



**WCRC 2019 Executive Committee Meeting
Kappel am Albis, Zürich, Switzerland
9 – 15 May, 2019**

**PRACTICAL INFORMATION GUIDE
Important! (Please take this sheet in your hand luggage)**

1. Arrivals and Transfers

Transfers from Zürich International Airport (ZRH) as well as from Zürich Central Station to the meeting location of the World Communion of Reformed Churches' 2019 Executive Committee meeting, Kloster Kappel, will be graciously arranged by our Swiss host, the Canton of Zürich.

Zürich has one international airport:

Zürich International Airport (ZRH)
8058 Zürich-Flughafen,
Switzerland
T: +41 (0)43 816 22 11
W: flughafen-zuerich.ch

Airport Arrivals:

All travellers will be met by stewards who will be holding signs at the Zurich International airport right after customs clearance in arrival areas 1 and 2.

Central Station Arrivals:

All travellers will be met by stewards who will be holding signs in the main hall of Zürich central station at the „large clock“. Please refer to the picture:





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The stewards will provide you with a train ticket and guide you onto the next train connection at the train platforms (for airport arrivals, located in the lower level of the airport). They will describe the trip to the hotel including at which stop to exit the train (**train station Baar**, approximately 40 to 50 minutes). For further details, please see: <https://www.sbb.ch/en/timetable.html> . When **exiting the train at station Baar**, another set of stewards will be waiting to guide you to the hotel. From here a private shuttle bus will take participants directly from Baar train station to Kappel am Albis, Kloster (approximately 10 minutes duration), dropping off participants directly in front of the entrance to Kloster Kappel (2 to 4 minutes' walk to hotel entrance).

If for any reason you wish not to be met by stewards and venture into Kappel am Albis on your own, please let us know in advance so we may plan the shifts of the stewards accordingly.

Directly in front of the Kloster Kappel is also a bus stop for public transportation for those interested in travelling into Baar or elsewhere in the area in their free time.

You may take the following public bus connection from Baar Train Station to Kloster Kappel:

Bus 240 5910 in the direction **Hausen am Albis, Post**. Take the stop at **Kappel am Albis, Kloster**.

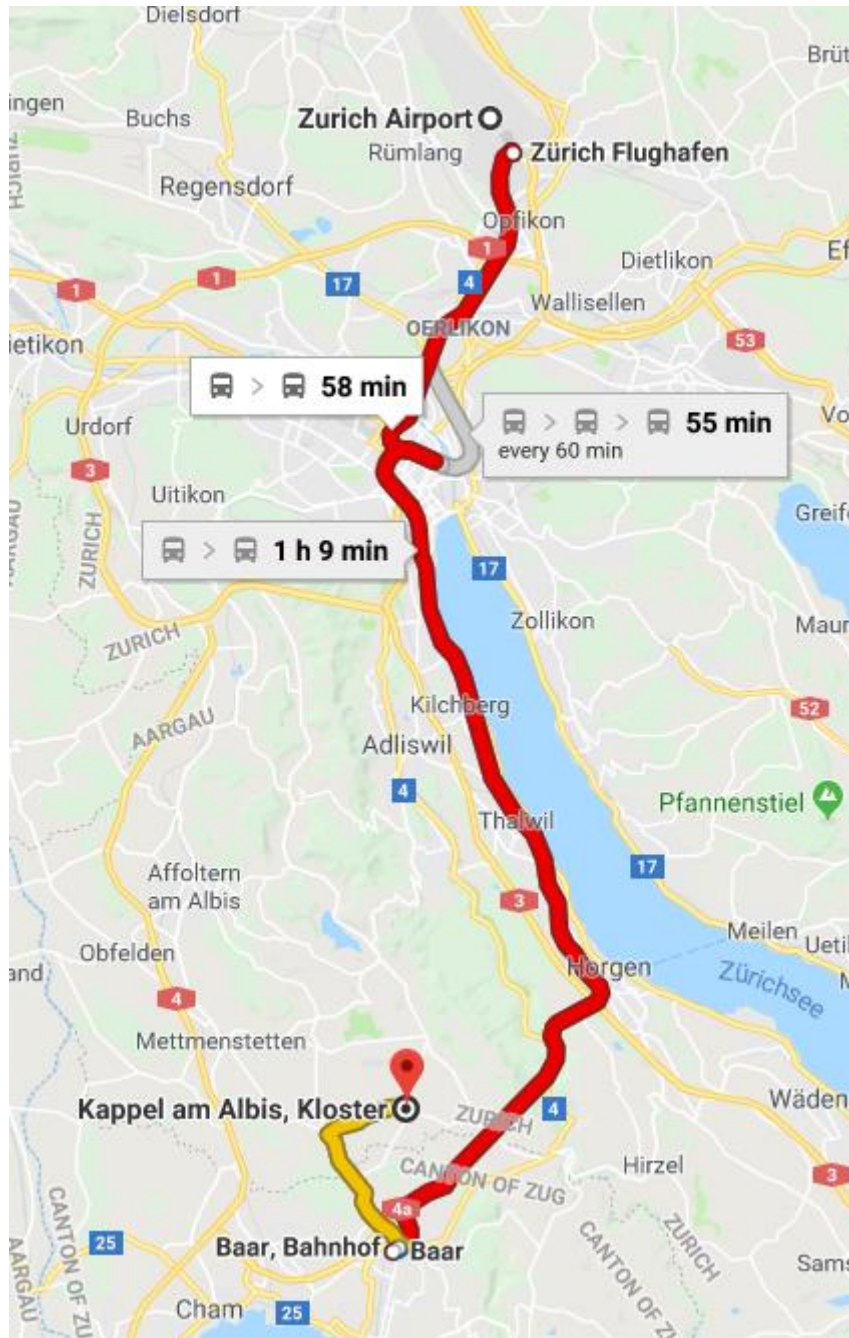
Fare: CHF 8.70 (Swiss franc)

