WELCOME!
INFORMATION FOR INTERNATIONAL GUESTS AND FELLOWS
DEAR GUEST,

On behalf of the Leibniz Institute for Educational Media | Georg Eckert Institute (GEI) we would like to warmly welcome you to our institute and hope that your research stay with us will be both enjoyable and productive.

We have compiled a special welcome kit full of useful information that will help you to prepare for your visit to Germany and the city of Braunschweig. We have added practical information on how to get around in Braunschweig and answers to some frequently asked questions about our fellowships and accommodation. The Fellowship Team and our colleagues at the Institute will also be happy to assist you with any questions or concerns you may have.

We wish you a pleasant and successful stay at the Leibniz Institute for Educational Media!

The Fellowship Team
ABOUT THE GEI

THE LEIBNIZ INSTITUTE FOR EDUCATIONAL MEDIA | GEORG ECKERT INSTITUTE (GEI), A NON-UNIVERSITY RESEARCH INSTITUTION AND A MEMBER OF THE LEIBNIZ ASSOCIATION, CONDUCTS RESEARCH INTO THE PRODUCTION, CONTENT AND APPROPRIATION OF EDUCATIONAL MEDIA FOR SCHOOLS IN ITS SOCIO-CULTURAL, POLITICAL, ECONOMIC AND HISTORICAL CONTEXTS. IT ALSO PROVIDES UNIQUE RESEARCH INFRASTRUCTURE SERVICES THAT ARE FOUNDED IN RESEARCH AND AVAILABLE ON SITE AND DIGITALLY. AT THE CORE OF THE INSTITUTE IS ITS RESEARCH LIBRARY CONTAINING THE WORLD’S MOST COMPREHENSIVE COLLECTION OF INTERNATIONAL TEXTBOOKS.
Textbook and educational media research is not an academic discipline at any university. It is, therefore, especially important for researchers of educational media for schools, with different disciplinary perspectives, to have access to an international centre where they can find and exchange relevant data, source material and information. The GEI provides exactly that in the form of its research library, digital products, publications, events and fellowship programmes.

In 2011, the GEI became a member of the prestigious Leibniz Association. The Leibniz Association connects 97 independent research institutes in Germany that address issues of international societal relevance, ranging from research in the humanities and the social sciences to natural sciences and life sciences. Leibniz Institutes pursue both basic and applied research.

THE GEORGE ECKERT CAMPUS
The GEI’s new office complex and research library were completed in 2022. The new Georg Eckert Campus comprises three buildings that host different parts of the institute.

The Margarete Rothbarth Building (MRG) houses GEI staff offices as well as the five guest apartments for fellows of the institute.

The three floors of the new research library building contain the international collection of textbooks and curricula. Users have access to 37 workstations, including three in individual workrooms and two scanning workstations.

The historical Villa von Bülow houses changing exhibitions on the history of the GEI and its work, in addition to computer stations and a VR lounge and is used as an entrance for visitors to the Institute.

THE RESEARCH LIBRARY HOUSES 183,000 TEXTBOOKS AND 89,000 VOLUMES OF RESEARCH LITERATURE AND CURRICULA FROM 180 COUNTRIES.

DID YOU KNOW?

Leibniz Institute for Educational Media | Georg Eckert Institute (GEI)
Freisestr. 1
D-38118 Braunschweig
Tel.: +49 (0)531 59099-0
Fax: +49 (0)531 59099-199

DEPARTMENTS
The Leibniz Institute for Educational Media is divided into three departments. The Research Library holds the world’s largest collection of international educational media for schools and relevant academic literature. The Digital Information and Research Infrastructures department researches and develops digital infrastructures and tools for educational media research. The departments Knowledge in Transition and Media | Transformation are home to the GEI’s research activities in cultural studies and the humanities, exploring the production, content and appropriation of educational media for schools.
POINTS OF CONTACT
FOR INTERNATIONAL GUEST RESEARCHERS

