



# W E L C O M E

to the

## Guest House

### Handbook & Information

Gästehausverwaltung i.A. für das MPI für Kolloid- und Grenzflächenforschung

Standortmanagement Golm GmbH | Am Mühlberg 11 | 14476 Potsdam

[guesthouse@potsdam-sciencepark.de](mailto:guesthouse@potsdam-sciencepark.de) | Phone: 0331 237 351 108







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# 1.0 Welcome

## On Your Arrival / Departure

Welcome to the Guest House! We wish you a pleasant stay at the Potsdam Science Park in Golm.

Please refer to this Handbook if you have any questions. If you need further assistance, please contact the administration:

### Contact

Eva Reis

[eva.reis@potsdam-sciencepark.de](mailto:eva.reis@potsdam-sciencepark.de)

[guesthouse@potsdam-sciencepark.de](mailto:guesthouse@potsdam-sciencepark.de)

On your last day we request that you leave the room by 10.00 a.m. and to return the key to reception in the central building.

Payment of your invoice is possible during or at the end of your stay in cash, by card or with a bank transfer. If you are staying for a longer period, you will receive a partial statement on your room door. Guest House office opening hours are listed below.

Please note that if you find or cause any kind of damage, we request that you inform the administration as soon as possible. For any damages you have caused, you will be required to cover the cost of repairs. An insurance claim is not possible on the behalf of the MPG.

## Guest House Administration Opening Hours

Office in the Guest House, ground floor

Tuesday 10:00 a.m. – 12:00 a.m.

Thursday 10:00 a.m. – 12:00 a.m.



Office in the GO:IN building, opposite the guesthouse, 3rd floor, room 309

Monday 8:30 a.m. – 12:30 p.m.

Tuesday 8:30 a.m. – 12:30 p.m.

Wednesday 8:30 a.m. – 12:30 p.m.

Thursday 8:30 a.m. – 12:30 p.m.

Friday 8:30 a.m. – 12:30 p.m.

Please be aware that the office in the Guest House can only accept cash payments. For cash, EC/debit or credit card payments, please visit the office in the GO:IN building. Payment by bank transfer is also possible. You find the bank details on the invoice.

Email: [guesthouse@potsdam-sciencepark.de](mailto:guesthouse@potsdam-sciencepark.de)

Phone Numbers

- 0331/237351 108 Eva Reis
- 0331/237351 104 Carolin Schneider
- 0331/237351 145 Tina Stavemann

If you need to speak to someone outside the open office hours, please contact the reception in the central building (567-8014). It's open 24/7. Payments are unfortunately not possible there.

## Mailing Address

Unfortunately, there is no post or delivery to the mailboxes in front of the Guest House.

Post and package delivery are directed to the Reception Desk and can be picked up there. If possible, please be sure to include your full name in the address.

Name

Max-Planck-Institut für Kolloid- und Grenzflächenforschung



Gästehaus  
Am Mühlenberg 2  
14476 Potsdam

## Guesthouse Prices

- Single Room: 49.22 €/ night 492.20 €/ month
- Double Room: 56.71 €/ night 567.10 €/ month
- Apartment: 70.62 €/ night 706.20 €/ month

Additional beds:

- Adult: 21.40 €/ night 214.00 €/ month
- Child: 10.70 €/ night 107.00 €/ month

\* All prices include VAT.

\*\*The monthly price is calculated for a stay more than 10 nights.

Updated 15<sup>th</sup> January 2021

## Welcome Service

When you move to another country, everything is new: the language, the environment and above all the culture. The Welcome Service is your primary contact for you, your family and your employer. We will support you in gaining a foothold at the Potsdam Science Park and in the region as quickly as possible.

Among other things, we can advise you on finding accommodation and childcare, support you in building up your social network and help you learn the German language. All to help you learn to love Potsdam like we do!

## Contact

Tina Stavemann  
tina.stavemann@potsdam-sciencepark.de  
+49 (0)331 - 237 351 145



Office in the GO:IN Building, 3<sup>rd</sup> floor, room 307  
Monday – Friday: 8:30 a.m. – 12.30 p.m.

