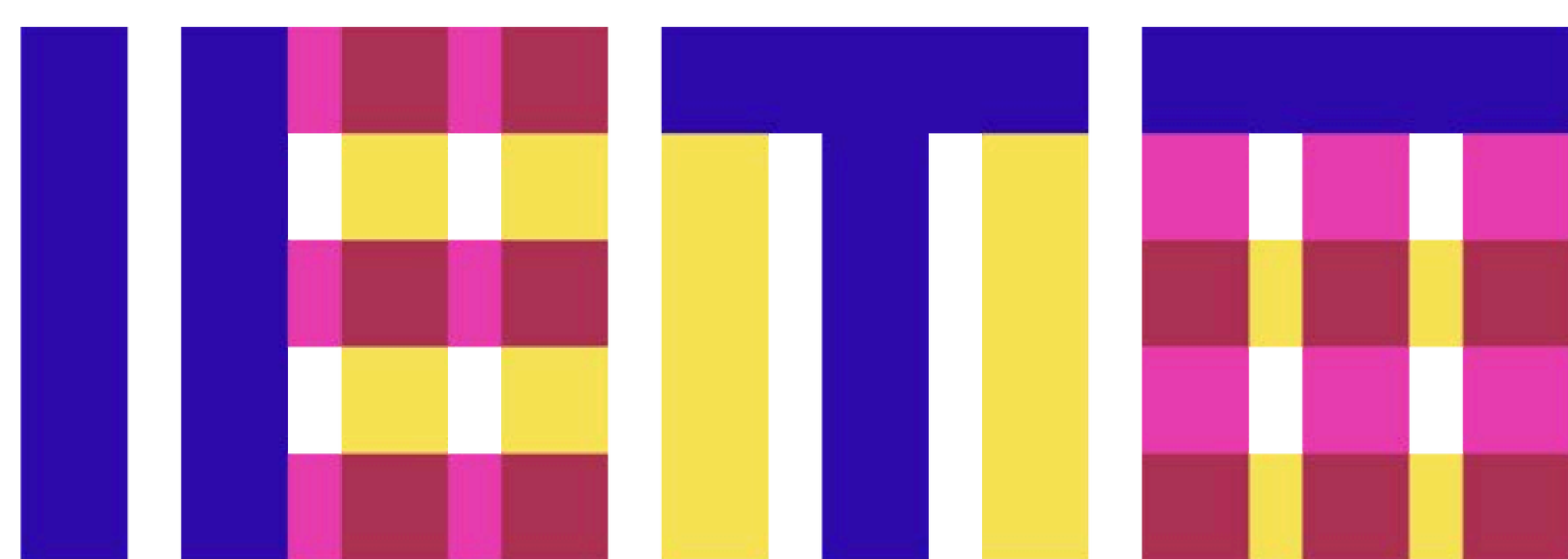


# IETM Berlin Plenary Meeting 2025

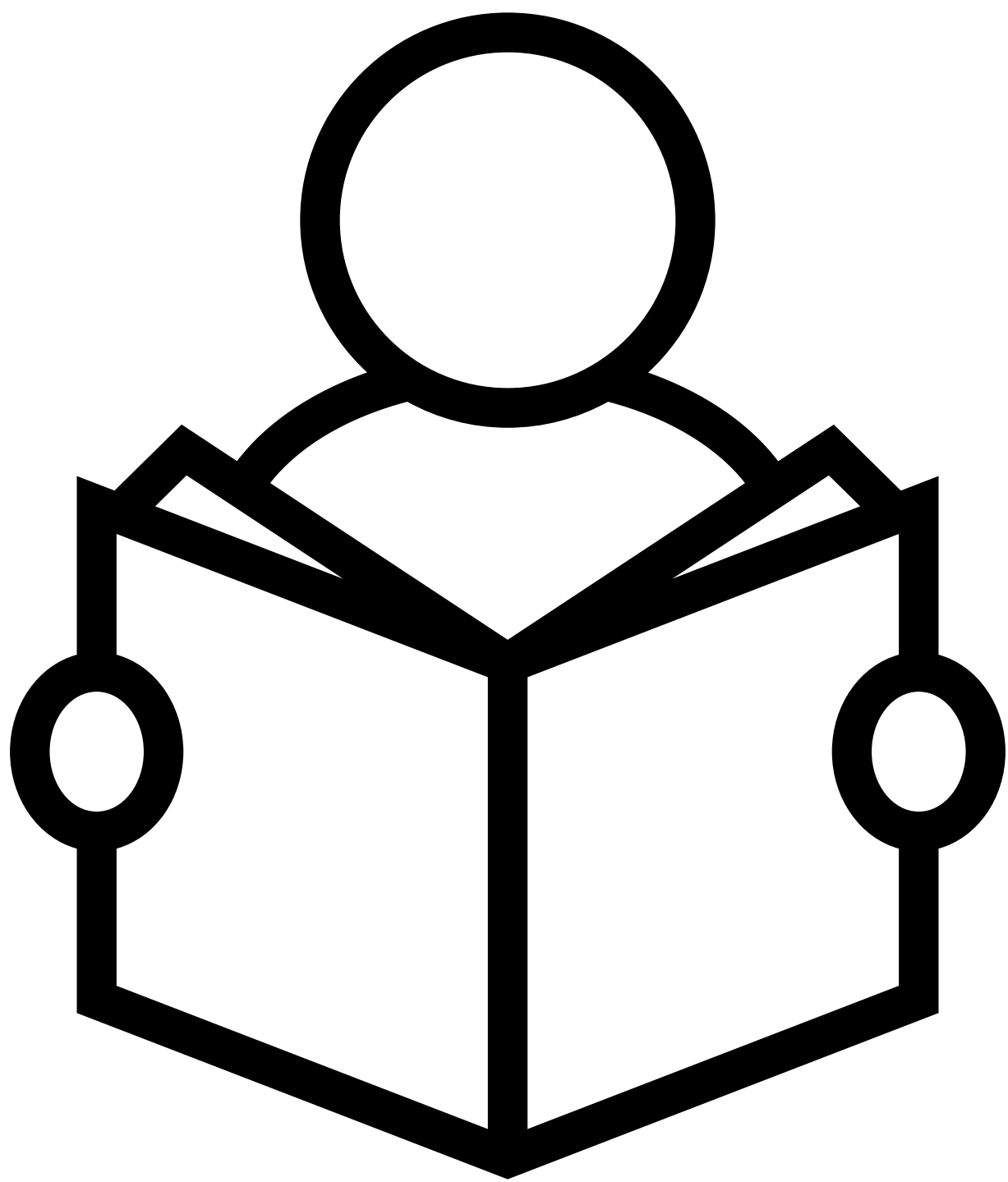
Official Easy Read Guide