AS AN INTERNATIONAL GUEST RESEARCHER OR GEI FELLOWSHIP HOLDER
YOUR PRINCIPAL POINT OF CONTACT IS THE FELLOWSHIP TEAM. WE WILL
ASSIST YOU WITH ANY QUESTIONS RELATED TO YOUR FELLOWSHIP OR YOUR
STAY AND ACCOMMODATION AT THE INSTITUTE. QUERIES REGARDING YOUR
STIPEND OR FELLOWSHIP CONTRACT CAN ALSO BE ANSWERED BY OUR
ADMINISTRATION OFFICE. OUR COLLEAGUES IN THE LIBRARY WILL BE YOUR
CONTACT WHEN YOU FIRST ARRIVE, THEY CAN ALSO GIVE YOU A TOUR OF THE
LIBRARY AND PREPARE IN ADVANCE THE BOOKS YOU WILL REQUIRE DURING
YOUR VISIT.

**KATHARINA BAIER**
Coordinator for International Affairs
Point of contact for lodging fellows, international researchers and external scholarship fellows
Tel.: +49 (0)531 59099-226
E-mail: fellowship@gei.de
MRG C1.05

**RESEARCH LIBRARY**
Library information
Tel.: +49 (0)531 59099-130
E-mail: bibauskunft@leibniz-gei.de
Location: Freisestraße 1, 38118 Braunschweig

**DR MARCUS OTTO**
Tel.: +49 (0)531 59099-298
E-mail: fellowship@gei.de
MRG C3.26

**JANINA BECKER**
Tel.: +49 (0)531 59099-308
E-mail: fellowship@gei.de
MRG C4.19

**SUSANNE VULLRIEDE**
Administration
Tel.: +49 (0)531 59099-294
E-mail: fellowship@gei.de
MRG C1.05

**DID YOU KNOW?**

**IN 1985, THE GEI RECEIVED THE UNESCO PRIZE FOR PEACE EDUCATION.**
PREPARING YOUR RESEARCH STAY

BEFORE YOU PLAN AND BOOK YOUR TRAVEL TO GERMANY AND BRAUNSCHWEIG YOU SHOULD MAKE SURE YOU ARE WELL-INFORMED ABOUT THE APPLICABLE ENTRY REGULATIONS. ESPECIALLY DURING THE COVID-19 PANDEMIC IT IS ADVISABLE TO CHOOSE TRAVEL OFFERS THAT CAN BE CANCELLED AT SHORT NOTICE. THE GEI CANNOT COVER CANCELLATION COSTS FOR TRAVEL EXPENSES. MAKE SURE YOU ORGANISE YOUR JOURNEY IN PLENTY OF TIME, ESPECIALLY IF YOU NEED TO APPLY FOR A VISA.

INFORMATION ABOUT TRAVELLING AND LIVING IN GERMANY
The website of the Federal Ministry of Education provides useful information on how to plan and prepare your stay in Germany as well as information about entry requirements and residency in Germany. The Federal Ministry of Education also provides a brochure: FAQs – Preparing a successful research stay in Germany. On the Ministry’s website, you can also find additional information about jobs, career services and further fellowship opportunities for international researchers. If you are planning a longer research stay in Germany you may also find the Guide for international postdocs and experienced researchers helpful.

The German Academic Exchange Service (DAAD) also provides a practical guide for international students, Studying in Germany, where you can learn more about living expenses, required health insurance, housing opportunities and a general check-list for planning your visit.

The portal deutschland.de is a service provided by Fazit Communication GmbH in cooperation with the Federal Foreign Office in Berlin, and provides a great deal of information about German culture, lifestyle and cuisine, the education system and much more. Additional information about what is currently going on in Germany can be found on the website of the Federal Government of Germany and the Parliament of the Federal Republic of Germany.

ENTRY AND VISA REGULATIONS
Before you plan and book your travel to Germany and Braunschweig, you should find out about current visa and entry regulations from the Federal Foreign Office of Germany and apply for your visa, if required, well in advance of your stay.

