



Practical Guide
LYMEC Spring Congress
Berlin, Germany



This guide will help you by providing you some practical information for the days of the event.

Contact information

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Social media:

During the congress feel free to make posts and share pictures using our social media handles and hashtags:

Facebook:

@LYMEC #LYMECcongress

Twitter and Instagram:

@LYMEC #LYMECcongress

There is no dress code for the Congress or the dinners. From past experiences we conclude that most participants are dressed **business/casual**, but there are no obligations. For the Friday event in the **Bundestag**, a slightly more **formal** attire is required (e.g.: cocktail dress code). Please note that there will be no time to change clothes after the closing of the first day of congress, because we will leave immediately by bus. So we recommend you to wear what you want to wear to Bundestag already to the congress opening.

Venue of event and accommodation



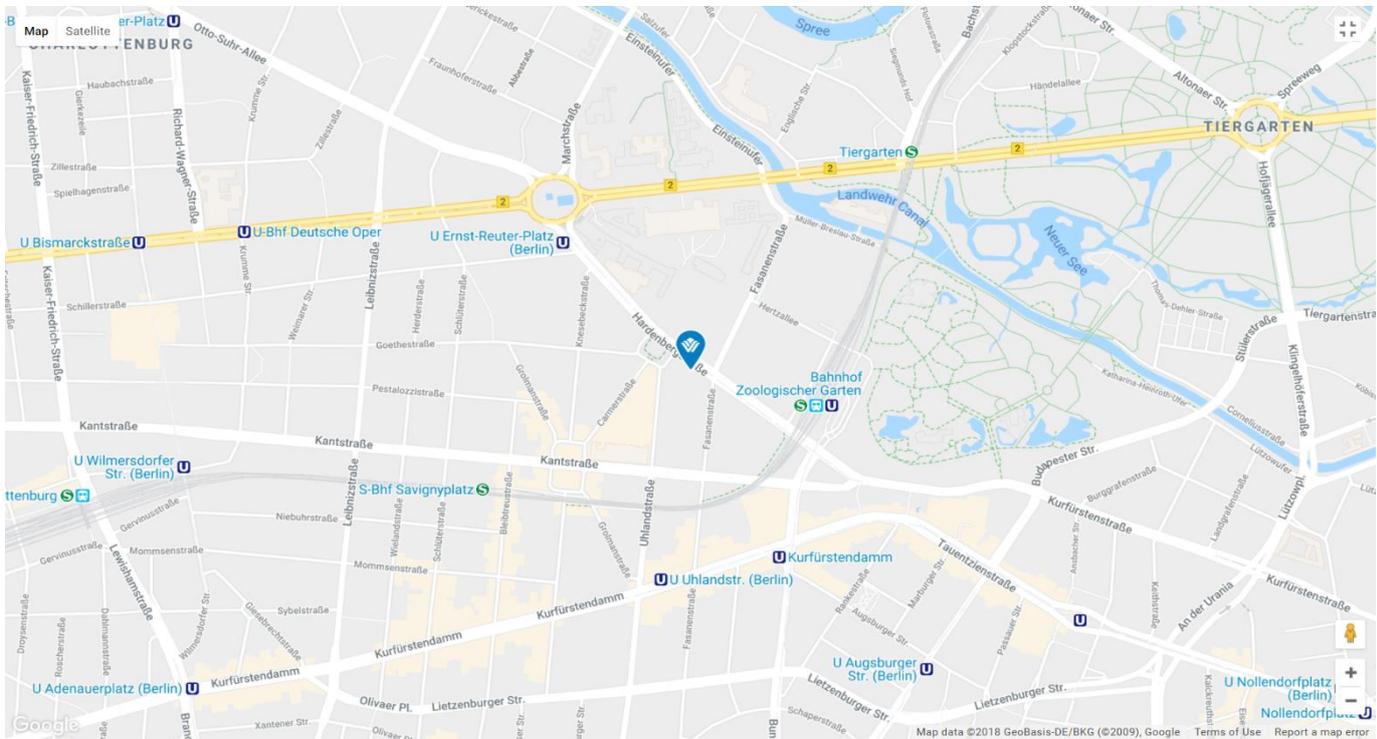
Wyndham Berlin Excelsior Hotel

Hardenbergstraße 14

10623 Berlin, Germany

Phone: +49 30 97 80 88 88

e-mail: info@wyndhamberlinexcelsior.com



Rooms are twin or double. Check in is after 15.00 and checkout before noon.