A collaboration between:



# IETM Berlin Plenary Meeting 2025

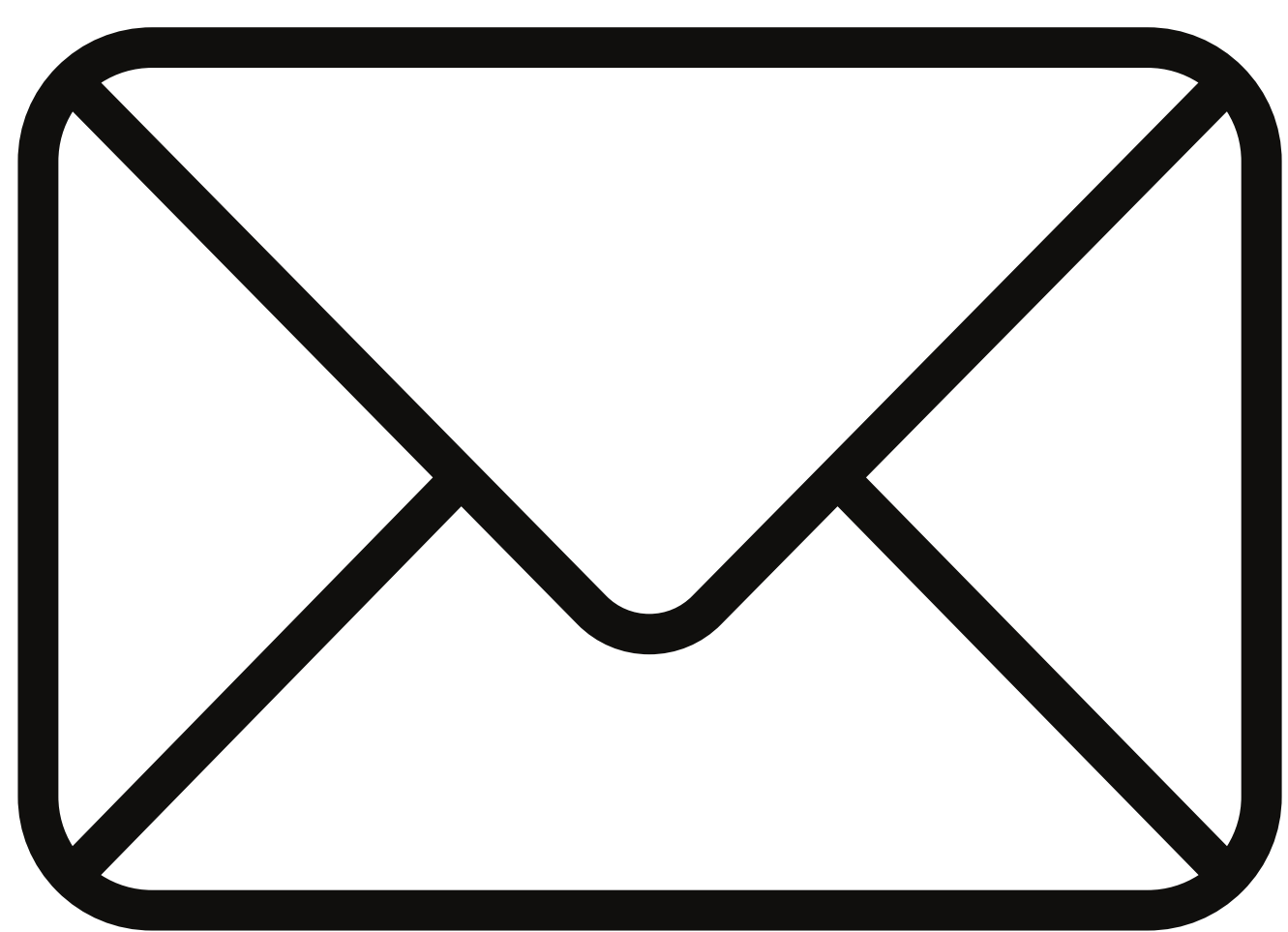
## Official Easy Read Guide



This guide is **15** pages long.

