



www.ipdet.org

PARTICIPANT GUIDE 2018



Dear Participant,

We are very pleased to extend a warm welcome to the 2018 International Program for Development Evaluation Training (IPDET) launching for the first time from University of Bern, Switzerland in cooperation with the Center for Evaluation, Germany, and in partnership with the Independent Evaluation Group of the World Bank Group. We are looking forward to an innovative and exciting program, with participants from every region of the world.

To help you prepare for your visit, we are providing this package of additional information about the program, the University of Bern, and the city of Bern. Please read through this information carefully before your arrival.

Attached you will find two forms:

1. Information on your travel arrangements.

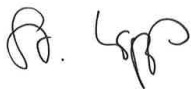
If you have not provided us yet with this information, we require that you send the filled out form no later than **June 27, 2018** to enable us to complete our preparations for your arrival.

2. Information on your Internet Access Application for those staying in one of the student's houses.

If you are booked in one of the student's houses (Bolligen, Fellergut, Tschärnergut), we require that you send us the filled out form no later than **June 27th, 2018** to enable access to the internet upon your arrival in the student's house. If you do not provide us this information, you will not have internet access in the student's house!

We look forward to welcoming you to IPDET personally and to your participation in the course and/or workshops.

Best Regards,



Dr. Stefanie Krapp
Head of Program

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BEFORE YOU LEAVE HOME

Packing appropriate clothing

July is a summer month in Bern. You can expect temperatures between 15 and 35 degrees Celsius (59 – 95 degrees Fahrenheit) and should pack accordingly. It is likely to be humid and may rain, but you should also be prepared for some cooler days as well. An umbrella is highly recommended. Buildings on campus are not air-conditioned.

The dress code for classes and workshops is casual attire. Especially for the evening events your national dress would be most welcome.

For those participants staying 2 weeks, an excursion to the Alps on Sunday, 22nd is planned. Please bring adequate shoes to be well prepared to walk in the mountains. For sports activities please bring your athletic shoes, and for swimming your bathing suit.

Baggage allowance

Please check the baggage restrictions on your airline ticket and allow yourself sufficient weight and room to take your materials home with you. Many airlines impose hefty fees for overweight luggage! Please note that IPDET will not mail or ship overweight baggage.

IPDET does not offer lost luggage insurance. We advise travelers to inquire about coverage locally.

Prescriptions and other medication

Please remember to bring enough of any prescription or other medications you require for the duration of your visit. There is a pharmacy close to campus, but occasionally a drug sold over the counter in another country will require a doctor's prescription in Switzerland. Although there is a medical clinic nearby, scheduling a doctor's appointment on short notice may be difficult.

Prohibited items

A number of items are prohibited in residence, due to the danger they pose to residents. They include but are not restricted to: flammable liquids, candles, incense, firearms and other weapons, fireworks and illegal drugs or unauthorized controlled substances. It is not allowed to smoke or bring parties. Furthermore,

Transit Visa

Depending on the routing booked for your travel, you may need to obtain a transit visa for your connections en route to Bern additional to your Schengen Visa. We suggest that you check with the embassies locally. Having the proper documentation will avoid delays.

ARRIVAL IN SWITZERLAND AND BERN

By air: Flights arrive into one of the Swiss airports, Zurich or Geneva, and transfers must be made from there to Bern by train. Zurich airport is about an hour train ride from Bern main train station. To check the timetable go to www.sbb.ch/en or check directly at the airport.

By train: The train connection from the airports to Bern main train station is swift and reliable and will run most every hour until almost midnight and resumes again at around 5 am in the morning. Find the train station within the airport to purchase a 2nd class one-way ticket, which costs approximately CHF 56.- You might want to check for online tickets in advance as they often cost less. An option worthwhile checking is the *saver day pass* for 2nd class which allows traveling around Switzerland's train, tram and bus network for one day. The earlier you buy, the cheaper the price. To check saver day pass prices go to www.sbb.ch/en/travelcards-and-tickets/tickets-for-switzerland/1-day-travelpass/saver-day-pass.html.