## Language Courses

In the international environment of the Potsdam Science Park, we offer highly qualified German and English courses at our language school. In small groups and in a warm atmosphere, you will learn based on your previous knowledge as part of a program tailored to your individual learning goals. There is also a practical benefit— you have an opportunity to network with other scientists on campus, make new friends and immerse yourself in the German lifestyle in class.

## Contact

Carolin Schneider  
Welcome Service & Language School  
carolin.schneider@potsdam-sciencepark.de  
+49 (0)331 - 237 351 104  
Office in the GO:IN Building, 3<sup>rd</sup> floor, room 307  
Monday – Friday: 8:30 a.m. – 12.30 p.m.

## Emergency Contacts

The telephone only works for internal calls inside the MPI and emergency calls.

In case of emergency please dial:

- 110          Police
- 112          Emergency service
- 112          Fire Department

Reception: **7814**



Reception in the central building is open 24/7. From there your call will be forwarded.

Some helpful German vocabulary:

Emergency service	Notdienst
Emergency doctor	Notarzt
Emergency Room	Notaufnahme/ Rettungsstelle
Ambulance	Krankenwagen/ Rettungswagen
Ambulance service	Rettungsdienst

Who is calling?	Wer ruft an?
What has happened?	Was ist passiert?
Where did it happen?	Wo ist es passiert?
How many are injured?	Wieviele Verletzte gibt es?
Wait for additional questions.	Warten auf Rückfragen.

## Corona Information

In Guest House wearing a mask is not mandatory. We want you to feel at home. But please make sure you **keep your distance**.

In the large kitchens (room 0.11 and 1.11) **no more than 4 persons** should be present at the same time, in the small kitchens (room 0.24, 1.24, 2.24) only one person or persons from one accommodation.

Information on the current situation and useful addresses can be found at [www.potsdam.de/informationen-zum-Coronavirus](http://www.potsdam.de/informationen-zum-Coronavirus)

For detailed questions or more information regarding the MPG Campus please contact your institute assistant or group leader.



## 2.0 House Rules

### Air Quality in the Guest House

Your help is needed to maintain a good climate in our house.

Please open the windows regularly during the day to avoid the building up of moisture, condensation, water etc. in all rooms and the kitchens.

### Tilt and Turn Windows

Most windows and glass doors in Germany are “Tilt and Turn” windows. These windows are effectively three windows in one: they serve as a fixed window, an open window and a tilted window.

When the handle of a tilt-and-turn is in the downward position, the window is shut and locked. Rotate the handle 90 degrees so it points sideways, and you can pull the window open horizontally.



To tilt, begin with the handle in the downward (locked) position. Rotate the handle 180 degrees so it points up, and then pull it back down toward you. The window tilts inward, opening from the top rather than the side. It then locks into place after opening a few inches, resting at an angle.



## Smoking

Smoking is strictly forbidden in the rooms and hallways.

Please limit smoking to outside of the Guest House, on the balconies, or on the roof terrace on the 2nd floor.



## Pets

Pets (cats, dogs, rabbits, etc.) are not allowed in the Guest House.



## Keys

The black electronic key is for opening the entrance door to the Guest House and your room door.



Instructions for using the black electronic key with LCD-Display:

1. Insert key in lock (please be careful!)
2. Wait a moment, after about 3 seconds the face on the display will smile 😊
3. Turn the key to open the lock



## Swipe Card

All institute staff members receive a swipe card or chip that can be used as an electronic wallet. You can add money to your wallet at one of the charging stations located in the central building.

The charging stations accept Euro bills or debit cards for adding money to your electronic wallet. The minimum amount that can be added to your account is 5 Euro. We recommend not adding more than 50 Euro to your account.

You will need the card for payment in the canteen or to use the washing machines and dryers.

Guests who are not institute staff can buy a swipe card for use as an electronic wallet at the charging station in the central building.

If there is a remaining balance on your card or chip at the end of your stay, you can refund your money at one of the charging stations located in the central building.

