



SALZBURG
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Practical Information for your stay in Salzburg

About Salzburg Global Seminar and Hotel Schloss Leopoldskron

Salzburg Global Seminar is an independent non-profit organization founded in 1947 to challenge current and future leaders to shape a better world. Our multi-year programs aim to bridge divides, expand collaboration and transform systems.

Salzburg Global convenes outstanding talent across generations, cultures and sectors to inspire new thinking and action, and to connect local innovators with global resources. We foster lasting networks and partnerships for creative, just and sustainable change.

Over 36,000 Fellows from more than 170 countries have come together through our work, with many rising to senior leadership positions. Our historic home at Schloss Leopoldskron in Salzburg, Austria – now also an award-winning hotel – allows us to welcome all participants in conditions of trust and openness.



Schloss Leopoldskron has been home to Salzburg Global Seminar since 1947



An 18th century palace, Schloss Leopoldskron is a 25-minute walk from the center of the old city and about two miles each from the railway station and airport. It is surrounded by 19 acres of private grounds alongside a small lake, with a spectacular view of the Alps.

Built in 1736 as a private residence by Prince Archbishop Leopold von Firmian, the Schloss later became the home of theater impresario Max Reinhardt, who founded the Salzburg Festival together with Hugo von Hofmannsthal and Richard Strauss here in 1920. Another moment of fame came in 1964, when the Schloss served as a filming location for the Oscar-winning classic movie, *The Sound Of Music*.

Schloss Leopoldskron has been home to Salzburg Global Seminar since 1947 when it was loaned to our founders by the widow of Max Reinhardt. After more than a decade of renting the building, in 1959, Salzburg Global Seminar purchased Schloss Leopoldskron, later expanding the property to include the adjacent Meierhof, creating the private retreat still maintained today. In 2014, Hotel Schloss Leopoldskron was opened. The award-winning boutique hotel generates revenue that supports both the stewardship of this historic property and the nonprofit mission of Salzburg Global Seminar.

One unique aspect is also that the Schloss is not a museum. Instead, the Schloss, Meierhof, and all our public areas are “alive”. All parts of the Schloss (and in the summer, the gardens also) are used for our sessions and participants are invited to explore the rooms and grounds at your leisure.

The Meierhof, built at least 100 years before the Schloss, houses the majority of our hotel rooms, offices and Parker Hall – our main conference room

Program Staffing

Programme Staff at Salzburg Global, responsible for the logistical and programmatic details of each Sciana meeting are **John Lotherington**, Programme Director, and **Astrid Koblmüller**, Programme Manager. Travel-related matters are handled by **Bernadette Prasser**, the Admissions and Program Officer in the Registration Department.

Contact details for these staff members are listed at the end of these materials. Please do not hesitate to be in touch if you have questions concerning these materials.



Name
Programme Director



Name
Programme Manager



Bernadette Prasser
Admissions & Program Officer

Travel

Air

If you are flying in to **Salzburg** airport, please take a taxi from outside the terminal to Hotel Schloss Leopoldskron. The cost is approximately €15.00.

Many international travelers find it more convenient, however, to fly via **Munich**, Germany, and take either the train or a van-shuttle service from Munich to Salzburg.

Train

Trains leave at least twice every hour from the Munich airport to Salzburg. You are usually required to take the Munich airport local train (S-bahn) to Munich Ost (East), then change trains to go to the Salzburg Hauptbahnhof (Central Station). The cost is between €25.00 to €45.00 (single person, one-way, 2nd class), depending on time of the day / specific offers. Special offers, such as the Bayern ticket, are available for groups of travelers. Train tickets can be purchased at www.oebb.at/en Once you arrive in Salzburg, take a taxi to Hotel Schloss Leopoldskron. The cost is approximately €15.00.

SMS Shuttle

This eight-passenger van shuttle service has a pick-up at the airport and makes stops in Salzburg including Hotel Schloss Leopoldskron. It can be booked via www.mietwagenservice.at. The travel time from Munich to Salzburg is approx. two hours, depending on traffic and the number of passengers. The wait time for the shuttle at the airport Munich can be up to 90 minutes, depending on other passengers' arrival times. Pick-up time from Hotel Schloss Leopoldskron back to Munich airport is usually 4-5 hours prior to departure.

Accommodation and Meals

Participants are housed at Hotel Schloss Leopoldskron, either in the Schloss itself or the neighboring 400-year old Meierhof. All meals during the meetings will be provided, with breakfast, lunch, and dinner served in the Schloss. Salzburg Global complies fully with European Union legislation on labelling of food allergens (EU Regulation (EU) No 1169/2011 on the provision of food information to consumers) and includes a notice on potential allergens on its menus during meal times. Please let us know before arrival if you have any specific food allergies and ask our service staff if you have any specific questions regarding ingredients. **Please note that we do not offer room service.**

The 17th century Meierhof offers 21st century comforts



Cold drinks (wine, beer, and non-alcoholic drinks) and light snacks are available in the evenings in the Bierstube, located in the basement of the Schloss. Hot and cold drinks, and the “cake of the day” are also available to purchase in the Meierhof Café, on the ground floor of the Meierhof.