As a GEI fellowship holder you will receive a letter of invitation and a letter to the embassy, if needed, which you can submit when applying for your visa. If you need a visa to enter Germany, please provide us with the full, current address of the respective embassy.
COVID-19 REGULATIONS

Due to the Covid-19 pandemic there are further restrictions regarding entry into Germany from many countries. Those entering must complete a digital entry registration. Depending on the place of departure, you may also have to provide proof of a negative test result or proof of immunisation, and comply with quarantine regulations. You should check the website of the Federal Foreign Office to see which regulations apply to you before you arrange your travel to Germany.

During your stay at the institute you will be expected to comply with the applicable Covid-19 measures at the GEI. Currently, the 2G plus-rule (booster vaccination) applies and proof of vaccination or recovery must be presented upon arrival. Guests must wear a face covering (OP/FFP2 mask) when on the premises. The General Protective Measures displayed in the guest apartments must be adhered to.

Please note that the Covid-19 measures at our Institute are subject to constant change. We therefore recommend that you ask us about the current regulations before you finalise your travel arrangements.

HEALTH INSURANCE AND MEDICAL CARE

If you enter Germany on a visa, you will have to prove that you are covered by health insurance – even as a fellowship holder. Your health insurance should cover costs of medical treatment, medicines, hospital stays, and any necessary check-ups. The German healthcare system has a very good reputation, but medical treatment is not free of charge. All costs, including emergency treatment, must be paid for by you or your insurance company, which is why it is so important to have comprehensive health insurance. When you visit a doctor you are required to present your insurance card to prove that you are covered. In addition to the mandatory health insurance, accident and liability insurance is recommended.

PLEASE NOTE!

Anyone who has been in contact with a person infected with the Coronavirus within the past 14 days, or who exhibits typical symptoms of infection with the Coronavirus, is not allowed to enter the Institute.

Persons who have tested positive for the Coronavirus upon entry into Germany and for whom quarantine has been declared, or who are required to stay quarantined as part of the entry requirements, are not allowed to spend the isolation period in the Institute’s guest apartments.

On the citizens’ platform of the city of Braunschweig website you will find a list of test centres that perform Covid-19 tests.
USEFUL INFORMATION ABOUT GERMANY

GERMAN CURRENCY AND PAYMENT CUSTOMS
The currency in Germany is the Euro (1 euro = 100 cents). You can withdraw cash from an ATM around the clock with an EC card or an international credit card. However, EC cards or credit cards cannot be used for all payments in Germany. You will therefore need cash the moment you arrive. You might need cash to make telephone calls, deposit luggage, pay taxis, or buy bus tickets.

Banks are open from Monday to Friday from approx. 8.30 a.m. to 12.30 p.m. and from 2 p.m. to 4 p.m.; some open later on Thursdays, until approx. 6 p.m. You can also change money at many larger post offices.

Retail prices, whether in restaurants or shops, are final prices that already include value-added tax. However, in restaurants, bars and taxis, it is still common to pay a voluntary tip, which is usually 10-15% of the total.

SHOPPING AND GROCERIES
Shops are generally open from Monday to Friday between 9 a.m. and 8 p.m. Major supermarkets and shopping centres may stay open even longer. However, smaller shops or shops in the suburbs may close at around 6 p.m. On Saturdays opening hours may vary, but usually shops close between 2 p.m. and 4 p.m. All shops usually remain closed on Sundays, except for some bakeries and flower shops, which may be open on Sunday mornings. Service stations often also have mini-supermarkets or supermarket-style assortments of basic food items. These are often open around the clock.

ELECTRICITY
All electrical connections in Germany are designed for 220-240 volts/50 Hz AC mains and European standard plugs (two-pin plugs). You may need adapters or transformers for electrical equipment you bring with you.

WEATHER
The weather in Germany is often changeable. Even in summer you should expect cold and rain. It is advisable to bring warm clothes and check the weather forecast before you travel.
FINDING ACCOMMODATION IF YOU ARE NOT STAYING AT THE GEI

If you are not staying in one of the institute’s guest apartments, here are some other accommodation options in the vicinity of the institute.