## Snack Machine

There is a snack vending machine in the MPI central building. If you have an MPI card you can enter the building 24/7. Otherwise just ring the bell-- there is always someone at the front desk to let you in or help you.

## Book Swap

There is a book swap shelf on the ground floor just at the main entrance. During your stay you are welcomed to borrow a book or leave one if you need to get rid of some extra weight.



## Roof Terrace

You are most welcome to relax on our terrace on the second floor. There you also have the possibility to smoke. This is the only smoking area open to all guests in the guest house.

## Safe

For your convenience and security please keep your valuable items safe in the individual deposit boxes.

## Water

Water in the Guest House is drinkable from all the taps.

## Iron/ Ironing Board

Irons are available to borrow. You find them on each floor in the cupboard in the small corridor.

## 3.0 Cleanliness

### Cleaning and Maintenance

All staff members who take care of the facilities do their very best to maintain a high standard of cleanliness and we want to make sure everyone has a clean room with all the basics on hand that are needed for a comfortable stay.

### Maid Service

Cleaning services are once a week: the **ground floor usually on Monday**, the **first floor on Tuesday**, and the **second floor on Wednesday**. Our cleaners not only clean your room but also provide you with a set of fresh towels and linens.

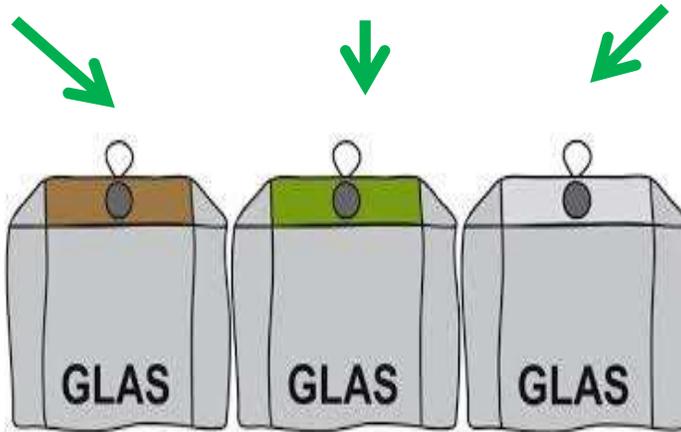
Please make sure there is nothing on the floor and the room is accessible. No personal items should be on the floor hindering the entrance and most important: no waste/ garbage, organic or non-organic, should be left anywhere but in the bin.

### Waste/Trash

All waste must go in the bin, which should be emptied regularly by you in the dustbins outside the building. Food waste must always be put in the kitchen bin or taken out the next day and put in the dustbins.

We want you and our future guests to feel welcome and at home, to enjoy the comfort of staying near the institute and to have all the necessary things provided at a reasonable price. Therefore, we ask you to help take care of the facilities. Please use and treat them with respect just as you would with your own home.

# Glass Waste



## Waste Sorting in Germany ... How to sort correctly?

Blue Container	Yellow Container	Bottle Bank	Battery Box	Black Waste Container
<p>Letters Newspapers Magazines Packing Paper Wrapping Paper Flyers Books Egg Cartons Cardboard Tubes Cardboard Boxes Bread Bags</p>	<p>Plastic Bottles Aluminium Foil Lids Blister Packs Cream Cans Disposable Cutlery Yoghurt Pots Cans Milk Cartons Bottle Tops/ Caps Plastic Bags Juice Cartons Spray Cans (empty) Tubes Metal</p>	<p>Flacons Glass Bottles Storage Jars Syrup Bottles Juice Bottles Wine Bottles Spirit Bottles</p> <p><i>Please sort by colour:</i></p> <p><i>White: clear glass</i> <i>Brown: brown glass</i> <i>Green: green glass + other colours</i></p>	<p>Every Kind of Battery</p>	<p>Everything else e.g. Diapers/Nappies* Left Lvers Organic Waste</p> <p><i>*guesthouse: Please dispose directly in the black container outside</i></p>
<p><b>No</b> Coated Paper Photo Paper Very Dirty paper Disposable Nappies</p>	<p><b>No</b> Styrofoam CDs/ Tapes Textiles Wood</p>	<p><b>No</b> Window Glass Light Bulbs Ceramics/ Pottery Mirrors Broken Glass</p>	<p><b>No</b> Anything else</p>	<p><b>No</b> Batteries Electronic Waste Pollutants</p>