To find your way from the train station to your hotel, please see the following link for public transportation: Go to www.sbb.ch/en/timetable.html or via www.google.com.au/maps with specific directions, or use one of the taxis at the taxi stand outside of the train station.

ACCOMMODATION IN THE STUDENT'S HOUSES BOLLINGEN, FELLERGUT and TSCHARNERGUT

If you booked full board, in the week ahead you will receive a Housing Assignment Letter that will indicate which student's house you are in. Please note: If you earlier received a visa support letter with the name of a student's house building, please discard that as it was only for supporting the visa application process.

How to get to the student's houses

- The university where IPDET will take place is in the heart of the City of Bern city, a 5 minutes' walk from the main train station, and close to the down town hotels of Bern. Please be aware that the university does not have a typical campus, you need to take a train for a short ride to the student's houses! The student's houses are in different locations in Bern.
- For those arriving on the 14th or 15th of July and residing in one of the student's houses in Bolligen, Fellergut or Tscharnergut:
 - Staff from our travel agency "Destination Travel" will be at the meeting point ("Treffpunkt") in the main hall of the train station holding a sign with "IPDET" written on it. Please proceed to the meeting point and identify yourself to this person. In case this person is not there, please wait a couple of minutes. You can reach this person under +41 79 845 9078
For any emergencies while you are traveling you can reach Andre under +41 79 774 58 72.
 - You will be guided to the train, which will take you to the train station close to your student's house. The rides take about 10/15 minutes. Another person also holding an IPDET sign will welcome you there and guide you to your student's house.
 - Participants will receive a ticket ("Libero") for public transportation valid for the duration of the program.
 - Those arriving late on the 14th or 15th need to inform us respectively. We will arrange the check-in separately in the student's house.

- Participants arriving for the workshop week or on any other days need to find the way to their student's house themselves. Please be aware of the check-in dates and times below. Directions from the train station to the student's houses:
 - Bolligen: Take train S 7 direction "Worb Dorf" to the station "Bolligen", the student's house is just nearby, the train is leaving every 15 min.
 - Fellergut: Take either train S 52 direction "Kerzers", S 51 direction "Bern Brünnen Westside" or S 5 direction "Neuchâtel" to the station "Bern Bümpliz Nord". The students lodge is down the road next to a traffic circle.
 - Tscharnergut: Same as for Fellergut, but the student's house Tscharnergut is on the other side of the tracks a 5 Minutes' walk; or you go outside of the train station and take the tram NFT8 direction "Bern Brünnen Westside" to the station "Tscharnergut" or the Bus 101 direction "Hinterkappelen, Schlossmatt".

Source for more information on each location: www.vbsl.ch/en/unfurnished-rooms/?oid=1867&lang=en

Student's houses check-in and check-out times

Upon check in, you will be assigned a single private room either with shared bathroom for 2 people or shared bathroom on the floor. Please be reminded that participants planning to bring family members must make their own arrangements for accommodation. There is no possibility to accommodate families in the student's houses.

Unless you have made prior arrangements with us for an earlier or later arrival, please see the following dates and times for check-in and check-out:

CHECK-IN / CHECK-OUT:

- Participants for both weeks will have a check-in time starting at 9am on Saturday, 14th of July, until 8pm on Sunday, 15th of July.
- Participants leaving after Week 1 (the "Core") will have a check-out time of 9:00 am on Saturday, July 21st *
- Participants in Week 2 will have a check-in time on Sunday, July 22nd, between 9am and 8pm.
- Participants leaving after Week 2 will have to check-out any time on Saturday, July 28th or Sunday, July 29th, until 6pm.

*** INDIVIDUALS ARE REQUIRED TO CHECK-OUT AT THEIR SCHEDULED DATE AND TIME. There will be a room provided at the residence for you to store baggage if required.**

Upon check-out you need to put **your key** in the provided envelope and put it in the box "Briefkasten" in front of the office! You will be charged if keys are not turned back!

There is no food outlet in the residence accommodation. A supermarket, a restaurant and a café are close by the residences of Fellergut and Tscharnergut. Close to Bolligen residence is only a small supermarket. Please be aware that on Saturdays, many supermarkets close at 5pm and none are open on Sundays except the ones in the main train station.