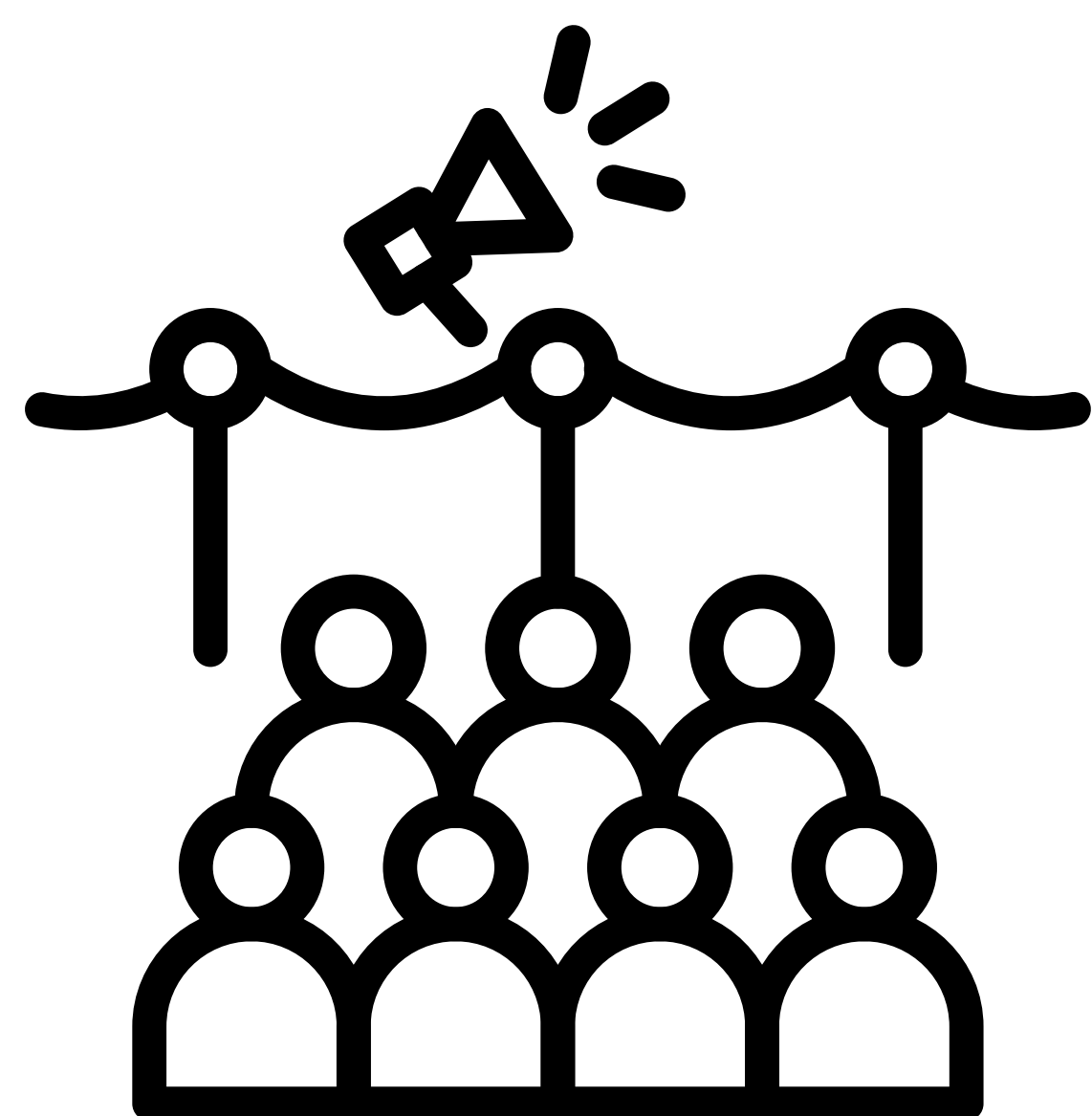


This Easy Read Guide is a condensed version of everything you can find on our **dedicated web page**.



If you have any questions, you  
can email us at  
**[registration@ietm.org](mailto:registration@ietm.org)**.