## 4.0 Communal Kitchens

If you use the communal kitchen, we kindly ask you to

- Store your food in the refrigerator or in the assigned place (depending if it is perishable or not). The box is marked with your guest room number in the cabinet
- Empty the refrigerator and the box when you leave the guest house
- Pay attention to the instructions for the use of the kitchen and its appliances.

We greatly appreciate your cooperation!

### Kitchen Policy/Guidelines

#### A Self-Service Kitchen

The Guest House residents are responsible for the condition of our kitchens as it is a “self-service” environment that users are responsible for maintaining. We are privileged to have wonderful kitchen spaces but our privilege comes with responsibility: We must work together to maintain a sanitary environment.

To make sure that we have common understanding, below is an overview of the policy and guidelines for using our kitchen:

#### Cabinets

Kitchen cabinets are available for resident use. Please keep in mind that there are a limited number of cabinets and the space is shared. Be sure to label your personal items with your



name if you would not like them to be used by others. ANY items used should be cleaned and returned to the appropriate cabinet.

## Cleaning Supplies

Cleaning supplies are for everyone's use to keep the kitchen clean. Please use these with discretion as they will only continue to be provided if they have an "appropriate life span". Kitchen cleaning supplies are not to be used for room cleaning.

## Dishes

Clean your dishes as you use them. DO NOT leave dirty dishes in the sink. Dishes should be washed, dried, and returned to their appropriate storage location. Abandoned dishes will be thrown away when found. Dish soap, sponges, and a drying rack are provided for your use.

There is a dishwasher in the kitchen. When having a large event, it is useful to use the dishwasher to clean up. It is not recommended to leave dirty (or simply rinsed out) dishes in the dishwasher BUT you should not run a load for only a couple of items



Please, **only** use **TABS** for the dishwasher, no washing-up liquid!!

Clean (wash & dry) all items you use and return them to their proper places. All users of the kitchens are welcome to use the community utensils but they **should not be removed from the kitchen**.

## Serving Utensils, Pitchers, etc.

Please note that it is forbidden to keep kitchen items or take them with you when you leave the Guest House. It goes without saying that the items in the kitchen are for common use for our present and future guests. Please respect this.

- Please read and follow all signs in the kitchen.

- NEVER take kitchen items out of the kitchen! This includes plates, pots, pans and cutlery.
- NEVER take kitchen items with you when you leave the Guest House! This includes pots and pans.



## Waste/Trash

Food waste belongs in the bin, **never** down a drain.

If a drain is clogged, please let Reception know immediately.

## Kitchen table

Anyone who uses the kitchen table area is expected to wipe down the table when finished.

## Labels

All food items, including items provided for community use, should be labeled. Clearly mark your food on the outside of its packaging or container.

## Stove/Oven

Please use this appliance with caution. The stove and oven should NEVER be left unattended when in use. Any time either the stove or oven is in use, the exhaust fan should be turned on. The cleaning of the stove top and oven are also the responsibility of residents. The person using the stove/oven should clean it directly after use.





## 5.0 Amenities

### Internet Access: Ethernet Port

Each room has an ethernet port for wired access to the internet. Extra cables are available at the Reception desk or from IT Support Services.

### Wlan

Connect a network cable from your computer/device to a network port in a guest room. Ports labelled "vlan 10" are very likely to work, or you can simply try each network port in your room.

### Wireless (WiFi)

Wireless internet access is available throughout the Guest House. Unfortunately, due how the house has been constructed, the signal is stronger in some places and weaker in others.