The provision of meals for full board participants will start on Monday, July 16th in the university Mensa (please see section on meals).

Room description, furnishings, equipment & supplies

Each room is furnished with a single bed, a desk, storage space, and access to Wi-Fi. Please note: You need to fill out the attached sheet and provide us with the respective information no later than June 27 in order to have immediate access to Wi-Fi upon your arrival. If you do not send us back the information on time, you will have to wait until Monday or later to be able to get the access to Wi-Fi. Your room will also be supplied with bed linen (including blankets), and towels. Suggest you bring flip-flops or some slippers for accessing the shared bathroom which is outside the room.

Security & valuables: Rooms are equipped with a lock to ensure privacy. They are not provided with a room safe, however, nor can IPDET provide storage for valuables. Participants are therefore encouraged to limit the number of valuables they bring.

Housekeeping service: Daily housekeeping in the student accommodation is your responsibility. You will be advised on the local recycling system, and your participation is appreciated. Basis cleaning supplies are available on each floor. For those staying two weeks there will be a housekeeping service once between week 1 and 2, including changing towels and removing trash.

Common areas and kitchenette: Each floor has a common living space, a kitchen equipped to prepare light refreshments and a refrigerator.

Laundry, detergent, irons & ironing boards: There are laundry facilities located in the residences, and use of these facilities can be paid for using a card, issued at the residence office.

The Student's Houses Reception Desk

Opening hours of the reception desks during the week:

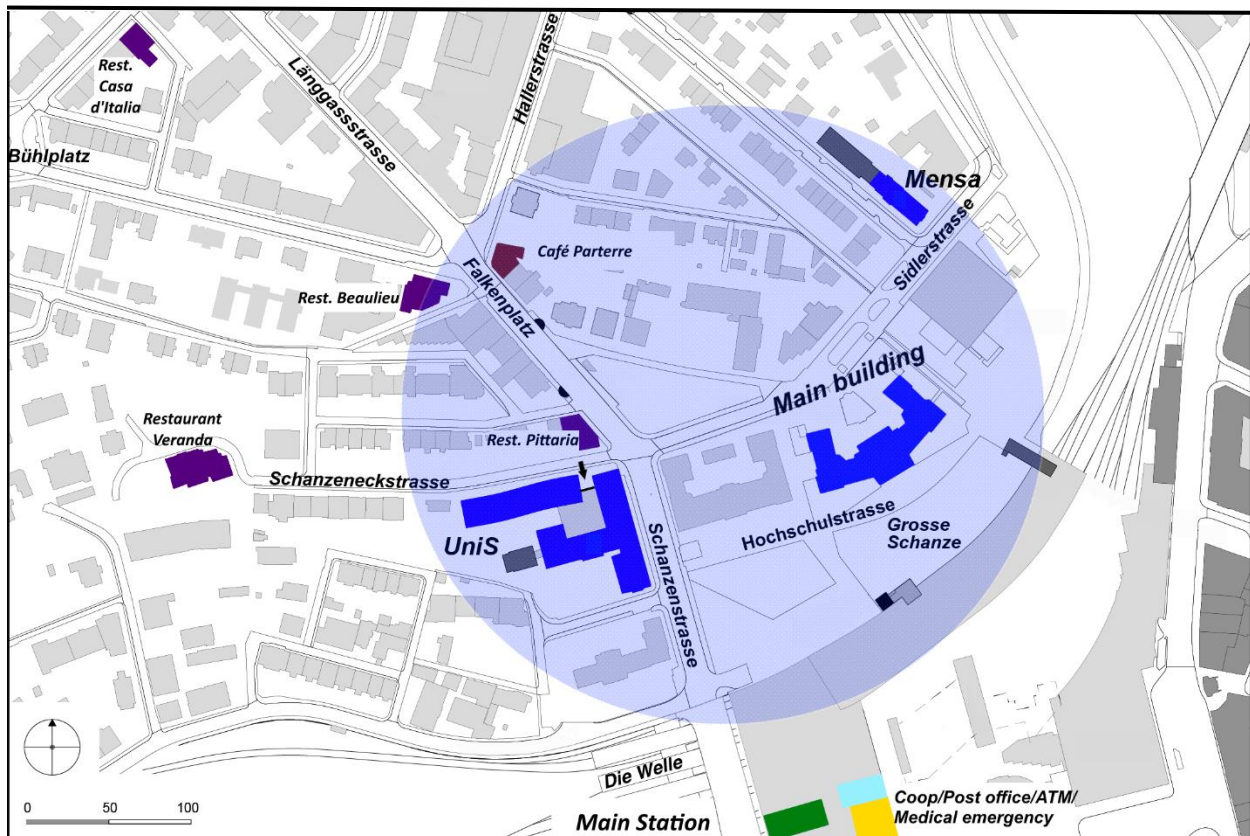
Bolligen:	Mo. to Wed.	08:00 – 12:00 am and 1:00 – 4:00 pm
	Thur. and Fri.	08:00 – 12:00 am
Fellergut:	Mo. to Fri.	08:00 – 11:30 am and 2:00 – 5:00 pm
Tscharnergut:	Mo. to Fri.	08:00 – 11:30 am and 2:00 – 5:00 pm