# What is the IETM Berlin Plenary Meeting?



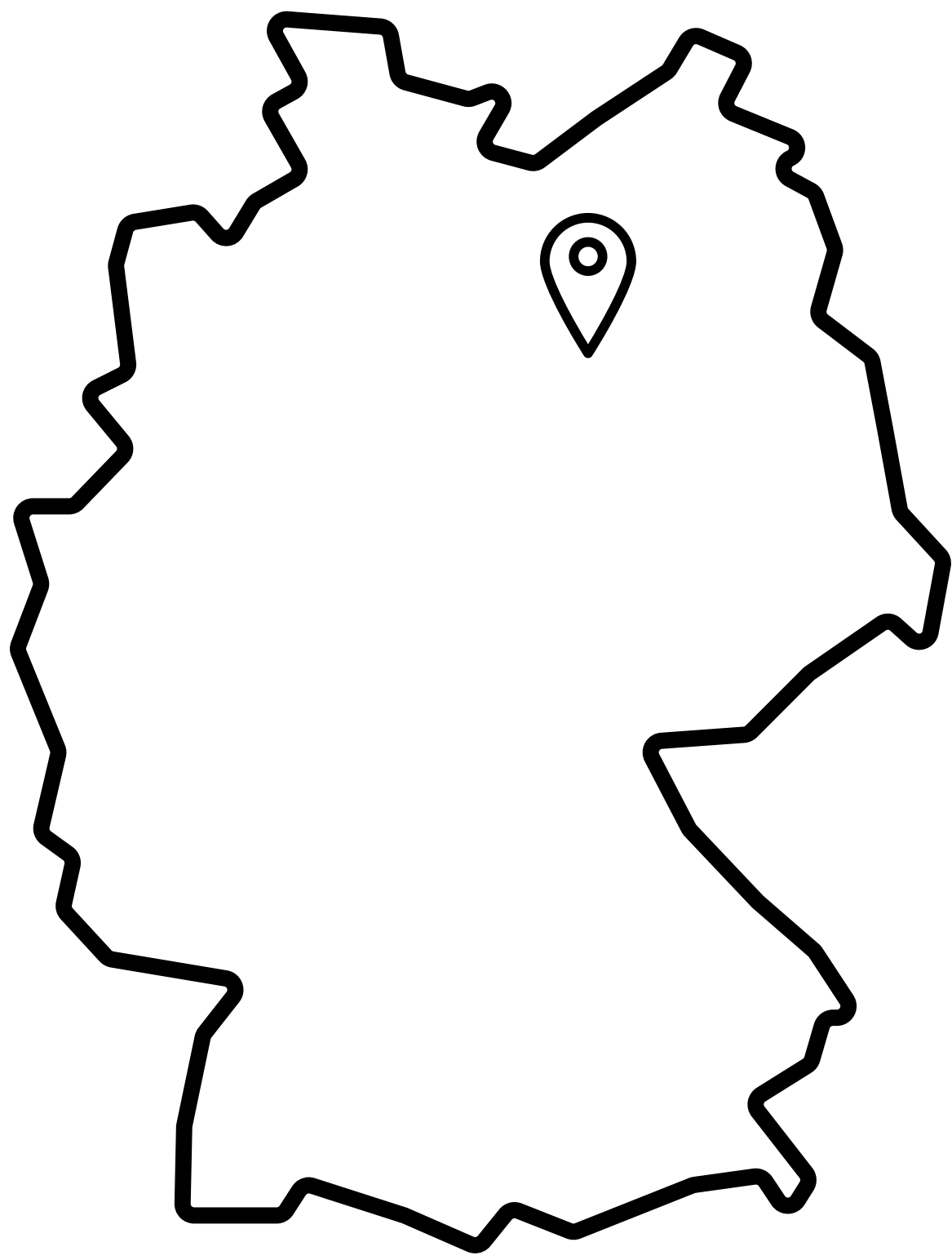
The IETM Berlin Plenary Meeting is a **three day meeting**. It is our **biggest event of the year**.



We expect there will be around **600** people at the meeting.



There will be lots to do at the meeting, such as **workshops, panel discussions, trips** around Berlin, artistic **performances, networking** opportunities and more.



The meeting will take place in **Berlin, Germany**. You can read more about how to get to Berlin on **this page**.



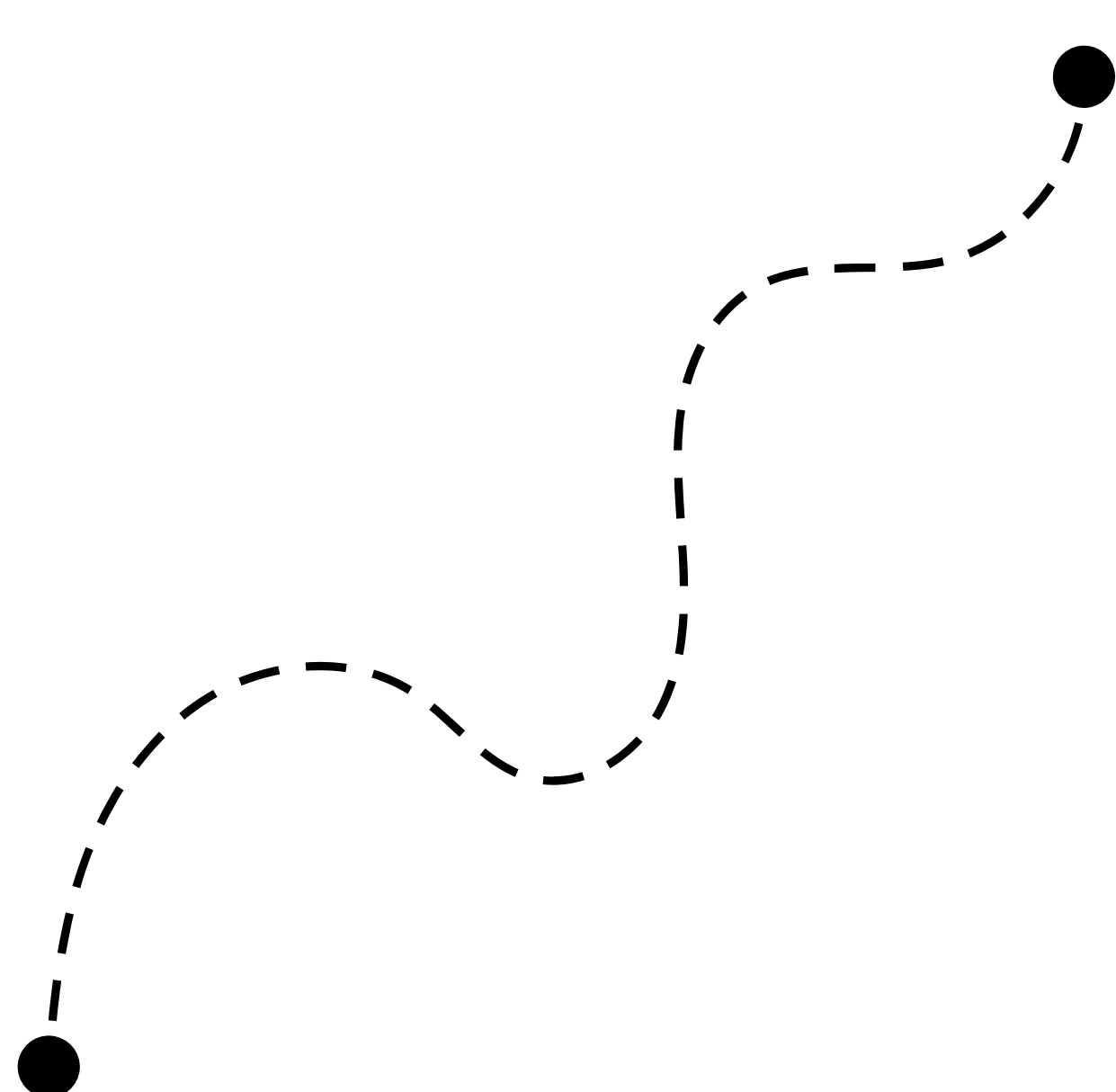
It is **organised** by IETM, LAFT, ufaFabrik, BFDK and Performing Arts Programm Berlin.

