

# Information for our Guests



Conference Center Trier

Berliner Allee 7, 54295 Trier  
Telephone: 0049 651/9361-0  
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E-Mail: [trier@deutsche-richterakademie.de](mailto:trier@deutsche-richterakademie.de)  
web: [www.deutsche-richterakademie.de](http://www.deutsche-richterakademie.de)



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### **Dear Guests,**

On behalf of the entire staff, I would like to welcome you to the *Deutsche Richterakademie* (German Judicial Academy) conference center in Trier.

The attached sheet, “**Information for our Guests**”, should answer any questions you may have concerning your visit to the Academy and ease your orientation in the facility. Staff members – myself included, of course – are also available to answer your questions or assist you at any time.

Staff members in the conference center office will gladly provide you with information concerning the sequence of events and offer you suggestions for leisure time activities. Information on exhibits, theater and concert performances, as well as tips for outings are posted in the foyer near the conference center office. There you will also find information concerning a program outline of your conference prepared by the Academy. In addition, you can also read about current cultural attractions regarding the city of Trier in the regional newspaper, “Trierischer Volksfreund”, which can be found in the library reading room.

For your evaluation and appraisal of the conference, please use the questionnaire given to you by the conference director. Your assessment and suggestions are essential to future conference and program planning. Please remember to hand in the completed questionnaire before your departure.

You may provide us with your opinion of your stay here in the Academy by filling out the yellow service form, which you will find in your room.

I wish you every success on the further program and a pleasant stay.

Oliver Servas

Director

# Information



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## Information for our quest

### TELEPHONE NUMBERS FOR EMERGENCIES:

Police:	110	room phone	110
Fire department:	112	room phone	112
Medical emergency:	112	room phone	112
Medical on-call service:	116117	room phone	116117

In the event of operational DISRUPTIONS or in special situations, for example ILLNESS, you can reach the staff of the academy outside of general business hours at the following telephone numbers:

Reception:	109 (between 7 a.m. and midnight)
Mr Leuk	0170/4626380
Mrs Meyer	0177/5363435

You can reach our conference office during business hours by dialing 119.

### Access/

#### Reception:

The entrance to the *Deutsche Richterakademie* facility is located next to the reception. As a rule, the reception is open from 7:00 a.m. until midnight. Please show identification upon entering, unless the staff of the reception on duty already knows you. Should there be no staff present at the reception, there is an intercom in the hallway to your right, which will connect you with the conference center office during the office hours.

If you are expecting visitors, please inform the reception staff. You can call the **reception on phone number 109**. Please allow only people you know access to our house.

The (square-shaped) key, which was given to you along with your room key, will grant you access to the following:

- the entrance door to the DRA (if the reception is not staffed);
- the door accessing the garage (outside, across from the reception);
- the internal garage door (between the garage and conference facility);
- the door to the terrace (after midnight).

**Accessibility:** The building is barrier-free.

There is one elevator each in the guest house and in the conference wing next to the stairs to the conference office. Please understand that the elevator in the guest house will be deactivated for safety reasons if the gate is not manned.

Access to the lecture halls and the wine bar is possible by using a lift.

You will also find a toilet for people with disabilities in the conference wing to the left of the library.

If you would like additional information or assistance, please contact the reception.

**Accommodation/**

**Heating:** If you would like to be woken up, please contact the reception. The radio in every room also has an alarm function. If you wish, please use the "Do not disturb" sign in the room.

**You can regulate the room temperature yourself with the thermostat during the heating period.** An extra blanket is in the cloakroom.

**Accumulator:** Charging e-bike accumulator/batteries and accumulator/batteries with a comparable high capacity is prohibited in the room.  
You will find a charging locker in the garage on the head wall near the entrance door to the building. Please use it.

**Allergies:** Hypoallergenic bedding is available.

**Bank,  
Pharmacy:** Approximately 200 meters below the Deutsche Richterakademie, on the opposite side of the street, you can find a pharmacy and a "Sparkasse" bank.

