

Dear course participants,

You are receiving this letter because you will be staying at our nearby partner hotel König during our conference. We have included in this letter all the important information for your arrival and departure as well as our free shuttle service between the Academy and the hotel.

**Departure:**

On your last conference day, please hand in your key **at the hotel** after breakfast and continue with your luggage to the Akademie Remscheid. All onward travel to the airports will take place from the Akademie Remscheid.

**The shuttle service is offered at the following times:**

**Morning:**

8:40 am your cab will be ready for departure.

**Important!** If you arrive by car and do not need a cab, please notify us by e-mail. Our mail address is: [dsi@imtex-online.com](mailto:dsi@imtex-online.com)

**Evening:**

For the trips from the academy to the hotel a daily registration is required. This must be received by 19:00.

- **Departure on Friday:**  
**21:00 Departure from the Remscheid Academy.**  
Registration will take place between 17:00 and 19:00 at the conference office
- **Departure on Saturday:**  
**21:00 Departure from the Remscheid Academy.**  
Registration will take place between 17:00 and 19:00 at the conference office
- **Departure on Sunday:**  
**20:30 Departure from the Remscheid Academy.**  
Registration will take place between 17:00 and 19:00 at the conference office

If you need a cab at a different time, you can book one for a small fee by calling the following number:  
+49 2191 33333

Only cash payments are possible in the cab.

**Relaxation room**

So that you can retreat during the conference, we have set up a relaxation room (room G) for our hotel guests in the Academy.