HOTELS

- B&B HOTEL BRAUNSCHWEIG-CITY
- CENTRO HOTEL CELLER TOR
- STEIGENBERGER PARKHOTEL
- BRAUNSCHWEIG CITY CENTRE HOTEL
- ALTSTADTHOTEL WIENECKE
- BEST WESTERN CITY HOTEL
- HOTEL DEUTSCHES HAUS
- FRUHLINGS-HOTEL
- INTERCITYHOTEL BRAUNSCHWEIG
- HOTEL WARTBURG
- PENTAHOTEL
- YOUTH HOSTEL

FOR LONGER STAYS

HOMECOMPANY BRAUNSCHWEIG

At HomeCompany you can rent furnished apartments for a specific period of time – quickly, simply and without charge. When renting, you will be supported by a personal contact person who will take into account your specific requirements regarding the district, residential location and transport connections.
DIRECTIONS TO THE GEI

ABOUT BRAUNSCHWEIG
To learn more about Braunschweig, we would recommend the website Welcome to Braunschweig. It provides details about the city, sightseeing recommendations and a guide to what’s on in and around the city.

If you are planning a longer stay in Braunschweig or hoping to find a job in the region, you should visit the Welcome Center of the region Braunschweig. This is a useful portal for international visitors and new employees.

The free Braunschweig App by Braunschweig Stadtmarketing GmbH is also a helpful guide to Braunschweig for visitors and makes travel and leisure planning easier.

The Technical University Braunschweig (TU) has its own web portal for international guest researchers. In additional to general information about living and studying in Braunschweig and events for international scholars you can also find information about German language courses available at the TU.

GETTING TO BRAUNSCHWEIG
Germany has many airports. You can get to Braunschweig by train using Deutsche Bahn (German Railways) from any airport in Germany. Hannover (HAJ), Berlin (BER) and Hamburg (HAM). All three have good transport links and you can easily travel to Braunschweig main station.

You can buy your ticket in advance, online, or purchase one from a ticket machine in the respective train station or on the platform from which your train is leaving. It is important to note, however, that ticket machines do not always accept credit cards and you cannot buy tickets on the train.

DIRECTIONS TO THE GEORG ECKERT INSTITUTE
From Braunschweig Hbf (Hauptbahnhof - main train station) take bus route 411 (towards ‘Lamme’ to the ‘Maschstraße’ stop). The bus stops ‘Maschstraße’ and ‘Radeklint’ are closest to the GEI.

The Institute is on the corner of Celler Straße and Freisestraße.

DID YOU KNOW?

THE ARCHITECT CARL-THEODOR OTTMER BUILT THE VILLA VON BÜLOW IN 1839 AS A SUMMER HOUSE FOR THE PRESIDENT OF THE CHAMBER OF THE BRAUNSCHWEIG DUCAL ADMINISTRATION OF JUSTICE, HEINRICH GEORG CHRISTIAN FRIEDRICH VON BÜLOW.
ACCOMMODATION
IN ONE OF THE GEI GUEST APARTMENTS

THE LEIBNIZ INSTITUTE FOR EDUCATIONAL MEDIA HAS FIVE GUEST APARTMENTS, IN WHICH FELLOWSHIP HOLDERS MAY STAY, FREE OF CHARGE, FOR A SHORT PERIOD OF TIME. THE APARTMENTS ARE LOCATED ON THE TOP FLOOR OF THE MARGARETE ROTHBARTH BUILDING.

One of the five apartments is fully accessible for the physically disabled and another apartment can be used by two people. However, if you wish to bring a family member with you, please contact the coordinators of the fellowship programme beforehand.

Each apartment has its own bathroom. The kitchen area is shared by all guests and is equipped with cutlery, plates and basic cooking equipment. Guests must buy their own food and drink. The use of a washing machine is available.

During your stay you will have access to the internet. The respective access information can be found in your apartment.

All guests are expected to observe the institutes’ house rules that are displayed in each apartment.
WELCOME!
WHAT TO DO UPON ARRIVAL

WE CAN RECEIVE GUESTS AT THE GEI ON WEEKDAYS BETWEEN 9 A.M. AND 3 P.M. IF YOUR TRAVEL ARRANGEMENTS MEAN YOU ARE LIKELY TO ARRIVE OUTSIDE THIS TIME PERIOD, PLEASE COORDINATE YOUR ARRIVAL TIME WITH THE FELLOWSHIP TEAM.