The open access, public, Wifi in Potsdam-Golm is called "MPIGUEST". Choose "MPIGUEST" in the list of Wifi SSIDs on your computer and then open a web browser (e.g. Chrome, Firefox) and try to browse to any website. You should be automatically directed to the Wifi portal. Please enter your email address for Wifi Internet access.

For support contact: [it-support@mpikg-mpg.de](mailto:it-support@mpikg-mpg.de) or René Genz 0331 567 9681

### Telephone

The telephones in the guest house can only be used for calls within the science park or for emergencies.



In case of emergency please dial:

- 110           Police
- 112           Emergency service
- 112           Fire Department
- 7814          **Reception** in the central building (open 24/7)

From there the call will be forwarded.

## Making phone calls in Germany (with an outside phone or mobile)

Calling from Germany is pretty much the same as any other country. Almost all foreign countries can be direct-dialed. For exceptions to this you have to ring the exchange at 0010 and ask to be connected.

When making a phone call, don't expect a "Hallo" or "Guten Morgen" from the other end of the line. Germans usually say their last name when picking up the phone. When calling, they identify themselves first before asking to be connected, so unless you want to appear pushy or rude, you should do likewise.

In some cases, you will be confronted by a recorded message when making a call. Below is a list of the messages that you're most likely to hear:

- Kein Anschluss unter dieser Nummer = This number is unavailable
- Dieser Anschluss ist vorübergehend nicht erreichbar = This number is temporarily unavailable
- Diese Rufnummer hat sich geändert = This number has been changed
- Bitte warten Sie, Sie werden in Kürze verbunden = Please wait, you will be connected shortly
- Bitte versuchen Sie es später noch einmal = Please try again later



## Calling prefixes

For many foreigners, dialing in Germany can be confusing:

- To call a local number within your own area, dial the number only.
- To call to another area, dial the respective area code first. When calling from within Germany, you have to dial "0" followed by the area code (i.e. 089 for Munich). Area codes and phone numbers in Germany are of variable length: the bigger the city, the shorter the area code, so that 089 is Munich, but 07252 will be a smaller town. A list of area calls can be found in any phone directory.
- To call from abroad to a number in Germany, dial your international access number (usually 00), followed by the country code of Germany and then the area code without the 0 (i.e. 0049-89 for Munich)
- To call abroad, dial 00 before the country code.

Note that there is no standard for writing phone numbers in Germany. Some typical ways of writing a number include:

From abroad:

- +49 - 89 - 343 80 - 14
- + (89) 343 80 - 14
- 0049 (0) 89 343 80 - 14

Within Germany:

- (089) 343 80 - 14
- 089 / 343 80 - 14
- 089 343 80 14

Within a city, in this case Munich:

- 343 80 14

The dash (-) often separates a main phone number from an extension. If you don't get connected to this extension, you might be able to reach the switchboard by replacing the extension number with.

There is also a confusing variety of special code prefixes in Germany. Some of these prefixes can bear extremely high calling costs (up to €5/minute!), so

you should be careful when dialing them. Below are some of the most important prefixes:

- 0190 or 0900: These numbers are used for premium calls (with premium rates!) and are often operated for "adult entertainment", but also include many customer hotlines. The cost of a call depend upon the extension (Mar 2004): from 0190-1.. = €0,62/minute to 0190-8.. = €1,86/minute. Numbers starting with 0190-0.. or 0900.. can charge any tariff so dial with care!
- 0180: the person calling and the owner of the number share the cost of the call. Calls to these numbers are less expensive than 0190 numbers and cost up to €0,24/minute (Mar 2004).
- 0800: These are free phone numbers with no cost to call.
- 0137: These numbers are used for telephone votes (i.e. for TV shows). Prices are not as expensive as for 0190 numbers.
- 016.. or 017..: These are the prefixes of mobile phone operators. Calls from a fixed phone to a mobile can be expensive in Germany, so consider using a prepaid phone card.

## Laundry

- The washing machines and dryers are only to be used by the guests in the house.
- Please do not take laundry belonging to other guests out of the machines.
- Please empty the machines after finishing as soon as possible.