Please note that Hotel Schloss Leopoldskron is a smoke-free facility.

The Reception at Hotel Schloss Leopoldskron is staffed 24 hours a day, seven days a week.

Attire

Dress at Salzburg Global is generally informal. However, for the concert and farewell banquet semi-formal clothing (jacket/tie or equivalent) or national dress is encouraged.

Winter temperatures in Salzburg average around 2 degrees Celsius; summer temperatures around 25 degrees Celsius. Participants coming to winter sessions (October–March) should bring warm winter clothing. Salzburg is infamous for its damp weather all year long; participants are encouraged to bring a raincoat or umbrella, regardless of the season. Salzburg weather forecast can be viewed at the following website: www.wunderground.com/weather/at/salzburg

Participants who would like to make use of the commercial laundry service should request it at Reception. A laundry bag and price list is placed in the closet in your room. Please drop off your laundry at Reception prior to 09:00. Standard laundry service takes 36 hours. Express laundry service will return your laundry the same day. We apologize that weekend service is not available.

An ironing station with a board and iron is located on the second floor of the Meierhof. In the Schloss all suites are equipped with an ironing board and iron.

All state rooms of the Schloss are used at most of our programs, including the Chinese Room (below), for working groups, receptions and evening social events



Professional Conduct

All participants are provided with a Welcome Packet on arrival that includes a full program schedule complete with start times and room assignments, a directory of staff and participants, and a floor plan of the Schloss and Meierhof. We expect all participants to be punctual so that panels and working groups may start on time. All changes to the times or rooms printed in the Welcome Packet will be announced by Salzburg Global's Program Staff. When in sessions and meals, please turn your mobile phone to silent to minimize distraction to other participants.

It is critical to the success of our operation and programs that an atmosphere of respect, trust, and safety be established and maintained at all times.

As part of its core values, Salzburg Global Seminar is committed to the elimination of discriminatory practices. Bearing in mind that cultural and behavioral norms may vary, Salzburg Global Seminar will not tolerate any form of harassment on the part of its employees and participants.

Salzburg Global expressly prohibits any form of inappropriate conduct or harassment of employees or participants based on race, color, religion, gender, gender identity or expression, national origin, age, marital status, veteran status, sexual orientation, genetic information, disability, matriculation, political affiliation, personal appearance, family responsibilities, or any other category protected by applicable law.

Harassment and similar inappropriate conduct prohibited, including verbal, physical or visual conduct that denigrates or shows hostility or aversion to an individual based on the employee or participant's protected characteristic or status, when such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or participant's program participation, creating an intimidating, hostile or offensive environment, or otherwise adversely affecting an individual's wellbeing.

Salzburg Global Seminar will not tolerate such harassment and similarly inappropriate behaviors. Sexual harassment is a specific kind of inappropriate conduct prohibited by this policy. Sexual harassment includes, but is not limited to, unwanted, uninvited, and unwelcomed behavior directed at another because of their sex.

Any individual who believes that he or she is being subjected to any form of harassment should make it clear to the offending party that such behavior is offensive and contrary to Salzburg Global Seminar policy. A report of harassment should be immediately brought to the attention of the Programme Director or Senior Management. Salzburg Global Seminar reserves the right to ask anyone it believes has engaged in harassment as defined in this policy to leave its premises at their personal cost.

Medical Care

If a medical problem should arise, the session staff in Salzburg will assist you in finding an appropriate doctor. Please notify us of any medical conditions you may have that could require attention during your stay. You should bring with you any personal prescription medicines you normally take.

Currency

The local currency is the Euro (EUR €). Local banks have ATM machines that accept most international banking cards for cash withdrawals. This option will give you the most favorable exchange rate. A PIN number is required in order to utilize the ATM machines.

Reception can change USD into EUR subject to availability.

Computers and WiFi

Salzburg Global Seminar does not have sufficient staff to provide clerical support to participants during the meeting but provides participants with public computing facilities, for checking email, working on projects, etc., Wireless internet access is available in all bedrooms and throughout the Schloss and Meierhof buildings.

The free WiFi is called "Hotel Wifi"; a password is available from Reception.

Please bring a USB memory stick with you, in order to store any documents which you may be working on while you are at Schloss Leopoldskron.

The electric current is 220 volts. Converters (110V – 220V) are available at Reception.

