International Aerospace Quality Group

Meeting and Hotel Information

10-18 October 2019

Berlin, Germany

Hosted by

IAQG Performance Excellence Marketplace (PEM) Exhibit
Wednesday 16 October - 1200 - 1700
Thursday 17 October – 0800 – 1700
Friday 18 October – 0800 – 1700

About IAQG
The IAQG is a cooperative global organization of companies providing Aviation, Space and Defense products and services; and Land and Sea based systems for defense applications. Visit our website at www.iaqg.org.

The Mission of the IAQG is to achieve significant performance improvements in quality, delivery, and cost on all products and services throughout the value stream by working together on initiatives and improvements in the way products and services are developed and deployed in the industry.
IAQG Headquarters Hotel Information
The IAQG Headquarters hotel is the Hilton Berlin located at Gendarmenmarkt in the heart of Berlin. The hotel is approximately 20 minutes by taxi from the TXL Airport.

Hilton Berlin
Mohrenstrasse 30
10117 Berlin
Germany
Phone: +49 30 202300

The IAQG Group Rate at the Hilton Berlin is 179€ single, 199€ double including VAT, breakfast, and internet access. The deadline for the IAQG Group Rate is 3 September 2019. Early booking is highly recommended. Please book your hotel reservation online using the following link.

Hilton Berlin Reservation Link:
http://eventsathilton.com/show/5cff728b20d49e5315fd5beb

To book a room beyond the dates of 9-20 October, 2019, please contact the hotel directly.

Hilton Berlin Terms: In order to confirm a bedroom assignment, the hotel will require a full deposit, refundable up to 14 calendar days in advance of Arrival Date, after which due date, the deposit is non-refundable. All credit cards used to prepay will be charged immediately. In the event that an attendee who has requested a room checks out prior to the attendee’s reserved check-out date, the hotel will charge an early check-out fee of 90% of the room rate. Attendees wishing to avoid an early check-out fee should advise the hotel at or before check-in of any change in the planned length of stay.

Meeting Schedule
Following is an explanation of the various meetings taking place during the course of the week along with a brief schedule. For complete meeting details, see the meeting schedule posted on the previous screen. If you are looking for an agenda for a specific meeting, please contact the team leader listed.

Team Meetings – During the course of the week, numerous team meetings are scheduled. Anyone interested is welcome to participate in the meetings listed as ‘Open’. The meetings listed as ‘Closed’ are restricted to invited attendees only.

General Assembly – The IAQG General Assembly Meeting is where the teams report out on their progress, the business of IAQG is discussed, and votes are taken. This is a good opportunity to learn about all of IAQG’s activities. The General Assembly is open to anyone interested in attending.

Supplier Forum – The purpose of the IAQG Supplier Forum is to inform the Aerospace Supply Chain as to what the IAQG is doing; to obtain feedback from suppliers on its efforts; and to provide suppliers with the opportunity to talk directly with their customers (IAQG members).

Performance Excellence Marketplace (PEM) – The PEM is an opportunity for selected companies and organizations to exhibit their products or services to IAQG members and suppliers during the IAQG week. The purpose of the IAQG PEM is primarily to spread excellent practice as far and as deep as possible throughout the entire Aviation, Space, and Defense value chain. PEM companies are expected to be
prepared to discuss how their products and services have been utilized and helped implement IAQG products and standards with meeting participants who visit their exhibit.

If your company is interested in exhibiting in the IAQG Performance Excellence Marketplace, please contact Amanda Myers (Amanda.Myers@sae.org) for further information.

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**Meeting Registration Information** – To register for the meetings, please use the Whova app. You can access the app through the Whova link on the previous page. There is no registration fee to attend any of the meetings/events during the course of the week.

Online meeting registration is open through end of day **Wednesday 9 October 2019.** After 9 October, attendees will need to register at the IAQG Registration Desk onsite when they arrive at the hotel.

- **IAQG Dinner and Awards Ceremony – Wednesday 16 October 2019**
  The IAQG Dinner/Awards Ceremony will be held at the Französische Friedrichstadtkirche. The dress code is business casual. Please register for the dinner on the IAQG Registration Form.

- **Photography Notice:** By registering and attending any IAQG related meetings (including associated sector meetings), participants grant the IAQG rights to use photographic images/likeness potentially taken during the meetings to further the mission of the IAQG. This may include, but is not limited to, newsletters, brochures, letters, websites, and other print/digital communications related to IAQG and sector goals.

**Tours**

- **MTU and Rolls Royce Tour- Wednesday, October 16, 2019- 1400-1830 (Times are subject to change)**
  - Please note, the MTU and Rolls Royce tours are concurrent. Please only select one tour as they are limited space available.
  - A representative from the company you have selected will reach out at a later date to gather information for access to the facility.
  - Tour guests will meet in the lobby of the Hilton hotel.
Please leave large bags, mobile phones, etc. at the hotel due to security checks.

Please wear flat shoes. (Rolls Royce guests will be given shoes for the tour)

- **Berlin Sightseeing Tour- Saturday, October 19, 2019 – 900-1200**
  - Tour is hosted by BDLI with limited space
  - Tour details can be found at the previous webpage.
  - Please contact Alexandra Friedhoff at Friedhoff@bdli.de if you wish to sign up for the Berlin tour

**Travel Planning**

- **Visas** – Please contact your local consulate or embassy to determine if you will need a visa for entry into Germany. For information on obtaining a letter of invitation, please contact Alexandra Friedhoff at Friedhoff@bdli.de

- **Weather** – In October, Berlin has an average maximum temperature of 57°F (14°C) and an average minimum temperature of 45°F (7°C).

- **Currency** – The local currency is the Euro (€). Most major banks, hotels, and airports have ATMs/cash dispensers. Major international credit cards are accepted in most stores and restaurants.

- **Electricity Supply** – Electricity in Berlin is 230 Volts, alternating at 50 cycles per second. If you travel to Germany with a device that does not accept 230 Volts at 50 Hertz, you will need a voltage converter. German outlets accept type F adapters.

- **Parking** –
  - Self parking: 34.00 € (24 hours)
  - Valet: 39.00 € (24 hours)

- **Dress Code** – The dress code for the meeting is business casual (no jeans).

- **Tipping Guidelines**:
  - Restaurants – Service is typically included in the final bill (marked as Bedienung), but you can leave something extra if your expectations were exceeded. Simply tip 10 to 15 percent of the total or round up to the closest euro.
  - Taxi – Round up to the nearest €1 for a short trip or 10 percent for exceptional service or a longer trip.
  - Hotel – €1 to €3 per bag to bellman or doorman who handles your bags; €.50 to 1.50 per night for housekeeping

- **Transportation** – The Hilton Berlin is approximately 20 minutes from Berlin International Airport Tegel. Detailed transportation information for travel to the Hilton Berlin is available [here](#).

  - **Airport** – Berlin International Airport Tegel (TXL) – approximately 20 minutes
➢ Taxi – Taxi service from Berlin International Airport Tegel takes approximately 20 minutes and will cost approximately €25.

Questions

• Registration – If you have any questions about registration, please contact the SAE Customer Service Desk at +1 724-776-4970 or email: customerservice@sae.org.

• Other – For meeting related questions, please contact Becky Lemon at Rebecca.Lemon@sae.org/+1 724-772-4083 or Amanda Myers at Amanda.Myers@sae.org/+1 724-772-6429.

We look forward to your visit in October 2019!