Arrival at the institute on weekends or at night is not possible. In this case, please find other accommodation in Braunschweig for the first night.

Please notify the Fellowship Team (fellowship@gei.de) of your approximate arrival time. If you are delayed make sure the Fellowship Team can reach you, either by email or mobile phone. Please try to inform the Fellowship Team of any delay as soon as possible.

Prior to your arrival, please notify the library of your visit by email (bibauskunft@gei.de) and make an appointment for an introduction to the library. While Covid-19 measures are in place at the institute, registration is mandatory to use the library.

Also prior to your arrival, please get in touch with your contact person at the institute, assigned to you, in order to discuss your contribution to the Fellowship Colloquium, if you intend to participate.

When you arrive at the institute’s main entrance in Freisestraße 1, enter the provided code on the bell panel and check in with the person that is receiving you that day (see your emails from the Fellowship Team). You will also receive your transponder for the guest apartment. Then you can settle into your apartment.

If you would like to arrange payment of your fellowship grant or travel allowance (if granted) in cash, you should make an appointment with Susanne Vullriede (fellowship@gei.de) during the first week of your stay.

NOW YOU ARE READY TO START WORK, AND TO VISIT THE LIBRARY AT THE GEI.

PLEASE NOTE!
Before your departure you should also make an appointment with Susanne Vullriede (fellowship@gei.de) to return your transponder.
FAQ

CAN I ARRIVE LATE IN THE EVENING?
Unfortunately this is not possible. Please plan to arrive (Monday to Friday) between 9 a.m. and 3 p.m. to collect the transponder-key to your room. Since we have no personnel specifically responsible for the guest apartments it is not possible for you to collect your transponder at weekends. If you are unable to arrive between 9 a.m. and 3 p.m. please see the information about hotels near the Institute.

WHAT TO DO BEFORE DEPARTURE?
Check out on your day of departure is at 11 a.m. Apartments must be swept clean before departure. Don’t forget to return the transponder for your apartment to Susanne Vullriede (fellowship@gei.de).

CAN FAMILY MEMBERS ACCOMPANY ME?
You should inform the Fellowship Team if you plan to bring additional persons (children, partner) with you, since not all apartments have the capacity to accommodate more than one person!

ARE SHEETS AND TOWELS AVAILABLE?
Sheets and towels are provided. You do not need to bring your own.

HOW MUCH DOES ACCOMMODATION COST?
Our guest apartments are free of charge. For more information, please see the Accomodation in one of the GEI guest apartments section.

WHEN CAN I EXPECT TO RECEIVE MY FELLOWSHIP GRANT?
Your fellowship grant will usually be paid in cash during the first week of your stay. However, please bring enough cash to cover your expenses for the first few days in case anything hinders immediate payment. To arrange the payment of your fellowship in cash, please contact Susanne Vullriede (fellowship@gei.de) within the first week of your stay.

If your bank participates in the IBAN system, we can also transfer your fellowship to your account. In this case you should provide your complete banking details with your fellowship agreement before you arrive.

DO I HAVE TO LOG IN OR REGISTER SOMEWHERE?
It is advisable to contact the staff of the library via email at bibauskunft@gei.de before your first visit to arrange an introduction to the library and research tools. While Covid-19 measures are in place at the institute, registration is mandatory to use the library.

Due to the current Covid-19 situation, we will also need to check your 2G plus status upon arrival. For more information, please see the What to do upon arrival? section.

IS THERE INTERNET IN THE APARTMENTS?
Wireless internet is available at no cost in all rooms. Log-in information is provided in your guest apartment.

WHO DO I CONTACT IF SOMETHING IN THE APARTMENT IS BROKEN?
We ask all guests to treat our facilities with care, however, if anything is damaged or broken, please inform Susanne Vullriede (fellowship@gei.de) immediately.