If you will be checking your email account while you are at Salzburg Global, please contact your local computer consultant before you depart and ask how to access your email account from Salzburg. Please note: Salzburg Global Seminar does not offer IT support to participants.

Library

The Max Reinhardt Library and Meierhof Lobby are open 24 hours a day, seven days a week. We encourage participants to bring relevant materials, articles, papers, books, etc. which are placed on a table outside of Parker Hall.

All periodicals are located in the Meierhof Lobby. It holds newspapers, many magazines and reference materials on the session. None of these materials should be removed from the Lobby.

The Max Reinhardt Library and adjacent Office maybe used for working groups and other events and activities during the session. Participants are also encouraged to make use of this inspiring, historic space outside of the formal program.

Max Reinhardt had the Schloss library fashioned after the Abbey Library in St. Gallen, Switzerland



Telephone Calls

The following options are available for making telephone calls at Salzburg Global Seminar:

- Directly from your room, tab payable upon departure (the most expensive option)
- Skype or similar VoIP services
- From your own mobile, although we ask that you turn it off during the formal Salzburg Global events (roaming charges may apply)

The main telephone number at Salzburg Global Seminar is +43 (662) 839 830. There is a staff member at Reception to transfer calls and/or take messages.

Leisure

The Bierstube, located in the basement of the Schloss, is a popular evening meeting place for participants. It is the setting for many informal discussions, music, dancing, and impromptu ping-pong games, and a place where lasting friendships and contacts are formed.

There is a small fitness center on site, and there are many walking and running trails near the premises, with jogging maps provided by Reception. Towels and water are provided in both the fitness center all day and Reception between 05:00 and 08:00. During the summer months (May to September), participants and their guests staying at Hotel Schloss Leopoldskron also have free access to the public swimming pool next door. Please bring appropriate attire if you wish to take advantage of these options.

Shopping

There is a small supermarket (Billa) on Moosstrasse, which is about a ten-minute walk away and can be reached by turning left out of the Schloss and following the street until you reach a regulated crossing. Turn left again and follow the road for another minute. You will see the supermarket on your left hand side. The supermarket is open 07:30 to 19:50, Monday to Friday, 07:40 to 18:00 on Saturday, and is closed on Sundays. There is a wide variety of stores in the city center, approximately a 25-minute walk away. Directions can be obtained from Reception.

Salzburg's old town is a UNESCO World Heritage Site, and the hill-top Fortress dates back to 1077





Commitment to Sustainability

Salzburg Global Seminar and Hotel Schloss Leopoldskron are committed to minimizing our negative impacts (and maximizing its positive impacts) on environments across global, regional, and local arenas. Our staff aims to mitigate our contributions to global climate change by reducing onsite carbon emissions, while also taking into account issues of regional and local importance.

In Salzburg, in order to shrink our carbon footprint, we have adopted several practices to increase our fuel efficiency and decrease our dependence on fossil fuels. These include the following actions:

- Implementation of an energy efficient heating system to reduce energy waste within the Meierhof;
- Purchase and use of an electric company car;
- Supporting our guests to use green transportation options in and outside of Salzburg; to this end, we offer free bike rentals to hotel guests, as well as a charging station for electric vehicles on the Schloss grounds; and
- Use of LED lightbulbs throughout the Schloss and the Meierhof.

Salzburg Global is also conscientious of its resource consumption and acts upon an ethical commitment to reduce waste production. To this end, we have implemented the following actions:

- Introduction of recycling services for glass, cardboard, and metal waste;

- Use of water fountains and provision of multi-use water bottles for staff;
- Use of refillable, multi-use glass water bottles in concurrence with the Austrian Flaschenpfand system for hotel guests and program participants; under this program, water bottles are refilled after each use, thus drastically reducing waste from single-use bottles;
- Encouragement of our guests to reuse hotel towels when possible during their stay; and
- Targeted reduction of plastic packaging.

Salzburg Global Seminar, located in view of one of the most beautiful mountain ranges in the world, is always reminded of its responsibility to preserve and protect its local environment. Our grounds team is dedicated to conservation efforts on the Schloss grounds. In addition, our kitchen staff are committed to increasing our use of local, organic ingredients.

The current understanding of “sustainability” is one that is evolving every day as our collective knowledge of environmental and human systems expands and deepens. As such, Salzburg Global believes that the path towards sustainability is one that benefits from critical insight into current practices, as well as continual innovation and action. We are currently working towards integrating the Sustainable Development Goals into all of our programs, and hope that this action will encourage all Salzburg Global guests and staff to engage in dialogue internally and externally that may inform our future path towards sustainability.

To read our full policy, visit: www.salzburgglobal.org/go/sustainability



Contact Information

We look forward to welcoming you to Schloss Leopoldskron!

Please do not hesitate to contact Salzburg Global Seminar staff regarding your session.

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