The secretariat of the student houses is available under: +41 31 991 11 67

The personnel at the desk will be pleased to provide you with information about the residence. They will offer a residence tour to introduce you to the specificities of the house, incl. laundry possibilities, kitchen, general rules, etc. The schedule will be posted in the residence. Please bear in mind that this is student accommodation and not a hotel so you will need to make your own arrangements for services of any kind.

REGISTRATION FOR IPDET UPON ARRIVAL

Location of registration: UniS (Schanzeneckstrasse 1), foyer on the ground floor.



Dates and times of registration

- **Sunday, July 15, from 10:00am to 6pm** for participants attending the Core Course. For those participants who are unable to register during this time, there will be a short registration period on Monday, July 16th, from 7:30 - 9:00am and during Monday's coffee breaks;
- **Sunday, July 22nd, from 02:00pm to 6pm** for participants attending workshops in Week 2. For those participants who are unable to register during this time, there will be a short registration period on Monday, July 23rd, from 7:30 – 9:00am and during Monday's coffee breaks;
- **Thursday, July 26th, from 7:30 – 9:00am** for those attending only the last workshop session on Thursday and Friday.

Multiple session registration: You need only register once if you are attending multiple sessions.

Your identification badge will grant you access to the course and/or workshops, coffee breaks, lunch in the university Mensa and evening events. For those booked full board, the ID will also grant access to breakfast and dinner at the Mensa.

Medical insurance information will be verified at registration.

SPECIAL EVENTS

Opening receptions will be held at the start of each segment of IPDET (July 16th, and July 23rd). As well, there will be two graduation dinners (July 20th and July 27th). Dress for these events is business formal. Your national dress is most welcome. The costs are included in your registration fees.

Furthermore, you have the opportunity to participate in Brown Bag Lunches on Tuesdays and Wednesdays and a Panel discussion on Wednesday, July 18.

GENERAL COURSE INFORMATION

Class times, breaks, lunch period: Classes are held between 09:00am and 5:30pm, with two fifteen-minute breaks and an hour and a half for lunch (12:30-2pm).

Location of core course: UniS (Schanzeneckstrasse 1), Audimax, ground floor.

Workshop locations for week 2 will be provided at the time of registration. Most of the workshops will also be located in UniS.

- ***We would like to remind all participants in Week 2 that changes are not permitted to your workshop selections and you are not permitted to “hop” between the workshops.***

Dress for classroom and workshop sessions, as well as weekend events, is casual. Please be aware that there is no air condition in the classrooms, whereas it can get quite warm!

Code of conduct: IPDET expects of all participants to behave appropriately and decently. Any form of discrimination is a violation of personal integrity, the dignity of individuals and fundamental rights.

COMPUTERS AND ELECTRONICS

Voltage

Please note that the voltage used in Switzerland is of 220V. Thus, in order for electronic appliances to work, power supplies must correspond to this voltage. Please also note that plug prongs must conform to the Swiss configuration (see “Laptops & Adaptors” below, <https://www.myswitzerland.com/en-ch/electricity.html>).

