**How to get to Potsdam:**

**(i) Arriving at Tegel-airport**

The best way to get from Tegel to Potsdam is as follows:
Take bus number 109 or X9 from Tegel (the bus station is just in front of the main entrance). The bus goes from Tegel directly to the railway station Zoologischer Garten (ZOO), which is in the very centre of Berlin (this is the last stop of the bus).

Next, you have two possibilities. Either you take a city train (the so-called S-Bahn) from there to Potsdam (there is a direct city train, leaving every 10 minutes). The trip will take circa 35 minutes, or you take a regular train (the so-called Regionalexpress RE). This train leaves from platform 3 every 30 minutes, e.g. at 9am, at 9.30, at 10, at 10.30 etc. (The train actually goes to Magdeburg (or Brandenburg) via Potsdam.) You need about 20 minutes by a regular train (RE).

For the whole journey you will need about 60-90 minutes. You should buy a ticket "Berlin ABC" (which is also valid for Potsdam), either for two hours or for the whole day. (In the latter case you might use the ticket also in Potsdam later on in the afternoon or evening). You can buy a ticket on the bus directly at the driver or in some vending machine.
(ii) Arriving at Schoenefeld-airport

The best way to get from Schoenefeld to Potsdam is as follows. Take a regular train (the so-called Regionalbahn), going directly from the airport to Potsdam (Potsdam is the last stop of the train). The journey takes 55 minutes. (There should be a train leaving every hour or so from Schoenefeld to Potsdam). You may buy a ticket for the train at the station (presumably also on the train at the ticket inspector).

Another possibility is by city train (the so-called S-Bahn). In this case you should take the city train going from Schoenefeld to Berlin Westend (S-Bahn number S45) and change in Westkreuz to city train (S-Bahn number S7), going directly to Potsdam.

This journey takes about 70 minutes. You will need a ticket "Berlin ABC" (which is also valid for Potsdam and which you should get at the station) for at least two hours. (You may also buy a ticket "Berlin ABC" for the whole day; in this latter case you would be able to use the ticket later on during the afternoon or evening in Potsdam).

(iii) Arriving at the Zoologischer Garten railway station (ZOO)

The best way to get from the Zoologischer Garten railway station to Potsdam is as follows. Take a city train (the so-called S-Bahn) from there to Potsdam (there is a direct city train, leaving every 10 minutes). The trip will take circa 35 minutes; or take a regular train (the so-called Regionalexpress RE). This train leaves from platform 3 every 30 minutes, e.g. at 9am, at 9.30, at 10, at 10.30 etc. (The train actually goes to Magdeburg (or Brandenburg) via Potsdam.) You need about 20 minutes by a regular train (RE). You should buy a ticket "Berlin ABC" (which is also valid for Potsdam), either for two hours or for the whole day. (In the latter case you might use the ticket also in Potsdam later on in the afternoon or evening). You can buy a ticket in some vending machine directly on the platform or at the ticket-window at the station.
How to get to the hotel:

(i) "Hotel der Ostdeutschen Sparkassenakademie" („The Congress Hotel”)

To get to the "Hotel der Ostdeutschen Sparkassenakademie" you may take any tram (tram stops are just in front of the main entrance to the station) going into direction city centre (Stadtzentrum) via "Lange Brücke". You have to change at "Bassinplatz". From Bassinplatz you may take a tram (tram number 94) or a bus (bus number 631 going into direction "Pirschheide"). You have to go off at the stop that is called "Luftschiffhafen". The hotel is just over there.

(ii) "Landhotel Potsdam"

This hotel is about 40 minutes (by bus) from Potsdam central railway station. The best way to get from Potsdam central railway station to "Landhotel" is to take bus number 606 (the bus station is just in front of the main entrance to the railway station). This bus goes directly there, you should go off at the stop which is called "Weinmeisterstrasse". The hotel is just over there.