Payment is possible with the same swipe card or chip as in the canteen.

- Washing Machine: 2.50 € per cycle
- Dryer: 2.00 € per cycle

You can use the laundry racks as well.

## Instructions for the washing machine and dryer

**No washing powder or additives are needed!**

1. Start: Press on/off button
2. Open the door: Press key button
3. Put your laundry in, then close the door with a swing
4. Choose a language: Turn the big knob and press
5. Choose a program: Turn the big knob and press
6. Pay: Turn to the terminal opposite the machines:
7. Choose the device: Press the blue light until the right device appears on the display\*
8. Hold your swipe card or chip in front of the card reader.  
First the credit of your card, then the price of the chosen program is indicated on the display
9. Press the green light  
Wait a moment until payment is completed
10. Now press the start button on the chosen device
11. When finished, press the key button and take your laundry out
12. Press the on/off button



\* W = Waschmaschine = washing machine, 2,50 € each cycle  
T = Trockner= dryer, 2,00 € each cycle

Clean the lint trap filter after using the dryer.





## 6.0 Food and Restaurants

### Breakfast

The canteen in the central building of the Max Planck-Campus welcomes guests from the Guest House for breakfast or lunch. The lunch menu varies daily. Items may only be purchased using a Swipe Card or chip (see Section 2.0).

#### Breakfast menu (excerpt) Max Planck Canteen (Widynski & Roick)

Opening hours canteen: 7:30 a.m. - 3:30 p.m.

**Breakfast: 7:30 – 10:30 a.m.;** Lunch: 11:30 a.m.- 2:30 p.m.

Sample Menu:

Tea	0,50 €
Cappuccino	1,10 €
Espresso	1,00 €
Coffee with Milk	1,20 €
Milk	1,30 €
Juice	1,20 €
Yogurt	1,00 €
Roll	0,40 €
Roll (large)	0,80 €
Laugenbrezel (pretzel)	1,20 €
Muffin	1,50 €
Butter Croissant	1,10 €
Croissant, filled	1,60 €
Butter	0,40 €
Honey, Nougat, Marmelade	0,40 €
Boiled egg	0,50 €
Scrambled Eggs	1,70 €
Sandwich	1,60 €



There are other places to breakfast near the Potsdam Science Park:

## Landhotel Potsdam, Reiherbergstraße 33, Golm

A five-minute egg from a happy chicken, home-made jam, honey from the beekeeper and fresh baker's rolls await you - along with many other dishes for a successful start to the day - at a lovingly prepared breakfast buffet.

Monday - Friday                      6:30 a.m. – 9:30 a.m.

Weekends / Public Holidays    7:00 a.m. – 10:00 a.m.

Visitors not staying at the hotel will be charged 12€ for the breakfast buffet.

## Bäckerei Thonke, Rewe, In der Feldmark 3, Golm,

Bread and rolls, coffee, tea and some breakfast items. Self-service with a few tables.

Daily 07:00 a.m. – 21:00 p.m.

## Bäckerei Exner, Carl-Dähne-Str. 3, Eiche

Bread and rolls, coffee, tea and some breakfast items. Self-service with a few tables.

Monday – Saturday                      06:30 a.m. – 06:00 p.m.

Sunday    07:00 a.m. – 06:00 p.m.

## Potsdam City Center

In the city centre you will find a lot of nice locations for breakfast, lunch or dinner. For best results, check online. ☺

# Restaurants Near the Potsdam Science Park

- Herr Lehmann (Pub), Karl-Liebknecht-Str. 28  
Golm, €-€€
- Landhotel (Brunch, German food), Reiherbergstr. 33  
Golm, €€
- Golmé Restaurant (German food), Reiherbergstr. 48A,  
Golm, €€
- Kaiser-Sushi Wok (Asian, Take Away), Kaiser-Friedrich Str.95,  
Eiche, €
- Sagar (Indian & Singapur, Take Away), Kaiser-Friedrich Str.2,  
Eiche, €
- Lindenhof zum Prinzen Heinrich (German food), Kaiser-Friedrich Str.  
104, in Eiche, €€