For other appliances that do not have variable voltages (e.g. hair dryers), you will need a voltage converter. Unfortunately, IPDET cannot provide these converters, thus you will have to purchase your own converter. These do not cost much and can be found at the electronic store called “Media-Markt”, of which there is a branch near the main-station, Bubenberplatz 9.

Laptops & Adaptors

Laptops and cell phone adaptors usually have a variable voltage, and as such, they are suitable for use in Switzerland. The only thing that you will need is a plug adapter that will make your computer compatible

with the plugs in your room. You can find information here www.myswitzerland.com/en-ch/electricity.html. For ease of access to your laptop, we recommend you bring your own adapter. Please note that IPDET does not provide laptops or adapters to participants.

Internet

Wireless internet (Wi-Fi) will be accessible in the university as well as in the student's houses. If you want to access your organization's e-mail you will need to change the settings of your computer in order to allow you to access this e-mail from your personal computer. We encourage you to make these changes before you leave for Switzerland.

Cell Phones

If you intend to bring a cell phone, make sure that the frequencies of your cell phone are compatible with Swiss frequencies (you can find this out by contacting your service provider). Moreover, in the event that you will need a SIM card to operate your phone in Switzerland, make sure that the phone is unlocked and that it will be able to recognize SIM cards from Swiss cellular networks. You will be able to obtain this information from your cell phone operator in your home country.

MEALS

Location: Mensa of the University, Gesellschaftsstrasse 2 (see map further up or www.mensa.unibe.ch)

If you have registered for **full board**, your meals during days of scheduled programming are as follows:

Breakfast: 08:00 – 09:00 am
Lunch: 12:30 – 02:00 pm
Dinner: 06:00 – 07:00 pm (*except of the evenings with a special event!*)

If you have registered for **full board for 2 weeks**, your meals on the **weekend July 21/22** are as follows:

Breakfast: 08:00 – 09:00 am
Lunch: 12:30 – 02:00 pm (*except of Sunday where lunch is included in the excursion to the Alps*)
Dinner: 06:00 – 07:00 pm

For **all participants** lunch will be served during days of scheduled programming:

Lunch: 12:30 - 2 pm

HEALTH CARE

Insurance

Visitors to Switzerland are not covered by Switzerland's health system. It is important to ensure you have adequate coverage for medical emergencies while attending the program by checking with your insurance provider or by purchasing travel insurance before you depart for Switzerland. You should carry proof of insurance with you. Please note that IPDET does not cover any personal health costs.

In Case of Emergency

The general number in case of emergency is 112 **OR** 117 for police, 118 for fire brigade and 144 for the ambulance.

Health Services

The biggest hospital in Bern is the university hospital called “Insel”, Freiburgstrasse 18, 3010 Bern (www.insel.ch)

If you need to see a doctor, please go to the “City Emergency” clinic, which is 5 minutes’ walk from the university, Schanzenstrasse 4A, 3008 Bern.

There is also a dentist near the main-station, Centrodent, Schanzenstrasse 4b, PostParc on the opposite of the “Welle 7” (at mainstation).

General Tips

Bern can get hot during the summer. Make sure you drink sufficiently during the day in order to keep hydrated. Tap water in Bern is perfectly safe to drink. All food vendors are required to pass food health inspections on a regular basis. The food is generally very safe.

Bring any over-the-counter medication you use frequently. It may be difficult to track down brands you may be use from overseas.

Supermarkets are readily available and have reasonable operating hours. Fresh produce, additional snacks, drinks and basic pharmaceuticals can be purchased if you forget something or require something extra.

MOVEMENT ACTIVITIES

On **Sunday, July 15th at 5pm** starts the final soccer match of the World Cup! Many cafes and restaurants in Bern will show the match, there are also some public viewing places where you can join. *IPDET team will show the match on screen in UniS! So feel free to watch with us! ☺*

Exercise classes: We offer Qi Gong, Yoga, Shiatsu and soccer. Please bring your own workout clothes, shoes, and towels.