You can read more about each partner on **this page**.

# When is the IETM Berlin Plenary Meeting?

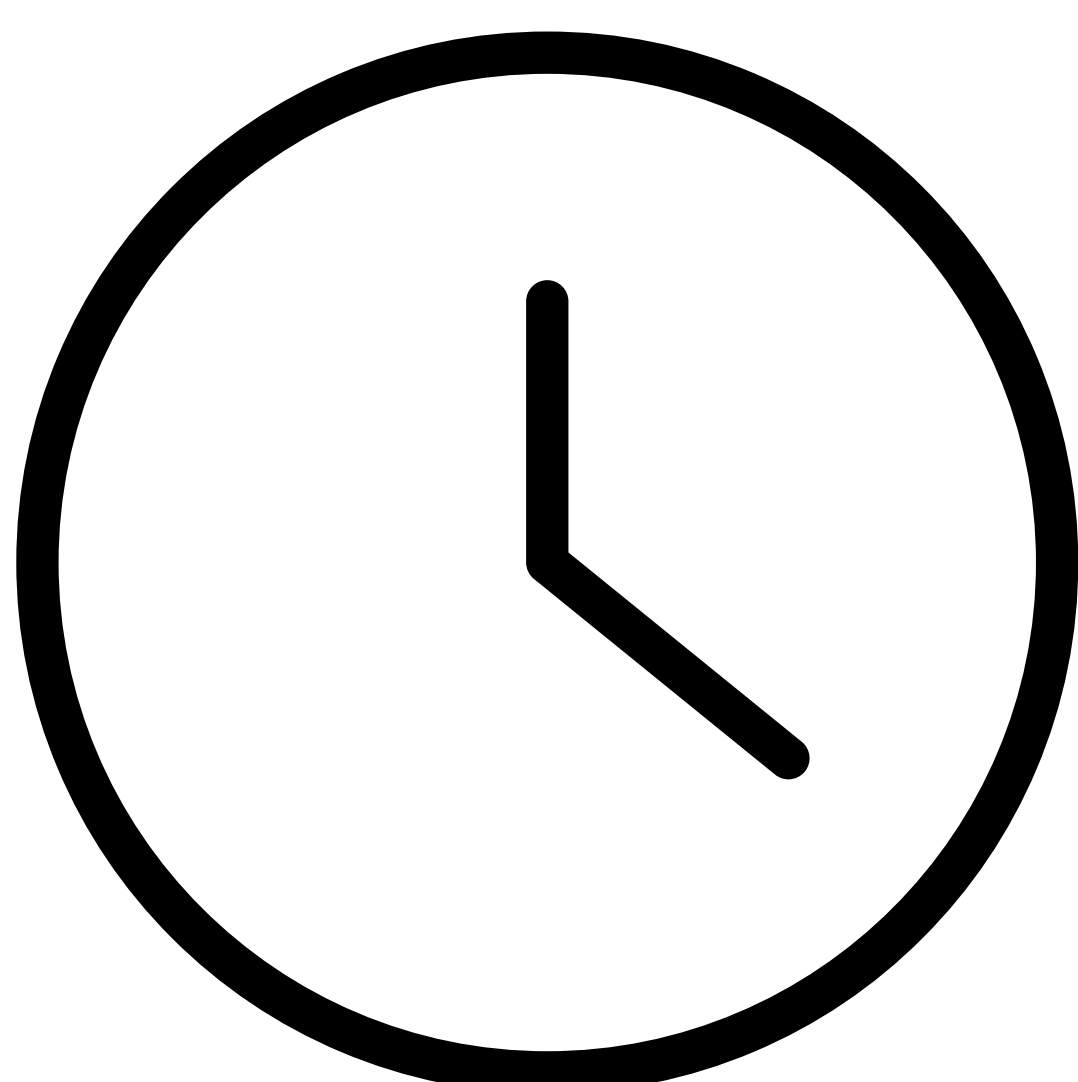


The meeting starts on  
**Thursday 15 May** and ends  
on **Saturday 17 May**.