**Opening hour's „Sparkasse“ bank:**

Monday - Friday                      9.00 a.m. -12.00 a.m. and 2.00 p.m. – 4.00 p.m.

**Opening hour's pharmacy:**

Monday - Friday                      8.30 a.m. - 6.30 p.m.

Saturday                                8.30 a.m. - 1.00 p.m.

**Beverages/  
Wine tavern:**

During the **conference breaks** in the morning and afternoon, coffee, tea and other drinks will be served free of charge in front of the dining room and with meals you will find free water in the dining room. Wines by the glass can be purchased at the drinks counter during meals. You can get other drinks from the **vending machines** in front of the dining room and in the drinks room opposite the wine bar; these are chargeable.

You can buy coffee and cocoa specialties as well as tea from the **machine** in front of the dining room.

The wines displayed in the glass cabinet in the drinks room can be purchased at the drinks counter in the dining room during meals.

**Bicycles:** Bicycles and helmets can be borrowed at the reception.

**Bus  
Connections:**

Approx. 100 meters below the main entrance of the conference center grounds, there is a bus stop for the bus line no. 8, which will take you directly into town (Porta Nigra).

The bus line no. 2, whose stop (Adolph-Kolping-Straße, parallel street opposite the academy) is about a 3 minutes' walk from the main entrance, will take you to the main train station.

Monday till Friday from 6:50 p.m., on Saturdays, Sundays and public holidays, line 82 runs from Adolph-Kolping-Straße to the city (Porta Nigra) and to the main station.

The departure times can be found on the notice board at reception and in front of the conference office. More information you can find on [www.vrt-info.de](http://www.vrt-info.de).

**Car charging  
station:**

There are two charging stations on the academy premises with a charging speed of 11kW

**Conference  
Center Office/  
Secretariat:**

Our conference center office staff is available to answer any questions you may have. The conference center office is open from 8:00 a- m- until 4:00 p.m.; otherwise, please contact the reception. Of course, all other staff members are also glad to be of service to you.

**Copies:** See below „Library“.

**Departure:** Please vacate the room by 9:00 a.m. on the day of departure and handout the key to the receptionist. Your departure is scheduled after lunch until 2:00 p.m.

**E-Mail:** At [trier@deutsche-richterakademie.de](mailto:trier@deutsche-richterakademie.de) you can receive e-mails in the conference center office.

**Fax:** You can receive faxes in the secretariat on 0049651 300210.

**Fridge:** There are refrigerators in the tea kitchens **on the floors 2-4** (room no. 221, 321, 421).

**Garage/  
parking:** Parking spaces in the garage are assigned in order of arrival. The garage can only be entered using a code card, which is issued by the porter. There is a € 5 deposit on the code card.

**Please use the parking space indicated on the code card.**

Otherwise, you may use the parking spaces located outside in front of the garage and, **if there is a lack of space, the parking lot located 20 meters below the main entrance.**

**Please do not park in the entrance ways.**

**Gym/  
tabletennis/  
billiards:**

The **gym** (room no. 1, below the dining room, to the left of the wine tavern) is open from 7:15 a.m. to midnight, except on Fridays. There you will find, among other things, a cross trainer, treadmill, ergometer and a rowing machine.

A **table tennis**, a **table soccer**, a **dart board** and **pool tables** can be found in front of the wine tavern and in the “Clubraum 1” (next to the dining room).

On the terrace you can find an **outdoor table tennis**.



**Homepage:** Information on the program, work and organizational structures of the German Judicial Academy and the conference venues in Wustrau and Trier can be found on the German Judicial Academy's website, which you can access at [www.deutscherichterakademie.de](http://www.deutscherichterakademie.de).

**Illness:** In case of illness, please inform the conference center office immediately under the **phone number: 119** (from 4 p.m. until midnight the staff of the reception under the **phone number 109**). If necessary, we support you to get an appointment at a doctor. You can also obtain further information via the telephone number for the medical on-call service (see page 1).

**Internet:** There are two laptops with access to the internet and a printer in the reading room (administration facility), which are available to the participants for personal use.