## Delivery

- Call a Pizza (Pizza, Burger, Salad)  
[www.call-a-pizza.de/potsdam\\_potsdam\\_west](http://www.call-a-pizza.de/potsdam_potsdam_west)  
0331 9678060
- World of Pizza (Pizza, Burger, Pasta, Salad)  
[www.world-of-pizza.de](http://www.world-of-pizza.de)  
0331 2700 800
- Lieferando (Various)  
[www.lieferando.de](http://www.lieferando.de)
- REWE  
[www.REWE.de](http://www.REWE.de)

## Supermarket

- REWE, In der Feldmark 3a, Golm



# Bakeries

- Bäcker Thonke (in REWE), In der Feldmark 3a, Golm
- Bäcker Kühnbaum, Am Alten Mörtelwerk 22, Eiche

## 7.0 Useful Information

(updated 15<sup>th</sup> January 2021)

Here are *some* addresses you might find useful during the time you are staying in Potsdam-Golm. You can reach all of these places by bus (either 606 or 605) or on foot from the Potsdam Science Park.

(Please be aware, they might not all speak English!)

### Bicycle Rental / Sharing

- Nextbike
  - In front of the GO:IN Building, Am Mühlenberg 11
  - Bahnhof Golm, Karl-Liebknecht-Straße 27

[www.nextbike.de/en/](http://www.nextbike.de/en/)



Rent bikes in more than 50 German cities. You can rent up to 4 bikes with one account. Sign up one-time and ride bikes all over the world.

1.

Sign up for free



2.

Rent a bike



3.

Return the bike



### Bicycle Shop & Rental:

- raddoc, Geschwister-Scholl-Straße 18, in Potsdam West
- Fahrräder "Velo-West", Geschwister-Scholl-Straße 88, in Potsdam West

## Cash Machine / ATM

- REWE, In der Feldmark 3a, Golm  
Cash can be withdrawn at the register with a purchase of at least 10 €
- Berliner Volksbank, Kaiser-Friedrich Str. 97, Eiche
- Euronet - Geldautomat – ATM, Am Neuen Palais 3, Park Sanssouci

## Car Mechanic

- Autohaus Berger, Kaiser-Friedrich Str. 102, Eiche

## Congregations

- Protestant Church, Geiselberg Str. 52, Golm
- Protestant Church, Kaiser-Friedrich Str. 103, Eiche

## Florist

- Floristik pur Inh. Schmidt Bärbel, Kaiser-Friedrich-Straße 97, Eiche
- Potsdamer Staudenkulturen, Golmer Chaussee 47, Golm

## Hairdressers

- Friseursalon Anne, Reiherbergstr. 39b, Golm
- Jacqueline Domagala, Reiherbergstraße 14, Golm

## Health

- Hospitals:
  - Klinikum Ernst von Bergmann, Charlottenstraße 72, Potsdam
  - Alexianer St. Josefs-Krankenhaus Potsdam-Sanssouci, Allee nach Sanssouci 7, Potsdam



- Physicians:
  - Dr Berit Böttcher, Am Reiherberg 31, Golm  
*(speaks English)*
  - Dr Kang-Hyeb Lee, Kaiser-Friedrich Str.102A, Eiche  
*(speaks English)*
  - Children's On-Call Emergency Physician (after hours, weekends and holidays): <https://www.kab-potsdam.de/>
- Dentists:
  - Dr Carolin Klonower, Kaiser-Friedrich Str.102A, Eiche  
*(speaks English)*
  - Dr Jan Pohl, Kaiser-Friedrich Str.97, Eiche
- Physiotherapy:
  - Nicole Menk, Am Reiherberg 31, Golm
  - Ute Thalheim, Am Grünen Weg 8, Eiche
- Pharmacy:
  - Apotheke Am Alten Rad, Kaiser-Friedrich Str.98, Eiche
- Naturopathic & Midwife:
  - Naturheil- und Hebammenpraxis Soluna/ Yeschi Choedon, Geiselbergstr. 4, Golm  
*(speaks English)*