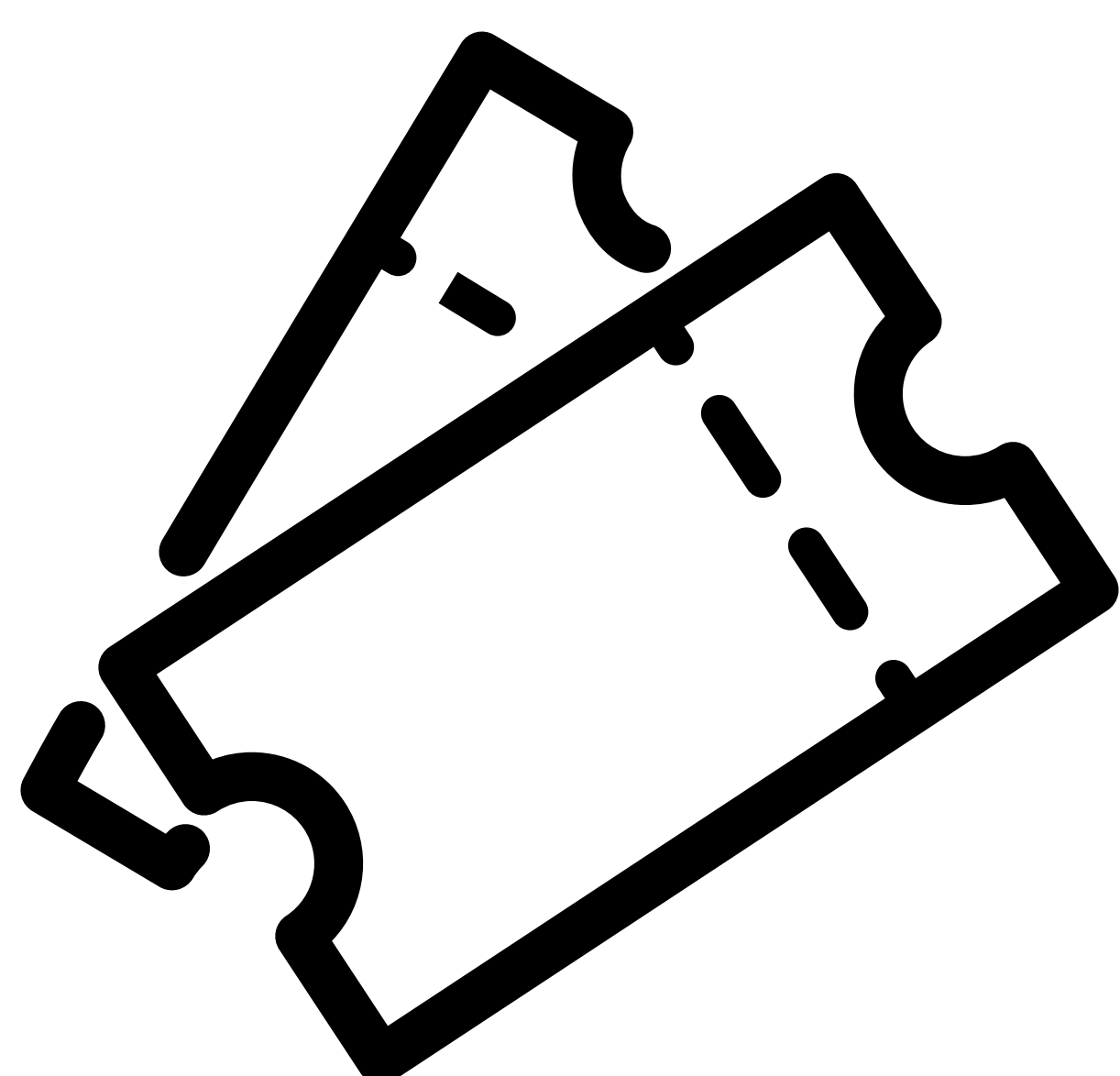


**Day 1** has different starting  
times depending on which  
activity you have booked.

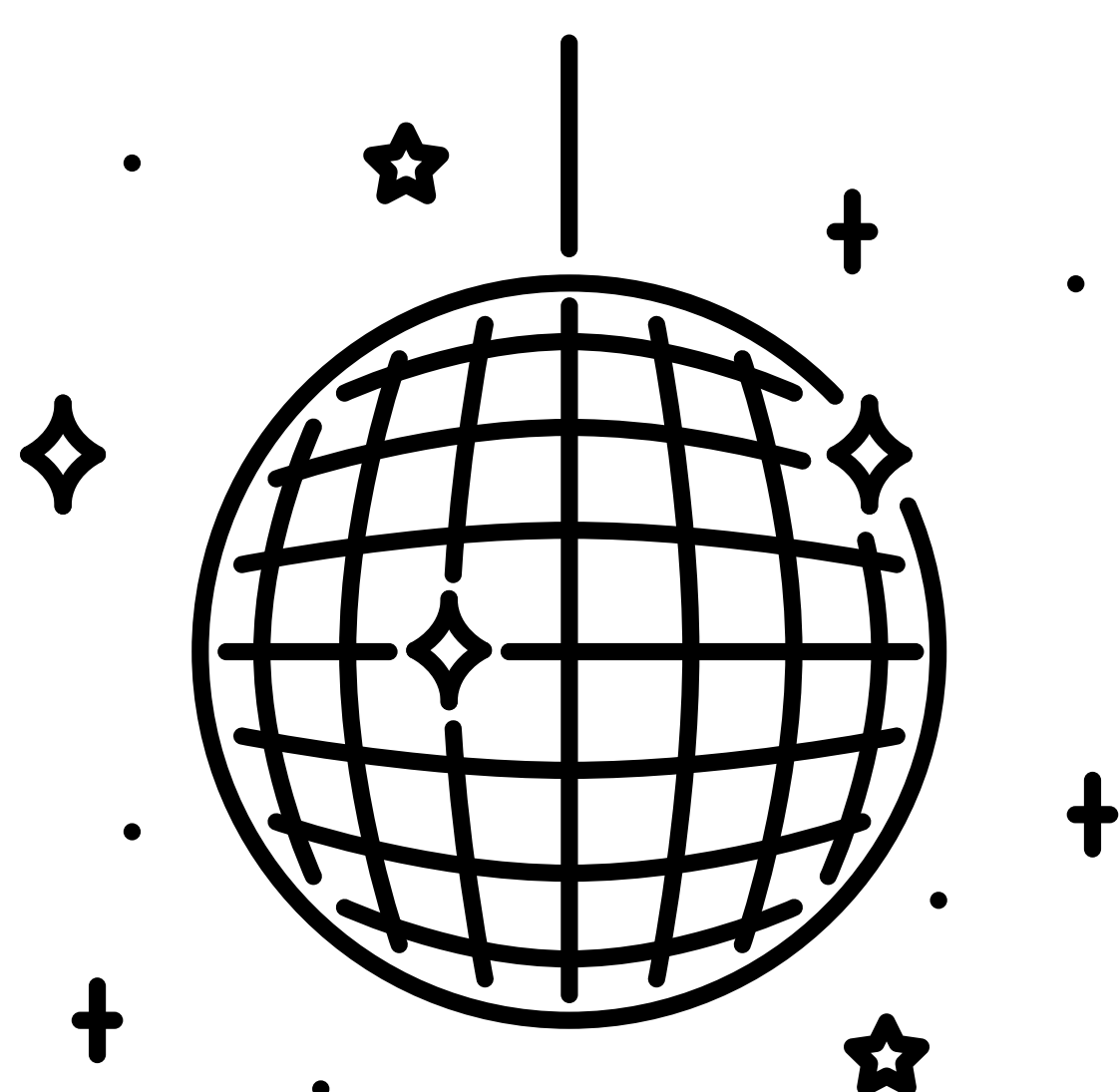
We will explain more about  
this in the next section.



**Day 2** and **Day 3** start at  
**09:00 CEST** and finish at  
**17:45 CEST**.