HOW DOES THE WASHING MACHINE WORK, OR THE TV...?
Manuals for all devices in the apartments and kitchen can be found directly on the device or in the communal kitchen, where there is a collection of all manuals. When you have found the required information, please return the manual.

WHAT TIME IS THE LIBRARY OPEN?
The library opening hours can be found on our website. The library is freely accessible during opening hours. However, it is advisable to contact the colleagues in the library by email (bibauskunft@gei.de) before your first visit in order to arrange an introduction to the library and research tools.

HOW DO I GET IN TOUCH WITH MY CONTACT PERSON AT THE GEI?
If you want to arrange a meeting with the academic contact assigned to you with your fellowship information, you can find their contact details in the Institute’s staff directory.
WHERE AND WHEN DO FELLOWSHIP COLLOQUIUMS TAKE PLACE?
The Fellowship Colloquium is usually held on the third Tuesday of every month, but the exact times and dates may vary. We will send specific information about the colloquium via e-mail.

DO I HAVE TO WRITE A FELLOWSHIP REPORT?
You are expected to write a short report about your research at the institute. Your fellowship report should be no longer than 2 pages (3000 characters) long and should be sent to fellowship@gei.de within one month of the end of your research stay, as specified in your fellowship agreement. If you are unable to meet this deadline please get in touch with the Fellowship Team immediately.

THE RESEARCH LIBRARY’S OLDEST BOOK, THE GEOGRAPHY TEXTBOOK MERCURIUS COSMICUS, WAS PUBLISHED IN 1648.

HOW TO GET TO THE LIBRARY OF THE TU BRAUNSCHWEIG?
There are several ways to get to the library of the University Braunschweig (TU). It takes about 20 minutes by foot. The most direct way by public transport is to take bus No. 429 from the bus stop ‘Amalienplatz’ (at the corner of Neustadtring and Celler Straße) to the stop ‘Pockelstrasse’.

The University has its own web portal for international guest researchers. In addition to general information about living and studying in Braunschweig, and events for international scholars you can also find information about participating in German language courses at the TU.
PRACTICAL INFORMATION

LIST OF DOCTORS CLOSE TO THE GEI
If you need to see a doctor or require medical advice, you can reach the following doctors from Monday to Friday (except Wednesday afternoons). All the doctors listed speak English.

If you have a medical problem, call one of the listed doctors to make an appointment. Some physicians also offer emergency consultations for acute conditions. Due to the Covid-19 pandemic it is important to telephone the surgery before going to the doctor.

PLEASE NOTE!
In Germany, it is customary to go to a general practitioner or specialist for general or specific symptoms of illness. You should only go the the accident and emergency department of a hospital in a acute emergency. It is customary to visit a general practitioner or specialist for any non-emergency symptoms.

You can find further local doctors sorted by their respective specialties at www.arztauskunft-niedersachsen.de.

Further dentists can be found at zahnarzt-arztsuche.de.

EMERGENCY NUMBERS
Emergency numbers in Germany are 110 for the police and 112 for the fire and ambulance services:

POLICE: 110
FROM YOUR APARTMENT PHONE YOU NEED TO DIAL 0110.

FIRE / AMBULANCE SERVICES: 112
FROM YOUR APARTMENT PHONE YOU NEED TO DIAL 0112.
GENERAL PRACTITIONERS

DR. MED. JAN PFINGSTEN
Lange Str. 36
38100 Braunschweig
+49 (0)531 42726
+49 (0)170 7742258

SANDRA THORMEYER
Sidonienstr. 7
38118 Braunschweig
+49 (0)176 25540160
+49 (0)531 52152

MARTIN FREUNDT
Hagenbrücke 1-2
38100 Braunschweig
+49 (0)531 13098

DR. MED. BETTINA SENGER
Wilhelmitorwall 38
38118 Braunschweig
+49 (0)531 44110

DR. MED. FRANZISKA GOERDT
Altstadtmarkt 13/14
38100 Braunschweig
+49 (0)531 45544