[How to get to the hotel](#)

To Wyndham Berlin Excelsior Hotel by UBER:

If you prefer to travel by Uber at any time during the weekend we have a special deal for you. LYMEC teamed up with Uber and can present you a discount code. Please follow these instructions:

For a safe ride home, simply enter the promo code **LYMEC** into the Uber app before you request your trip and get **10 EUR** off (your ride). Here's how:

1. Select "Payment" from your app menu.
2. Scroll down to Promotions.
3. Tap Add Promo Code.
4. Enter the code **LYMEC** and tap ADD.

Please note: The code is only valid for one uberX ride in Berlin (not uberTAXI or uberTAXI-VAN) from 05.-08. April.



To Wyndham Berlin Excelsior Hotel by taxi

Taxis to the Airport Berlin Tegel TXL from Wyndham Berlin Excelsior Hotel cost about 20 €, to the main station about 10 €.

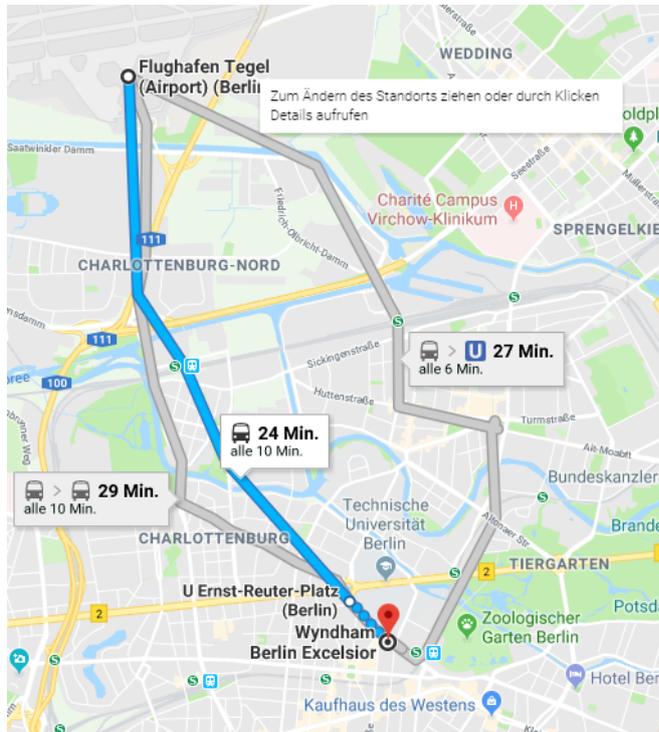
To Wyndham Berlin Excelsior Hotel by subway

You can find subway (U-Bahn / Underground), city bus and tram connections in the immediate vicinity of Wyndham Berlin Excelsior Hotel. Berlin Tegel Airport TXL may be reached easily from the hotel by bus (approx. 20 min.), Schönefeld airport BER with the Berlin Airport Express train (approx. 30 min.).

From Airport Tegel:

Buy a ticket for the zone AB at the ticket machines at the bus station. You can buy a ticket by card. Please note that you need to void your ticket in the bus.

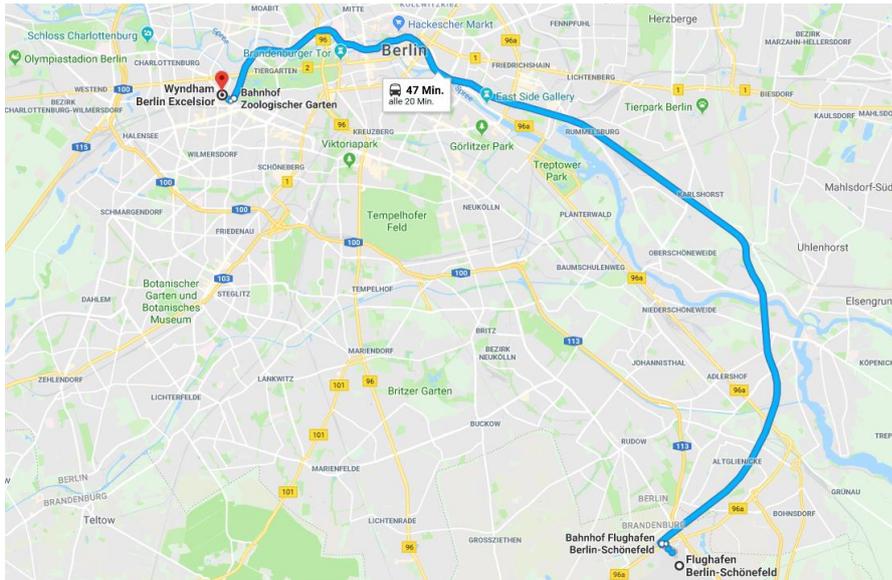
Take the bus X9 going to “S+U Zoologischer Garten”. Leave at the fourth stop “U Ernst-Reuter-Platz” and walk down the street “Hardenbergstrasse” for about 500m into the same direction the bus will continue to drive.



