

Information Sheet

German-Turkish Roundtable on International Affairs (GTRT) 2026 "War-Making and Peacebuilding in a World of Disorder"

24 – 25 March 2026, SWP Berlin

Accommodation	The Dean Hotel, Uhlandstraße 49, 10719 Berlin
Conference & Dinner Venue, 24.-25.03.2026	SWP, Ludwigkirchplatz 3–4, 10719 Berlin

Accommodation

Participants will be staying at:

The Dean Hotel

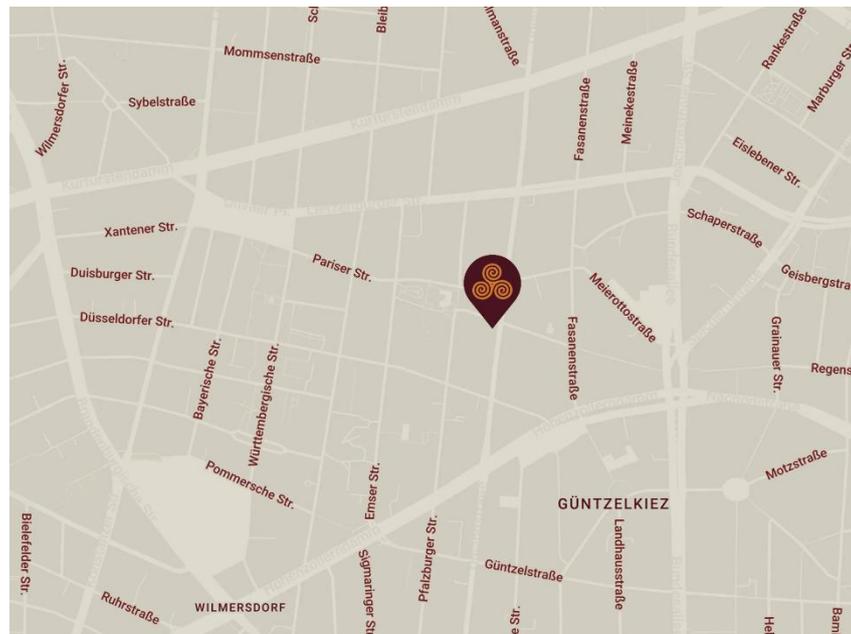
Uhlandstraße 49, 10719 Berlin

Check-in: 3 p.m – 12 a.m. / check-out 12 a.m – 11 a.m

Mail: hello.berlin@thedeanhotels.com

For more information follow the link below:

thedeanhotels.com/locations/berlin



CATS will cover **accommodation costs for the period as bilaterally agreed on at the Dean Hotel**, including breakfast, which will be billed directly to CATS/SWP. If you require an additional night of accommodation, which may be covered in certain circumstances such as connecting or long-haul flights, please contact lisa.schwitalla@swp-berlin.org.

**Due to high hotel occupancy, early check-in and late check-out may be possible upon individual request.*

How to get from Berlin Brandenburg Airport (BER) to Dean Hotel ?

From Berlin Brandenburg Airport (BER) you can take the **train FEX (21892) toward Berlin Hauptbahnhof** and **get off at Berlin Südkreuz** (approx. 12 min.). At Berlin Südkreuz **change into S-Bahn S421 toward Gesundbrunnen or S46 toward Westend to Heidelberger Platz** (approx. 7 min.). From Heidelberger Platz **take the U3 line toward U Spichernstr. to Hohenzollernplatz** (approx. 4 min.). You can reach the Dean Hotel in just 5 minutes by foot.

Alternatively, you can search for other public transportation options by using the **BVG app** ([Apple App Store](#) or [Google Playstore](#)) or the following link: <https://www.bvg.de/en>

You can purchase train tickets in all stations at vending machines. Payment is possible via credit/debit/EC card and cash as well as online via BVG app.

A taxi from the airport to the residence (ca. 25 min.) costs around **55-70€***.

**The costs of using taxis (up to 80€) can only be refunded in exceptional cases. The reasons (health conditions/ severe time pressure which can be sustained by travelling times/ travel between 10 p.m. and 6 a.m.) must be substantiated in writing and submitted together with a fully filled-in (journey, date and amount) original paper receipt signed by the taxi driver. Unfamiliarity with the city or bad weather conditions cannot be accepted as sufficient reasons. For further questions please contact: lisa.schwitalla@swp-berlin.org.*

How to get from the Dean Hotel to SWP?

It is a 4-minute walk to SWP ([Google Maps](#)).

Exit the hotel, turn left onto Pariser Straße and walk straight for about 300 meters until Pariser Straße opens into Ludwigkirchplatz. Walk across the square, passing the church on your right-hand side, the Stiftung Wissenschaft und Politik (SWP) is located directly on the square.

Reimbursement

CATS will **reimburse travel expenses** (for flights, public transport, in exceptional cases taxi usage, see above). We kindly ask you to book your flight tickets individually at your earliest convenience and choose the most economical offer. If you cannot find a flight under 500€, please contact lisa.schwitalla@swp-berlin.org before booking. Travel expenses can only be reimbursed on presentation of appropriate **original paper receipts** (e.g., public transport tickets) in accordance with the *German Travel Expenses Act (BRKG)*. Please use the “*Reimbursement Form*” attached to this email, which must be **filled in completely, signed and submitted along with all relevant original (paper) receipts (including boarding cards, public transportation tickets etc.)**.

You can **hand in** the completed and signed form, incl. all relevant paper receipts to Lisa Schwitalla or Marcus Chavasse **directly during the conference or submit them via air mail to:**

Stiftung Wissenschaft und Politik (SWP)
Reisestelle/travel department (z.H. Marcus Chavasse)
Ludwigkirchplatz 3-4
10719 Berlin, Germany

If all the **invoices received are in digital format only**, the “*Reimbursement Form*” can be sent as a signed scan together with all relevant receipts in a **single PDF file** to: marcus.chavasse@swp-berlin.org.

We would greatly appreciate it if **reimbursement claims were submitted by Thursday, 30 April 2026**, or at the very latest 6 months after the conference, as claims received after this time period can no longer be considered.

Contact

Lisa Schwitalla, CATS Research Assistant

Mail: lisa.schwitalla@swp-berlin.org

Marcus Chavasse, SWP Travel Department

Mail: marcus.chavasse@swp-berlin.org