## Hotels/B&B

- Landhotel Potsdam, Reiherbergstr. 33, Golm
- Apartmenthaus Kaiser Friedrich, Kaiser-Friedrich Str. 115, Eiche

## Newsagent

- Am Alten Mörtelwerk 10, Eiche

## Post Offices

There are post offices and self-service kiosks:

- Deutsche Post Filiale in Rewe, In der Feldmark 3, Golm



- DHL Packstation, Rewe parking lot, Golm  
(Self-Service Kiosk)

## Stamp Prices

### Within Germany

- Standard letter up to 20g 0,80 €
- Standard letter up to 50g 0,95 €
- Standard letter A4/ A5 up to 500g 1,55 €
- Postcard 0,60 €

### International

- Standard letter up to 20g 1,10 €
- Standard letter up to 50g 1,70 €
- Postcard 0,95 €

Pricing for the shipment of packages varies widely and requires a variety of forms depending on the contents and destination. Please take your package to a post office (Deutsche Post Filiale) for assistance.

## Potsdam Tourist Information

Humboldtstraße 1-2, 14467 Potsdam:

[www.potsdam-tourism.com/en/home](http://www.potsdam-tourism.com/en/home)

## Public Transportation

Potsdam has a fantastic public transportation network, with busses, trams, trains and even water taxis providing connections throughout the city and to the region beyond. Please visit the Verkehrsverbund Brandenburg-Berlin (VBB) website or download the app (also available in English) for more information. [www.vbb.de/en](http://www.vbb.de/en)

Potsdam Water Taxi: [www.potsdamer-wassertaxi.de/](http://www.potsdamer-wassertaxi.de/)



More information about tickets and pricing can be found online, however some useful prices to know are as follows:

Ticket Prices for within Potsdam (updated 31<sup>st</sup> January):

- |                                       |        |
|---------------------------------------|--------|
| • Short Distance Ticket (4 stops)     | 1.60 € |
| • Single Fare (Potsdam Centre, AB)    | 2.30 € |
| • Day Pass (Potsdam Centre, AB)       | 4.70 € |
| • Bicycle Ticket (Potsdam Centre, AB) | 1.90 € |

Tickets to and within Berlin:

- |   |         |
|---|---------|
| • Single Fare (Potsdam and Berlin, Berlin ABC)    | 3.80 €  |
| • Day Pass (Potsdam and Berlin, Berlin ABC)       | 10.00 € |
| • Bicycle Ticket (Potsdam and Berlin, Berlin ABC) | 2.70 €  |

Children between the age of 6 and 14 years may receive a reduced-price ticket. Children under the age of 6 ride for free.

Weekly, monthly, and yearly travel cards are available on the website or at a train station kiosk.

## Where to Catch the Train or Bus

- Bus Stop: Potsdam, Science Park West  
Am Mühlenberg, across from the Guest House
- Train Station: Golm Station  
Karl-Liebknecht-Straße 28

## Shopping

- Potsdam City Center: Brandenburger Straße between Friedrich-Ebert Straße and Luisenplatz
- Potsdam Central Station (Hauptbahnhof): Friedrich-Engels-Straße 99, 14473 Potsdam
- Stern Center: 14480 Potsdam (Tram Stop Hans-Albers-Straße)



## Sport/Fitness

- Student Gym goFit  
Karl-Liebknecht-Straße 24-25, H.11, Potsdam  
[uni-potsdam.de/en/hochschulsport/sportprogramm/overview.html](http://uni-potsdam.de/en/hochschulsport/sportprogramm/overview.html)  
[brueggenkamp@uni-potsdam.de](mailto:brueggenkamp@uni-potsdam.de)
- Fitness First Potsdam  
Babelsberger Straße 16, Potsdam (Main train station passage)  
0331 201490
- John Reed Club Potsdam  
Breite Straße 25-27, Potsdam  
[www.johnreed.fitness/club-potsdam](http://www.johnreed.fitness/club-potsdam)