Duration: 7 to 12 minutes



***Please keep in mind that NO transportation taken via hired car or taxi will be reimbursable to you by the WCRC!**

Please refer to the following map:



2. Accommodation

All Executive Committee meeting participants will be staying at the following hotel:

KLOSTER KAPPEL

Seminar Hotel and Educational Center:

Kappelerhof 5, CH-8926
Kappel am Albis, Switzerland
Tel. +41 (0) 44 764 88 10
Fax +41 (0) 44 764 88 20
Website: klosterkappel.ch



There are disability accessible rooms available. Please inform the WCRC in advance if you need this for your stay.

Each of the rooms has a direct dial telephone and free Internet access (WLAN, Wi-Fi).

Self-paying visitors may settle their accommodation bills directly with the hotel in person. Major credit cards and cash (Swiss francs only) are accepted.

Guests will have single rooms with private bathrooms. If an attendee brings a guest, they must inform the WCRC in advance to obtain a double room – and pay the extra charges.

3. Meeting Location / Venue

The plenary sessions of the meeting will take place in the meeting center of the Parish Kappel, which is right next to the Kloster:



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The discernment groups and other committee meetings will be taking place in smaller conference rooms in the Kloster Kappel. The conference rooms are as follows:

- Schwester Marie Keller-Raum
- Bullinger-Stube
- Amtsstube
- Eschenbacher-Stube
- Ofenstube (location for each of the officers' meetings)
- Hirzelstube (WCRC staff office and conjoined general secretary/president office)

Kappel has a grocery store, "Denner," which supplies all basic necessities on the hill just opposite the hotel:



4. Local Transportation

During the meeting itself, our hosts will arrange the local transportation to events in Horgen and Zürich. Stewards and WCRC staff can advise on any personal transportation needs outside of the meeting.

5. Weather and dress code

According to weather averages in Zurich, temperatures are expected to be between -8° C (lowest) – and 13°C (highest). The daily average is expected to be 4°C. It may rain during your time at the meeting.

For the Executive Committee meetings, "business casual" clothes are fine. More formal attire should be brought along for the worship services (opening and on Sunday), as well as if you are making a presentation during the day in Horgen.

6. Meals

Breakfasts, lunches and dinners will be served at the Kloster Kappel, in the dining hall in the basement level. Only the lunches on 11 and 12 May will be off site (in Horgen and Zurich, respectively).

The hosts have arranged a wide variety of meal options to be available for any dietary restrictions, including meat, fish and vegetarian selections. If you have any specific dietary needs or food allergies, please alert WCRC staff as soon as possible.



For meals at the Kloster especially on the arrival dates of 8 and 9 May, please note that you must be in the dining hall and seated within the following times:

Breakfast: 7:00-10:00 a.m.

Lunch: 12:15-12:45 p.m.

Dinner: 6:15-6:45 p.m.

If you have not arrived in time for a meal on these days, please go to the hotel's small café ("Klostercafé") just off the lobby area, which is open from 7:30 a.m.-11:00 p.m. and on Sundays until 9:00 p.m, where you can be served.

7. Health considerations

Tap water is perfectly safe to drink everywhere in Switzerland. However, it can be recommendable to drink bottled beverages or water in new countries.

If you need to take any medication on a regular basis, please make sure that you bring enough for the time of the meeting. Please bring these medications in their original pharmacy packaging, along with a copy of their prescription and letter from the prescriber, if possible. Medication is recommended to be carried in hand luggage.

Vaccinations are not required to enter Switzerland. However, it is recommended that immunizations be up-to-date before entry. Please refer to your doctor for your specific case.