EYE SPECIALISTS

DR. MUJEER AL-HAJ
Hagenbrücke 1/2
38100 Braunschweig
+49 (0)531 14414

DR. MED. PIA PETER
Hagenmarkt 18
38100 Braunschweig
+49 (0)531 46332

DR. MED. DIRK GENÉE
Casparistr. 5/6
38100 Braunschweig
+49 (0)531 46930

DENTIST

DR. DAGMAR LAUER-SARIDAKIS
Neustadtring 30 a
38114 Braunschweig

BERND DIEDRICH
Gliesmaroder Straße 15
38106 Braunschweig
+49 (0)531 344634

PHARMACIES

ST. PETRI-APOTHEKE
Lange Str. 36
38100 Braunschweig

EINHORN-APOTHEKE
Goslarsche Str. 41
38118 Braunschweig

AMALIEN-APOTHEKE
Celler Str. 30
38114 Braunschweig

POSTAL SERVICE / COMMUNIC.

DEUTSCHE POST

BRANCH POST OFFICE
Goslarsche Straße 74
(near the GEI)
Opening hours:
Monday to Friday 9 a.m. to 12 p.m. and 2 p.m. to 6 p.m.,
Saturday 9 a.m. to 12 p.m.

MAIN POST OFFICE
Berliner Platz 12-16
(near the main train station)

EMERGENCY SERVICES

ÄRZTLICHER NOTDIENST
(EMERGENCY MEDICAL SERVICE)
STÄDTISCHES KLINIKUM
(MUNICIPAL HOSPITAL)
Holwedestraße 16
38118 Braunschweig
+49 (0)531 595-0
(Only in absolute emergency cases!)
**BANKS AND ATMs**

**EXCHANGE SERVICES**

**REISEBANK AG**
Sonnenstraße 18
38100 Braunschweig

**EXCHANGE AG DEUTSCHLAND**
Bohlweg 10
38100 Braunschweig

Western Union Banking is possible in every branch of Deutsche Post.

**BANKS AND ATMs**

**DEUTSCHE BANK**
Brabandstraße
38100 Braunschweig
(open 24 hours)

**POSTBANK**
Pfarrweg 3
38100 Braunschweig
(open 9-6 p.m.)

**ING-DIBA ATM**
(at the main station)
Berliner Pl. 1
38102 Braunschweig
(open 24 hours)

**MOBILITY**

**TAXI SERVICES**
+49 (0)531 66 66 66, or 5 55 55 and
+49 (0)531 4 44 44 (especially for women), +49 (0)531 55050 (Minicar)

Rideshares such as Uber or Lyft are not yet available in Braunschweig.

**RENT A BIKE**
You can rent a bike from the following shops:

**CALL A BIKE**

**FAHRRAD HAHNE**

**NIBELUNGEN-BIKE**
(NEXTBIKE)

**RADSTATION**
(AWO-BEZIRKSVERBAND BRAUNSCHWEIG E. V.)

**E-SCOOTER**
To use the e-scooters in Braunschweig you need to install the respective app of the provider on your mobile phone. The following e-scooter services are available in Braunschweig:

**BOLT**

**LIME**

**TIER**

**BASIC SUPPLIES**

**SUPERMARKETS AND DRUG STORES / CHEMISTS**

**WEISSES ROSS SHOPPING CENTRE**
Celler Str.30

**REWE**
Goslarer Straße 61 and Wendenring 1 - 4

**PENNY-MARKT**
Goslarer Straße 21a

**PENNY-MARKT**
Hagenbrücke 8

**EDEKA RICKEL**
Juliusstr. 2

**LIDL**
Celler Straße 81

**SARAY MARKET**
(Turkish supermarket)
Celler Straße 103
RESTAURANTS CLOSE TO THE GEI
(A SELECTION)

MERHABA
Petritorwall 32
+49 (0)531 17106

SAZ
Am neuen Petritore 7
+49 (0)531 13514

TANTE EMMELIE
Bäckerklint 1
+49 (0)531 61499634

APO
Celler Straße 8
+49 (0)531 503846

MUTTER HABENICHT
Papenstieg 3
+49 (0)531 45956

LIEBESKUH
Lange Straße 61
+49 (0)531 48111560

INDIA HOUSE
Hagenmarkt 15
+49 (0)531 6183003

BIER UND WURST KONTOR
Neustadtring 48
+49 (0)531 577754

LA DOLCE SOSTA
Celler Str. / Besselerstr. 1
+49 (0)531 60949797

KYOTO
Bäckerklint 5 / Güldenstraße
+49 (0)531 6128794

DID YOU KNOW?

