:</td>
<td>DFR will gladly assist with reservations and arrangements. Pls. indicate interest below:</td>
</tr>
<tr>
<td>☐ Welcome Dinner</td>
<td>☐ Guided Peace Walk by Paulo Freire Institute. Cost: EUR 10.00 pp</td>
</tr>
<tr>
<td>☐ 2-days International Seminar on WP UNSCR 1325 and Culture of Peace</td>
<td></td>
</tr>
<tr>
<td>☐ Reception in commemoration of &quot;100 Years of Women’s Vote&quot; at the Berlin House of Parliament</td>
<td>☐ Brecht Theatre Berliner Ensemble or Alternatives. Cost: EUR 15 - 25</td>
</tr>
<tr>
<td>☐ Group excursion to the Memorial Building at the former Ravensbrück Concentration Camp to visit the exhibition on Rosa Manus, a founding member of IAW</td>
<td>☐ Contemporary Art Exhibition of Boros Collection Art Bunker Cost: EUR 15.00 Reduced EUR 9.00</td>
</tr>
<tr>
<td>☐ Farewell Dinner</td>
<td>Other Request(s):</td>
</tr>
</tbody>
</table>

We Recommend Opera and/or tour of the Edward Said Academy

SPECIAL MEDICAL/ALLERGY/ DIETARY RESTRICTIONS

List ALL special requirements:

TRAVEL ARRANGEMENTS

Participants are responsible for making their own individual travel arrangements.

NAME:  SIGNATURE:  DATE:
**DELEGATES INFORMATION**

**TRANSPORTATION**

- from Airport to the Hotel Dietrich-Bonhoeffer-Haus, Ziegelstr. 30, 10117 Berlin.

*Which is the closest airport to Berlin?*

Berlin offers two international airports - Schönefeld and Tegel. Both are easily accessible within the public transport system.

The new Berlin Brandenburg International Airport BER is currently under construction and will not open before the board meeting.

For further information: https://www.berlin-airport.de/de/index.php

**From Berlin Brandenburg Airport Schönefeld:**

**Schönefeld Airport (SXF) is situated in the southeast of Berlin, approximately 18 km from the city center. The airport is connected with the city center by the S-Bahn (suburban train/ public transport).**

Take the **S-Bahn line S9** in the direction of Spandau Bhf to S+U Friedrichstr. After another 620 meters you see the Dietrich-Bonhoeffer-Hotel. This takes approximately 52 minutes and costs **EUR 3.40** per person.

**OR**

Take **S-Bahn line S45** in the direction of Sudkreuz Bhf to step wown at S+U station Tempelhof and then switch to metro number U6 in the direction of Alt-Tegel, step down to Oranienburger Tor. After another 360 meters you will see the Dietrich-Bonhoeffer-Hotel. This takes approximately 56 minutes and costs **EUR 3.40** per person.

Note that the airport is located in **fair zone C** (ticket Berlin ABC)

**By taxi:**

Taxis are available 24 hours a day. The journey time to the hotel is approximately 45 min.

**Schönefeld Airport (SXF)**

12521 Berlin, Phone: +49 30 60911150

**From Berlin International Airport Tegel:**

**Tegel Airport (TXL) is situated in the northwest of Berlin, approximately 8 km from the city-centre. You can reach venue from the airport conveniently within 35 minutes.**

Take the Bus line 128 in the direction of Osloer Str. to U Kurt-Schumacher-Platz and then switch to metro number U6 in the direction of Alt-Mariendorf to Oranienburger Tor. After another 360 meters you see the Dietrich-Bonhoeffer-Hotel – approx. 32 minutes, costs EUR 2,80 per person.

**OR**

Take Bus line 109 in the direction of S+U Zoologischer Garten to Tegeler Weg/S Jungfernhide and then switch to S-Bahn in the direction of Ringbahn S 41 to S+U Wedding (Berlin). Then switch to
metro number U6 in the direction of Alt-Mariendorf to Oranienburger Tor. After another 360 meters you see the Dietrich-Bonhoeffer-Hotel – approx. 35 minutes, costs EUR 2,80 per person.

**By taxi:**

Taxis are available 24 hours a day. The journey time to the hotel is approximately 25 min.