From Airport Schoenefeld:

Buy a ticket for the zone ABC at the ticket machines before entering the gates. You can buy a ticket by card. Please note that you need to void your ticket at the gate.

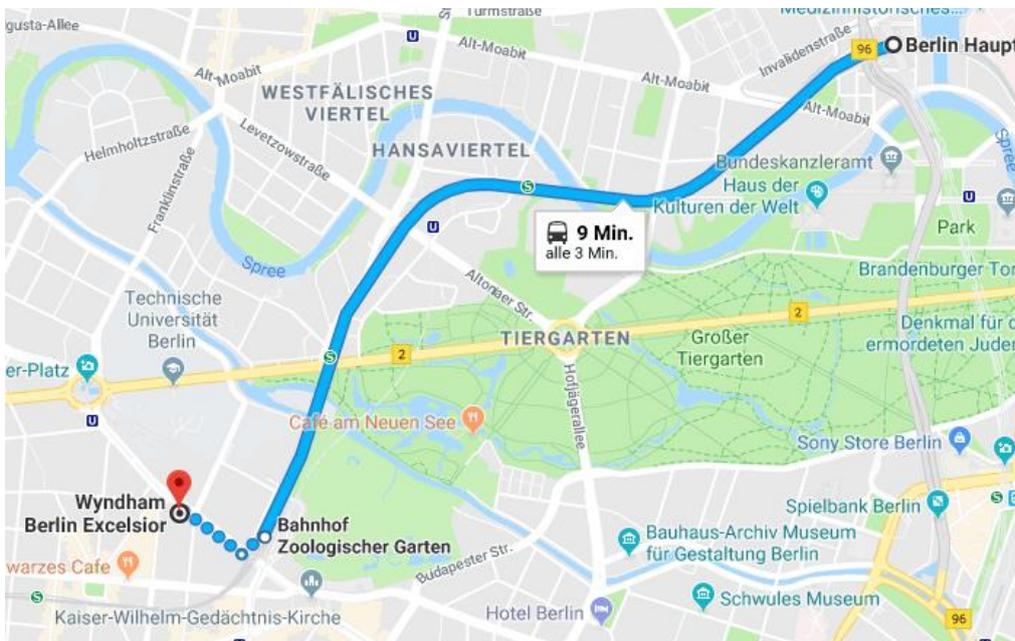
Take a train going to “Bahnhof Zoologischer Garten”. Get out at the the stop “Bahnhof Zoologischer Garten”. Leave the train station into the direction “Hardenbergstrasse”, turn right and walk down “Hardenbergstrasse” for about 300m.



From Central Station:

Buy a ticket for the zone AB at the ticket machines at the gates. You can buy a ticket by card. Please note that you need to void your ticket at the gate.

Take the S-Bahn S3, S5, S7 or S9 going via “Bahnhof Zoologischer Garten”. Get out at the third stop “Bahnhof Zoologischer Garten”. Leave the train station into the direction “Hardenbergstrasse”, turn right and walk down “Hardenbergstrasse” for about 300m.



Venue Friday Evening

On Friday the FDP group of the German parliament welcomes the participants of the LYMEC congress with a reception in the German parliament at 19:45. The location is the West Entrance of the Reichstag. Please bring your ID card or Passport with you! We recommend the dresscode “Cocktail”.

We will leave the hotel at 19:15 sharp by busses. We will all leave the parliament together at 23:15 and take the busses back to the hotel.

Venue Saturday Evening

We will meet at 20:00 in front of the Hotel to go to the Venue by busses.

Kunztschule, Schützenstraße 6, 10117 Berlin. <http://www.location-kunztschule.de/>

Dinner will be a Pasta and Dessert Buffet and Drinks (Wine, Beer, Softdrinks, Espresso) will be included during dinner time (20:30 to 22:30).

Going back home needs to be arranged individually: We recommend to use the Uber Voucher Code.

General recommendations

Money: Germany uses the Euro but please be aware that often in smaller bars or restaurants it is only possible to pay in cash. Bigger restaurants and shops usually take cards, but sometimes only Debitcards not Creditcards. When you enter a taxi we recommend to always ask first if they accept payment by card. In general we recommend to always carry a bit of cash with you.