FAREWELL!

THINGS TO DO AFTER YOUR RESEARCH STAY

RETURN YOUR BOOKS AND THE TRANSPONDER FOR YOUR APARTMENT
Before leaving the GEI, make sure you have returned the transponder for your guest apartment to Susanne Vullriede (fellowship@gei.de) and that any books you have checked out of the library have been returned.

WRITE YOUR FELLOWSHIP REPORT
We expect to receive your fellowship report, detailing the content and progress of your project, within a month of the completion of your fellowship. A template will be provided. The report should be no longer than 2 pages (3000 characters) long and should be sent to fellowship@gei.de.

STAY IN TOUCH!
If you would like to stay in touch with the GEI after your stay, you should fill out the alumni form. If you would like to give us feedback regarding your stay at the GEI, please send an email to fellowship@gei.de.

STAY IN TOUCH VIA FACEBOOK, TWITTER, YOUTUBE
facebook: @GeorgEckertInstitut
twitter: @GeorgEckert
youtube: Georg-Eckert-Institut

WE HOPE YOU ENJOYED YOUR RESEARCH STAY AT THE LEIBNIZ INSTITUTE FOR EDUCATIONAL MEDIA | GEORG ECKERT INSTITUTE (GEI)!
Welcome

Leibniz Institute for Educational Media | Georg Eckert Institute (GEI)

**GEORG ECKERT ORGANISED BI- AND MULTILATERAL TEXTBOOK CONFERENCES AND MEETINGS, PRIMARILY WITH GERMANY’S NEIGHBOURS AND FORMER ENEMIES AFTER WORLD WAR II.**

**DID YOU KNOW?**

DEUTSCHE GESCHICHTLICHE SCHULBUCHSAMMLUNG VISUALISIERT

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Eine der ersten Buchsammlungen in Deutschland. Die Sammlung besteht aus mehr als 10.000 Bänden.

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Our Alumni Network enables us to stay in touch with our visiting scholars and makes it easy for them to stay in touch with us as well.

If you would like to join the Alumni Network of the Leibniz Institute for Educational Media | Georg Eckert Institute (GEI), please complete the form below and leave it at the GEI library reception desk or with the Fellowship Team, or send an email with your information to alumni@gei.de

We will use the contact data provided to get in touch with you from time to time with information about our work, with invitations to events at the institute, to send you calls for papers or calls for applications or to contact you with regards to specific matters of interest. All contact information is treated confidentially according to the EU data protection regulation (EU-GDPR).

PERSONAL INFORMATION

Last name / first name

Nationality

Gender (female/male/diverse)

Academic title

INSTITUTIONAL AFFILIATION

Institutional affiliation (complete address information)

Your position at your institute/organisation

Email address (institutional and/or private email address)

Website address of institute / organisation

Preferred method of contact

Do you consent to us adding your email address to the mailing list for the GEI Alumni Network?  

yes  no

What are your main fields of research (in bullet points)?

Did you produce or complete any publications based on your research at the GEI? If yes, please list the publication(s).

PLEASE READ AND SIGN

All contact information is treated confidentially according to the EU data protection regulation (EU-GDPR). We will only use your contact information for the purpose of the Alumni Network (information about our work, invitations to events, call for applications and for direct contact) and will not pass it on to third parties. You can find further information about the privacy policy of the Leibniz Institute for Educational Media on our website (www.gei.de/en/privacy-policy.html). If, in the future, you no longer wish to receive news and information from the GEI Alumni Network, simply unsubscribe by sending an email to alumni@gei.de. We will then immediately remove your details from the system. You are also welcome to contact the staff responsible for data protection at the Leibniz Institute for Educational Media | Georg Eckert Institute by sending an email to datenschutz@gei.de.

Date/Signature