River Aare: The twinkling green blue river and its glacial fresh waters are a feature of Bern’s summers. Locals can be seen hopping into the river, clothes and belongings safely encased in plastic bubbles that float alongside them. Please be cautioned that the current of the river is extremely strong and unless you are an experienced and strong swimmer entry into the waters is very risky. **IPDET takes no responsibility for those swimming in the river and any happenings that may befall them.**

Walking and bicycle paths: A network of recreational pathways next to the river are pleasant for walking, jogging and can be accessed at different points throughout the city. At their own expense, participants can rent bicycles and helmets at various locations around Bern (Bike rental locations can be found at www.bern.com/en/detail/bikesharing-in-bern).

VISITING BERN

Bern is a beautiful and safe city. However, the same caution should be exercised here as in any major urban center. Limit the valuables and cash that you bring and carry with you. Bern has a comprehensive and easy to use transport system. With your "Liberio Ticket", you can use any public transportation mean in Bern.

University of Bern is approximately 10 minutes by walking from the old city center. We encourage you to explore the city and the many sights and events that are held throughout the summer. For more information, please check www.bern.com/en or visit one of the Bern Tourism offices.

Old City walking tour

The city of Bern offers walking tours through the old part of the city, which is UNESCO heritage on Tuesdays and Thursdays from 6:30pm to 8pm exclusively for IPDET participants free of charge. We will provide a list for signing in on first come first serve basis.

Parking: Parking everywhere in Bern is limited, very expensive and strictly enforced.

Banking

The unit of currency in Switzerland is the Swiss Franc (CHF). You can change money at the airport or at a bank in Bern. Banks in the city are generally open from 09:00am to 5:00pm on weekdays, and closed on weekends. Many branches stay open later on Thursday and Friday evenings, and close early on Saturday (usually by 3:00pm). Transactions or cashing traveler's cheques will require two pieces of photo ID.

At the airport itself, at the main train station of Bern and around the city you can find ATM bank machines and currency exchange facilities (www.sbb.ch/en/station-services/railway-stations/bern-station/shopping/shop-detail.html/currency-exchange-1000-7000). Alternatively look on google maps for 'ATM around Bern train station'.

Postal Service

Swiss postage must be used on all mail posted from any point in Switzerland. A post office is located close to the university, Post office PostParc, Bogenschützenstr 9b between the train station and the University (check on google maps 'Post office PostParc Bern'). Check with the post office for current postal rates and classes of mail. The opening times are daily until 9pm with limited hours over the weekend.

Religious Services

Many faiths are represented in Bern. A list of places of worship in nearby areas or on campus will be included in your registration materials. We would like to introduce the "House of Religions" (Haus der Religionen). It is a place where eight different religions (Alevism, Bahá'í Faith, Buddhism, Christianity, Hinduism, Judaism, Islam, Sikhism) meet. It is 10 min from Bern main station, reachable with Tram 7 (direction "Bümpliz") or 8 (direction "Bern Westside"), near to the station "Europaplatz".

The website is only available in German or French: www.haus-der-religionen.ch

IMPORTANT NUMBERS

Stand-by contacts IPDET team	IPDET Front desk Bern University – UniS building Center for Continuing Education ZUW – tract A, level 1, office A 112 Schanzeneckstrasse 1, 3001 Bern Office phone +41 31 631 50 75 ipdet@zuw.unibe.ch Local area plan of building UniS: www.unibe.ch/university/campus_and_infrastructure/campus_maps_and_lecture_halls_and_classrooms/maps/4_unis/index_eng.html
Student's house accommodation	Manager: Mrs Renate LEDERMANN Office phone: +41 (0)31 991 11 67 Mobile number: +41 79 788 5357 (only in case of emergencies for student's house tenants!) www.vbsl.ch/en/info/
City Emergency AG	Medical walk-in clinic closest to University Open daily until 10pm Schanzenstrasse 4A, 3008 Bern +41 (0)31 326 20 00 http://www.localmed.ch/standorte/bern-postparc/city-notfall/
Tourist information at the Bern train station	Bahnhofplatz 10a, 3011 Bern Phone: +41 31 328 12 12 info@bern.com www.bern.com/en/detail/tourist-information
Travel Agency Destination Travel	André Steinauer Phone: +41 79 774 58 72 Contact person at train station on July 14/15: +41 79 845 9078