The Ministry for Health warns of a significant risk of tick bites from April to October that could lead to Lyme disease or tick-borne encephalitis (TBE). Therefore, please wear adequate clothing (long trousers and long sleeve shirts are recommended) and use insect repellent when going for a walk, especially if in forested areas.

A person with a European Health Insurance Card is entitled for the same state provided health care as Swiss citizens. International insurance policies should be accepted throughout.

If you need emergency medical assistance during your trip, please inform a WCRC staff person or steward right away. The emergency services number to dial in Switzerland is 144. If you are referred to a medical facility for treatment, you should contact your insurance/medical assistance company immediately. WCRC booked travelers will have received a copy of the Barmenia International Travel Insurance which should be valid for all participants throughout Switzerland. Kappel am Albis is located near to several hospitals in neighboring villages, and particularly in Zürich.

8. Currency

The local currency in Switzerland is the Swiss franc (CHF).

Exchange rates (as of February 2019)

- 1 Euro = ca. 1.14179 CHF
- 1 USD = ca. 0.9996 CHF
- 1 GBP = 1.30324 CHF

Denominations

- Notes: Increments of 10 francs, 20 francs, 50 francs, 100 francs etc.
- Coins: 5 cents, 10 cents, 20 cents, ½ franc/50 cents, 1 franc, 2 francs and 5 francs

Money exchange

It is recommended to exchange your foreign currency for Swiss francs at the Zürich airport upon arrival, as there is no opportunity to exchange currency in Kappel or the Kloster Kappel. The nearest automatic money machine to withdraw cash is in a neighbouring village.



It is also recommended to exchange currency at the Zürich airport as many Swiss banks do not exchange money unless you are their customer or your own bank has a partnership with a Swiss bank.

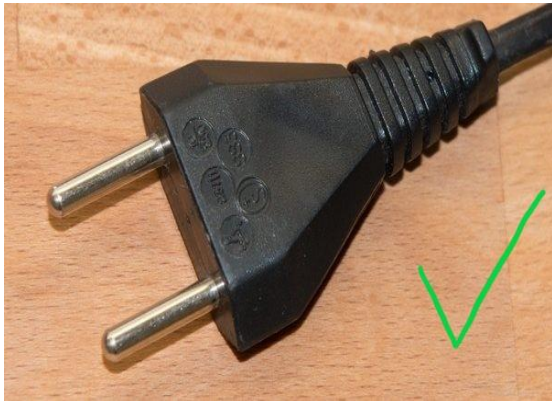
Banks in Zürich:

- Operation hours at Zurich Airport: 6:00 am to 10:00 pm daily with cash dispensers operating 24 hours
- Bank hours in Zurich: 8:30 am – 4:30 pm, Monday to Friday (once a week they extend their hours, please check locally)

You may exchange your foreign currency or traveller's checks up to \$10,000 at a time. Exchange rates are subject to daily fluctuation.

9. Electricity voltage and plugs adapters

The voltage in Switzerland, as in most of Europe, is 230V/50 Hz. Switzerland uses type C (2-pin) and Type J (3-pin) plugs. (Type C 2-pin plugs also fit J sockets.) The **Europlug**, also known as the type C plug, is compatible with all continental European outlets (types E, F, J, K and L). If you have devices that use the Europlug, you can already plug them into Swiss sockets with no problem at all. However, please note at Kloster Kappel and the plenary hall electronic **ords with flat heads only** will fit into the sockets. Please refer to the following examples:



10. Internet/ Wi-Fi

You can use free Wi-Fi in many restaurants, train stations and at the Zürich Airport. With a travelers Wi-Fi Mobile Hotspot, you can access unlimited 4G LTE data throughout Switzerland. It can be delivered to the hotel of your choice or picked up at the Zürich airport or main station.

Use of a locally-purchased SIM cards is recommended if extra data amounts or making local calls is needed. Switzerland does not regularly conform to the rest of the Schengen area data roaming charges agreement.

Travelers Wi-Fi Mobile Hotspot

- Up to 10 devices can be connected simultaneously
- Standard fee: CHF 5.90 per day
- The fully charged battery will last for about 10 to 12 hours of continuous use
- More information: <https://www.travelerswifi.com>

SIM cards

- <https://www.lycamobile.ch/de/>
- <https://www.flexiroam.com>
- <https://www.travelsim.com>

Free Wi-Fi access will be available throughout the premises of the Kloster Kappel. An access code will be provided to you upon arrival and usable for the duration of your stay.

11. Interpretation



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English – Spanish interpretation services will be arranged for the plenary sessions for participants who require such services.

12. Meeting contacts

If you have any needs during travel, at the meeting or prior to departures, please do not hesitate to contact Ms. Katrina Mertz, katrina.mertz@wrc.eu, or via WhatsApp at +49(0)17693198260. Stewards will also be readily available for the duration of the meeting to offer any assistance needed.

Travel well and see you soon in Kappel!