In the evening, you can attend performances and shows happening around Berlin. The shows are indicated in the **online programme** in **green** with a **ticket symbol** next to them.



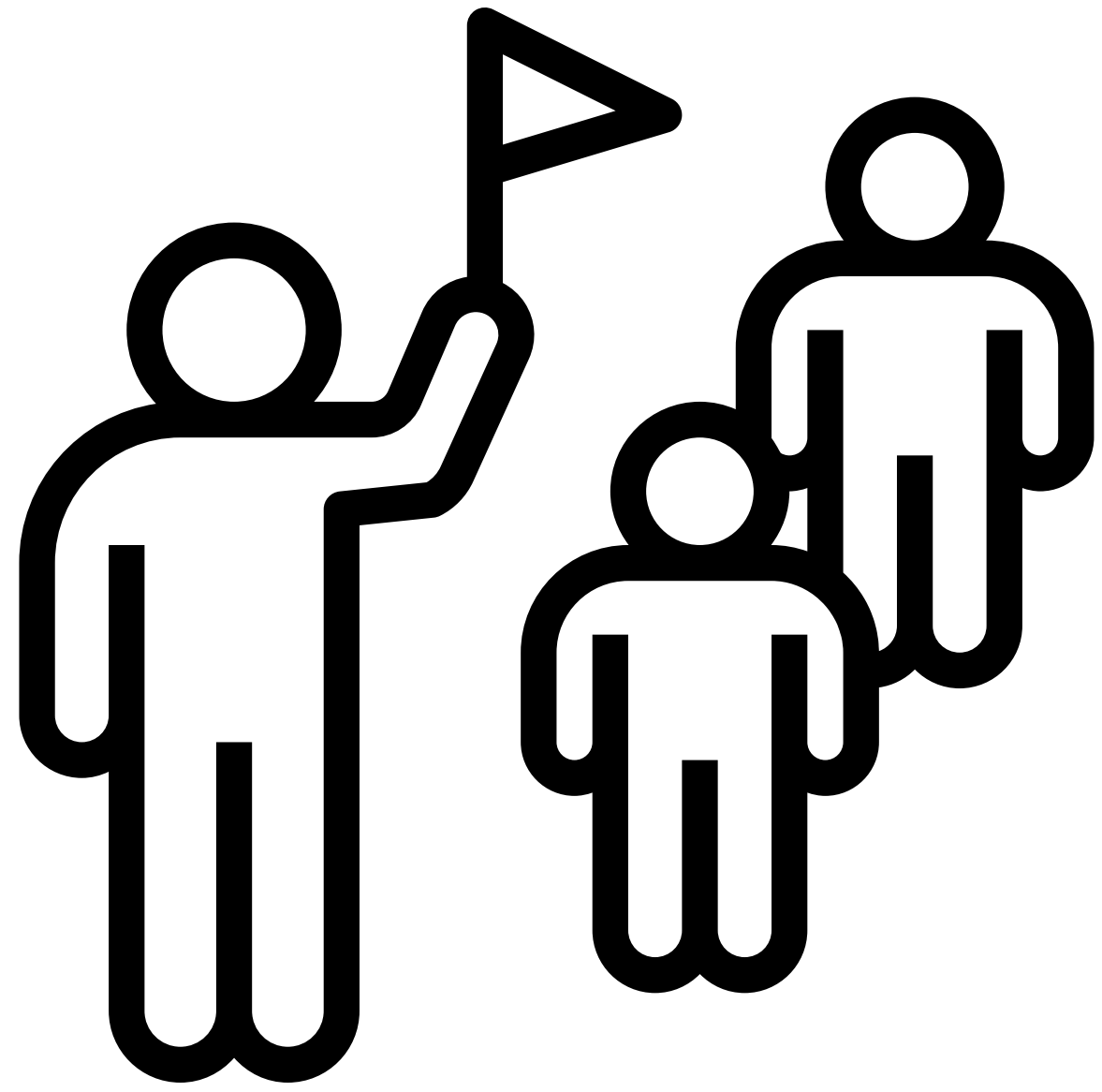
There will also be **late night meeting points** where you can meet up with participants for drinks and a chat, as well as a **closing party** on the last night.

