

Journey to the ship (embarking)

Germany

Journey to the ship (Lloydwerft, Bremerhaven) has to be arranged by the participants themselves.

Embarkation will take place on the day of departure at a certain time. The cruise leader will inform participants about the schedule.

Following rules apply to family members visiting Polarstern:

- Only 2 family members per participants may visit the ship. They have to be registered by the cruise leader before the start of the expedition.
 - Infants, persons with limited mobility and animals cannot visit the ship because of the risk of accidents.
 - Non-registered visitors, private vehicles and taxi are not allowed on the shipyard
 - Transfer of people and luggage from the shipyard's entry to the ship and vice versa is organized with a shuttle bus.
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Abroad

Please make sure you arrive on time and consider generous allowance for delays.

In case of doubt staying overnight in a hotel makes more sense than delaying the expedition start.

Embarkation

Embarkation of the participants takes place on the day of departure according to the schedule. The cruise leader will inform you about time of embarkation.

Because of international safety regulations (ISPS) people and luggage may be controlled at all times. Weapons, explosives, drugs and alcohol must not be brought onboard. Persons acting against the rules can be refused access to the ship.

Flying

Usually an AWI group flight is organized upon consultation with the cruise leader. Members of other German institutes may take part in the group flight on their own account. Generally, traveling to the airport is arranged by the participants themselves. If it is necessary and useful journey and hotel can be organized for AWI group flight members by the AWI logistics.

Carrying scientific equipment in your hand luggage can lead to serious problems at the airport and on board and should be avoided by all means.

Hotel

A group hotel will be booked by AWI logistics after consultation with the cruise leader.

Overnight stays in hotels have to be paid by the participants themselves at the hotel !!!

AWI members create a travel expense report after the journey. They may ask for an advance payment with their travel authorization request.

Transfer airport - group hotel - ship (Shuttle bus)

The transfer for the groupflight is coordinated by the cruise leader, AWI logistics and the agency on-site and paid for by AWI logistics. All group members will be picked-up at the airport, brought to the group hotel, picked up there again and brought to the ship together. People will not be collected from individually chosen flights or hotels.

Transfer from ship into town and back (Cape Town only)

During port time the cruise leader may organize a shuttle bus on AWI's account going at dedicated times (e.g. 08:00, 13:00, 18:00, 23:00)from the ship into town and vice versa.

The captain organizes a bus service for the crew. Time schedule between both must be agreed on by captain and cruise leader.

Individual travellers

If you want to travel individually to the ship abroad you have to be at the meeting point on time. The meeting point will usually be the group hotel. From there you will be taken to the ship together with the group members. You have to pay for the journey to the meeting point yourself. Shuttle service by the agency is not planned and has to be paid by yourself. Information can be aquired from the cruise leader and the on-site agency.

Information for the cruise leader

Please stay in contact with all expedition participants and inform them about meeting points and pick up times. Pick-up from individual hotels is not planned. All participants shall come to the group hotel. Exceptions may be made if the group hotel is fully booked and participants have to stay in another hotel.

Usually the drivers of shuttle busses are helpful and ambitious. A transfer is simply booked and charged to AWI. This individual usage of the shuttle busses at the expense of AWI is not supported. Point out to the participants that all transfers by shuttle busses besides the above mentioned have to be paid for themselves. Shuttle busses are quite expensive and the AWI logistics only pays for the above mentioned costs. AWI members possibly can settle the costs for additional transfers with their travel expense accounting. Above all the German Travel Expenses Act is valid. Ask the agency for inexpensive taxi companies.