**Liability:** Please note:

**You use the sports and leisure facilities at your own risk. The transfer takes place with the exclusion of any liability. Liability for gross negligence or intent remains unaffected.**

**You undertake to use the facilities carefully and conscientiously. Please ensure the safety of the devices and facilities before each use. If any defects occur during use, please report them immediately at the reception or in the conference center office.**

**Library:** The library of the German Judicial Academy (room no. 11-12) is open day and night. If you have any questions, the library manager will help you during the day. The library's current media holdings can be viewed online at any time at <http://richterakademie.iopac.de>. There are corresponding icons on the desktop of the laptops in the reading room ("Online-Katalog DRA").

If you would like to borrow a book from the library, we ask you kindly to fill out one of the loan forms which are provided.

In the library you will also find a copy machine that you can only use during the day. The fee is €0.05 per page.

**Map:** City maps are available in the information stand at reception.

**Meals:** Meal times (provided no other arrangement have been made):

<u>Breakfast:</u>	7:30 to 9:00 a.m.
<u>Lunch:</u>	12:00 noon
<u>Dinner:</u>	6:00 p.m.
on the day of arrival and on Wednesday	7:00 p.m.

You will receive the menu plans at the beginning of the conference. For lunch we offer a vegetarian alternative to the regular meal. Please register in the appropriate lists.

Should you be in need of dietary or specially prepared food, please contact the conference center office or inform the kitchen personnel. Our kitchen personnel will do their very best to meet your needs.

**Newspapers:** The "Trierische Volksfreund", the "FAZ", the "Süddeutsche Zeitung", and other daily newspapers are available by the latest as of 7:15 a.m. in the library reading room. We also have the weekly newspaper "DIE ZEIT" and the magazine "DER SPIEGEL".

We ask you to leave newspapers and magazines in the reading room.

**Post:** Incoming mail will be available in the conference office from around 11:00 a.m. The house mailbox (in the corridor in front of the reception) is emptied every morning at 8:00 a.m. Postcards and stamps are available at the reception.

**Shopping:**

You can find an **ALDI** store on Wisportstraße if you turn left at the traffic lights into Straßburger Allee and then take the first street on the right.

**Opening hours**

Monday - Saturday 8:00 a.m. - 9:00 p.m.

You will also find a **dm** drugstore there.

**Opening hours**

Monday - Saturday 8:00 a.m. - 8:00 p.m.

The nearest shopping center is an **EDEKA** store in the Straßburger Allee. You can find the market if you turn left at the next traffic lights below the Deutsche Richterakademie (about 7 minutes walk).

**Opening hours**

Monday - Saturday

7:00 a.m. - 8:00 p.m.

**(No) Smoking:** Smoking is prohibited in the entire building of the German Judicial Academy.



**Please smoke outside the building!**

**Sun loungers:** Sun loungers can be found outside below the terrace. If you are interested in a cushion for the sun lounger, please contact the reception.

**Swimming pool/  
sauna:**

Please note the notices regarding the opening times.

If the swimming pool and sauna are open, please note the following:

The **swimming pool** is open as declared on entrance door. If you want to use the sauna, please contact the reception

You will find a **relaxation room** in the residential building (ground floor, in the corridor on the left before the stairs). The reception will also be happy to show you the way.

Bathrobes can be borrowed from reception for a deposit of 10,00 €.

**For safety reasons, the use of the sauna is only permitted if a second adult is present.**

**Please note that the swimming pool is not supervised by a lifeguard. Therefore, only experienced swimmers are allowed to use the swimming pool.**

**Tea kitchen:** **On the floors 2 - 4** (room number 221, 321, 421) you will find a tea kitchen with a kettle and a fridge.

## Telephone

**Calls:** You can call the following emergency number free of charge from any phone:

**110 – police,**  
**112 – fire department and**  
**116117 – medical on-call service**

Local and long distance calls are not possible. However, you have the option of being called in your room. In-house conversations are also possible.  
A list of important telephone numbers can be found in the appendix.

