



- ACCELERATING FINANCE FOR BUSINESSES -

Global SME Finance Forum 2017 – FAQ

General Event and Registration

What does my registration fee cover?

Participation in:

- All panels, working groups, event and networking sessions
- B2B Marketplace
- Fintech expos and demos
- Networking dinner & [BBVA Open Talent Competition Award Ceremony](#)

Travel and hotel costs are the responsibility of the attendee.

What is the registration price? Are there discount programs available?

Early Bird registration is \$800 before September 30th. After September 30th, the fee will go up to \$1000. Fees are waived for members of the [SME Finance Forum](#).

What meals are hosted by the conference?

The following meals are hosted:

Wednesday, November 2nd: Lunch and dinner, as well as morning and afternoon breaks

Thursday, November 3rd: Lunch, as well as morning and afternoon breaks

May I bring a guest?

All attendees must purchase a pass.

Is there a full agenda available?

The current agenda is available [online](#). It will be updated regularly and finalized closer to the event.

How many attendees are expected at Global SME Finance Forum 2017?

We expect more than 400 attendees.

Are there penalties for cancelling my event registration?

50% of the admission fee will be refunded if cancelled on or before September 30, 2017. There will be no refund for cancellation after the date.

How do I make changes to my registration information?

To make changes to your registration, you will need your email address used to register and confirmation number to access your registration. Then choose the “modify” button on top of

page to make changes.

If I cannot attend, may I substitute someone from my organization?

Attendee substitutions from the same company may be made any time at no charge but must be made in writing. Substituting registration status to an individual outside of your company will not be permitted.

Substitution requests must be received via email from the original attendee requesting cancellation of his/her registration and include the name of the person (from the same company) who will be taking his/her place, as well as their email address. Please send to Hyeji Kim at hkim11@ifc.org.

Hotel

Need a hotel?

Participants may enjoy a special hotel room rate at [Intercontinental Berlin](#). Use [this link](#) for the special rate.

Other accommodation options are available at [Holiday Inn Express Berlin City Center-West](#), [Crowne Plaza Berlin City Centre](#) and [Pestana Berlin Tiergarten](#), all within walking distance from the event venue.

Will the SME Finance Forum team make my hotel reservation?

No, attendees are responsible for making their own hotel reservations.

How can I cancel or change my hotel reservation?

You must call the hotel directly for all changes to reservations including cancellation.

What is the last date the Global SME Finance Forum 2017 negotiated hotel room rates are guaranteed?

There are limited number of room at the special price and available on a first-come, first-served basis until October 20th, 2017.

Logistics

Where is the Global SME Finance Forum 2017 held?

The event will be held at the [Intercontinental Berlin](#). Study visits on November 1st will be held offsite.

Which airport should I fly into?

You can fly into either Berlin Schönefeld Airport (SXF) or Berlin Tegel Airport (TXL). Schoenefeld Airport (SXF) is situated 18 km from the city center, to the south-east of the city. Tegel Airport (TXL) is approximately 8 km to the city center. Cancellation or change of travel reservations is the sole responsibility of the attendee.

Will transportation be provided to and from the airports?

Transportation will not be provided to or from the airports.

From Berlin Tegel Airport (TXL) to Intercontinental Hotel:

A taxi from Berlin Tegel Airport (TXL) is approximately 20 Euros.

Public Transportation: Take the train from Tegel to Budapester Strasse (ticket will be 2,80 Euro).

OR

Instead of the Bus TXL, the Bus Number X9 is also possible until Station "Zoologischer Garten", then change to Bus Number 200 / Direction Michelangelo Strasse till Budapester Strasse. The ticket is always valid for 1 hour. Journey will take approximately 30-45 minutes, depending on traffic.

From Schoenefeld Airport to Intercontinental Hotel:

A taxi from Berlin Schönefeld Airport (SXF) is approximately 50 Euros.

Public Transportation: Take Train RB 14 / direction NAUEN till Station Zoologischer Garten and change to Bus Number 200 / Direction Michelangelo Strasse till Budapester Strasse (cost will be 3,40). Journey will take approximately 60 minutes, depending on traffic.

How can I apply for a visa?

Participants are encouraged to apply for a [Fair and Exhibitions Visa](#) at a German embassy. Once event registration has been completed, participants are provided with an electronic event ticket and agenda for submission. We strongly recommend participants to register early and apply for a German or Schengen visa as sometimes visa procedures can take between 4-6 weeks. [Visa FAQs](#).

What is the typical weather in November in Berlin?

Typical Berlin weather in November is 2-7°C/36-45°F.

Is there a dress code for the conference?

The dress code for Global SME Finance Forum 2017 is business formal.

What if I still have a question that wasn't answered?

Please contact the SME Finance Forum directly: Hyeji Kim at smefinanceevent@ifc.org.

I'm a sponsoring partner or am interested in sponsoring, who should I contact?

Hyeji Kim at hkim11@ifc.org for more information.

Who can I contact for media coverage?

Please contact Nadia Afrin at nafrin@ifc.org for any media or press inquiries.