Plugs: EU plug. Remember to bring an adapter if needed.

WiFi: There will be WiFi in the hotel. But Public WiFi is not very wide spread in Germany. If you are coming from another EU Country enjoy the free roaming, if you come from a non EU country you might want to buy a local SIM card which you will get at gas stations or kiosks.

LYMEC Congress alphabet

A – ABSTAINING

if you don't want to vote yes or no to a suggestion you abstain

A - AMENDMENTS

if you want to change the writing of a resolution or motion you need to make an amendment. Amendments always have to be submitted in writing, using the amendment tool.

A - AUDITORS

LYMEC has both internal and external auditors. The internal auditors are elected at the congress and will examine the accounts and the general management of LYMEC and give a report to the Congress. The external auditor is a professional auditor.

B – BUREAU

Elected members who are responsible for political leadership of LYMEC during a 2-year mandate

C – CHAIRS

At the beginning of the congress we elect chairs who lead the meeting and make sure that everything is working.

C - COMMITTEE OF DISCIPLINE AND ARBITRAGE

A committee that deals with issues of discipline and conflict within LYMEC.

C – CONGRESS RULES

The rules and regulations for how the Congress is conducted are laid out in the Congress Rules. Please familiarize yourself with them before congress!

D - DELEGATES FOR ALDE PARTY CONGRESS

On every congress LYMEC elects ten delegates to the congress of ALDE PARTY, the mother party of LYMEC. Feel free to run in the elections.

I - IFLRY

LYMEC is the official regional youth organisation of the International Federation of Liberal Youth (IFLRY) in Europe. The LYMEC representative to the IFLRY Bureau is elected by Congress.

I - INDIVIDUAL MEMBERS

Citizens and residents of a European country, aged between 18 and 35 years can become individual members of LYMEC. The individual members elect delegates to the congress among themselves in annual IMS elections.

L- LANGUAGE

The congress proceedings are held in English, and it is recommended to also speak English outside of the meeting room in order to be inclusive and meet new friends.

M- MEMBERSHIP ISSUES

The congress decides on whether to accept and expel member organizations.

M - MOTIONS

Motions are proposals of an internal, statutory or organisational nature.

M- MANIFESTO

The manifesto is the common political ground on which LYMEC bases its work

N – NEWBIE SESSION

Before the start of Congress delegates who are attending their first Congress will get some basic information on the proceedings during the so-called “newbie session”

N- NUMBER OF VOTES

Votes are distributed to member organizations based on their number of members.

O – ORGANISATIONAL TEAM

The Member Organisation that organises the congress selects an organisational team who takes care of all practical questions. So if you have any questions about logistics you contact them.

P- POLICY BOOK

The book where all LYMEC resolutions are put after the congress. If you want to check if LYMEC already has a policy please have a look.

Q- QUORUM

The Congress can only take decisions when the quorum of one-third of the votes is present.

R - RESOLUTIONS

Policy proposals. Adopted resolutions are all listed in the LYMEC Policy Book, unless removed or amended by the congress.

S – SECRETARY GENERAL

Elected executive director in charge of the daily functioning of LYMEC

S – SCRUTINEERS

At the congress we elect some people who takes care of counting the votes when the chairs are in doubt if it is a vote for or against a proposal

S – STATUTES

The statutes are the rules of LYMEC, telling us about procedures and how to do things at the congress

S - SNAP VOTE

A snap vote can be held in the beginning of the congress to decide on the order in which the resolutions shall be discussed.

T- TAKING THE FLOOR

You ask the chairs to take the floor by raising your hand. The chairs keep a speakers list. Always use a microphone when taking the floor.

U- URGENCY/EMERGENCY RESOLUTIONS

The Congress can decide through a simple majority vote to accept emergency motions or resolutions that by their urgent nature could not have been proposed before the official deadline.

V- VOTING

The voting at congress is done either by showing the voting cards (green: YES, orange: NO, white: ABSTAIN) or electronically. The voting procedures are explained by the chairs.

V- VOTING RIGHTS

Full member organizations and individual members that have paid their membership fee, have the right to vote. Votes are distributed in accordance with the membership figures of the member organisation

W- WORKING GROUPS

The Congress can set up working groups to strengthen the political, programmatic and organisational development work within LYMEC

W- WORKING GROUPS ON RESOLUTIONS

Before the opening of the Congress there will be working groups that discuss the resolutions in an attempt to speed up the handling of resolutions in congress plenary. The WGs on resolutions are open to all delegates.