**Tegel Airport (TXL)**
13405 Berlin, Phone: + 49 30 60911150

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**REGISTRATION DESK**

Where do I register when I arrive?

Board meeting registration is available from Tuesday, 23th October, all day at the

**Hotel Dietrich-Bonhoeffer-Haus, Ziegelstrasse 30, 10117 Berlin.**

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**ACCOMODATION**

1. **Hotel Dietrich-Bonhoeffer-Haus**

Hotel Dietrich-Bonhoeffer-Haus  
Ziegelstr. 30 10117 Berlin  
Tel: +49 30 28467-0  
Fax: +49 30 284 67-145  
Email: elzorkany@hotel-dietrich-bonhoeffer.de  
Website: www.hotel-dietrich-bonhoeffer.de

Specially negotiated conference rates are available at Dietrich-Bonhoeffer Haus, the Conference hotel, inclusive of breakfast, service charges and local tax as follows:

- Single rooms €92 per person per night
- Double rooms: €130 per night (Double occupancy at €65 per person)

Check-In starts at 14:00 (2pm) on the day of arrival. Check-Out ends at 10:00 (10am) on the day departure.

For reservations please contact the hotel directly before the deadline, **12TH OF SEPTEMBER 2018**, at:

Pls. note, your host the Deutsche Frauenring (DFR) has reserved in this hotel a contingent of rooms for a special price. To book it, be sure to inquire that you are claiming one of them because you are a DFR guest.

**Other Options:**

2. **Guesthouse of Humboldt University**

Ziegelstr.13 A/B, 10117 Berlin  
Tel:+49 30 2093 1186  
Fax +49 30 2093-1200  
Email: marina.wilhelm@uv.hu-berlin.de
Available:

- Single room in two apartments with kitchenette and shared bathroom: €47.00 per person, per night
- One barrier-free double room: €79 per person, per night.

Check-In is from 14:00 to 22:00 (2pm – 10pm) on the day of arrival. Check-Out ends at 10:00 (10am) on the day of departure.

Reservations must be made on or before **SEPTEMBER 21ST, 2018.**

**Pls. use CODE: DFR2018**

NB. This facility is undergoing comprehensive renovation and subject to unavoidable noise and pollution.

**3. Baxpax Downtown Hostel**

Ziegelstr. 28, 10117 Berlin  
Tel: +49 30 2787488-0  
Fax: +49 30 2787488-89  
E-Mail: downtown@baxpax.de  
Website: [http://baxpax.de/en/downtown](http://baxpax.de/en/downtown)

Available:

- Single rooms **without** breakfast: €63 per person per night  
- Double room **without** breakfast €36 per person/night.

Breakfast costs €6.50 per day extra.

Check-In starts at 15:00 (3pm) on the day of arrival. Guests who arrive earlier may store luggage in the hotel's baggage area until a room is available. Check-out ends at 11:00 (11am) on the day of departure.

Reservations must be made on or before the **12TH OF SEPTEMBER.**

**Please use keyword: 255745**

**VISAS**

A valid passport (or identity card for European Community nationals) is required.

Under the terms of the Convention Implementing the Schengen Agreement, flights between Schengen states are considered to be internal flights and passengers do not need to obtain visas.

To find out if you need a visa, or for information on visa requirements, please visit the website of the **foreign ministry of the Federal Republic of Germany** at [https://www.auswaertiges-amt.de/en](https://www.auswaertiges-amt.de/en)

Keep in mind that a visa application may take some time to be processed, so be sure to apply early on to ensure its approval before the Board meeting begins. There is a visa fee of about 60-75 EUR.

**NOTE:** Attendees must register for the Board meeting before applying for a travel visa to Germany.

IAW and the DFR will gladly send you an invitation letter for visa purposes on demand.

For the visa invitation you need to send the host mail@d-fr.de some more data: your full name as written in the travel document you will use, Full Code (Letters & numbers) of your travel document, date of issuing and expiry of the travel document (pl. be sure that the travel document is valid long enough, as for a time the embassy of Germany requires for a visa), and your full address where your residency is registered.

**Invitation Letter Required for Visa Purposes?** YES: ________ NO: ________
All working sessions and materials will be in English.

There will be German-English interpreters during the International Seminar.

Volunteers will translate some papers into French.

Volunteers will also be available to assist French speakers with translation to English.