**TV:** You will find **televisions** in the club- and television rooms to the left of the entrance to the dining room

**WiFi:** The entire conference venue is equipped with WiFi. **Access to WiFi is free.**

network: DRA

password: Willkommen02

Please note that the Wi-Fi connection in the conference center is currently very problematic. Until trouble-free use is possible again, other access to the Internet (e.g. mobile routers) is required, especially for working with the e-file.

See also below „Internet“.

**If you need further information about your stay, please do not hesitate to contact us. We always have an open ear for your wishes and suggestions!**

You can also find information about the conference venue and the program and work of the German Judicial Academy on our website [www.deutsche-richterakademie.de](http://www.deutsche-richterakademie.de).

**We wish you pleasant and professionally profitable days in the German Judicial Academy, Trier conference center.**

## Your DRA-Team

Status: November 2024

## Phone number directory



Administration	phone no.:	Hospitals	phone no.:	Other	phone no.:
Reception	109	Krankenhaus der Barmherzigen Brüder	0651 208 - 0	Emergency	110
Director	107	Klinikum Mutterhaus Mitte	0651 947 – 0	Fire department	112
Head of administration	106	Klinikum Mutterhaus Nord	0651 683 - 0	Medical on-call service	116117
Conference center office	119			<b>Dr. Siegert</b> (Doctor)	0651 938110
Secretariat	108			<b>Eiden Stefan</b> (Dentist)	0651 300330
Dining room	100			<b>Dr. Schneider</b> (Doctor)	0651 31001

You can call the emergency numbers (police, fire department) and the emergency number free of charge from any device.

Please note that local and long distance calls are not possible. However, you have the option of making calls to your room. In-house conversations are also possible.

room no.:	phone no.:	room no.:	phone no.:	room no.:	phone no.:	room no.:	phone no.:	room no.:	phone no.:
1st floor		2nd floor		3th floor		4th floor		5th floor	
<b>3</b>	-203	<b>101</b>	-223	<b>201</b>	-242	<b>301</b>	-261	<b>401</b>	-280
<b>4</b>	-204	<b>102</b>	-224	<b>202</b>	-243	<b>302</b>	-262	<b>402</b>	-281
<b>5</b>	-205	<b>103</b>	-225	<b>203</b>	-244	<b>303</b>	-263	<b>403</b>	-282
<b>6</b>	-206	<b>104</b>	-226	<b>204</b>	-245	<b>304</b>	-264	<b>404</b>	-283
<b>7</b>	-207	<b>105</b>	-227	<b>205</b>	-246	<b>305</b>	-265	<b>405</b>	-284
<b>8</b>	-208	<b>106</b>	-228	<b>206</b>	-247	<b>306</b>	-266	<b>406</b>	-285
<b>9</b>	-209	<b>107</b>	-229	<b>207</b>	-248	<b>307</b>	-267	<b>407</b>	-286
<b>10</b>	-210	<b>108</b>	-230	<b>208</b>	-249	<b>308</b>	-268	<b>408</b>	-287
<b>17</b>	-212	<b>109</b>	-231	<b>209</b>	-250	<b>309</b>	-269	<b>409</b>	-288
<b>18</b>	-213	<b>110</b>	-232	<b>210</b>	-251	<b>310</b>	-270	<b>410</b>	-289
<b>19</b>	-214	<b>111</b>	-233	<b>211</b>	-252	<b>311</b>	-271	<b>411</b>	-290
			-234	<b>212</b>	-253	<b>312</b>	-272	<b>412</b>	-291
			-235	<b>213</b>	-254	<b>313</b>	-273	<b>413</b>	-292
			-236	<b>214</b>	-255	<b>314</b>	-274	<b>414</b>	-293
			-237	<b>215</b>	-256	<b>315</b>	-275	<b>415</b>	-294
			-238	<b>216</b>	-257	<b>316</b>	-276	<b>416</b>	-295
			-239	<b>217</b>	-258	<b>317</b>	-277	<b>417</b>	-296
			-240	<b>218</b>	-259	<b>318</b>	-278	<b>418</b>	-297
			-241	<b>219</b>	-260	<b>319</b>	-279	<b>419</b>	-298