There will be **loud music** and **flashing lights**.

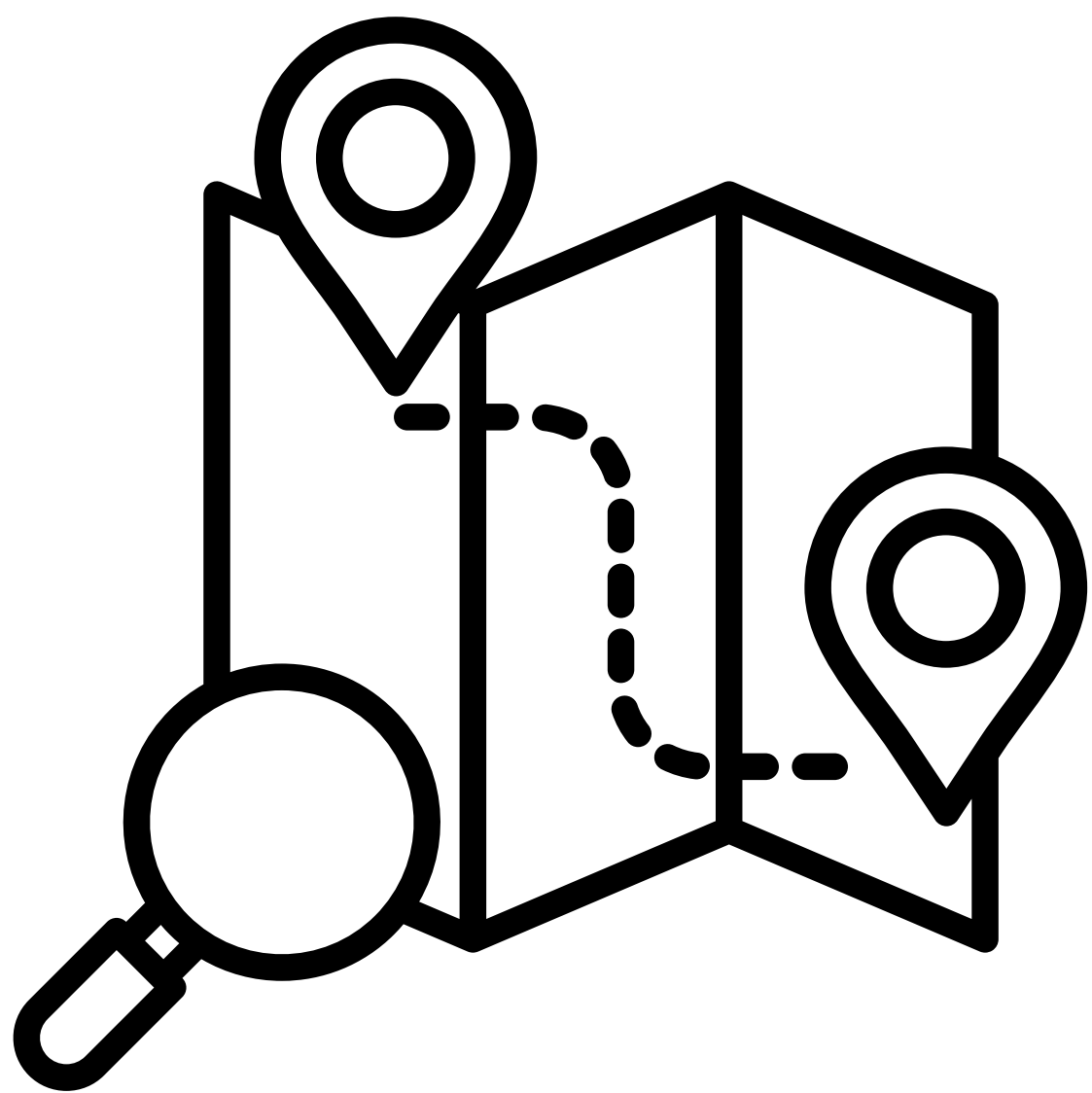
The late night meeting point takes place at a **different location** each night, so consult the **online programme** carefully.

# Day 1 - 15 May

## ‘Journeys’ around Berlin



On **Day 1 (15 May)**, all participants will take a ‘Journey’ around Berlin.



‘**Journey**’ is the term we are using to describe different **activities** taking place around Berlin.

The **Journeys** take place in different forms, such as workshops, performances, brunches or talks.



Each Journey is at a **different location**. You can find all information about your chosen Journey on **this page**.

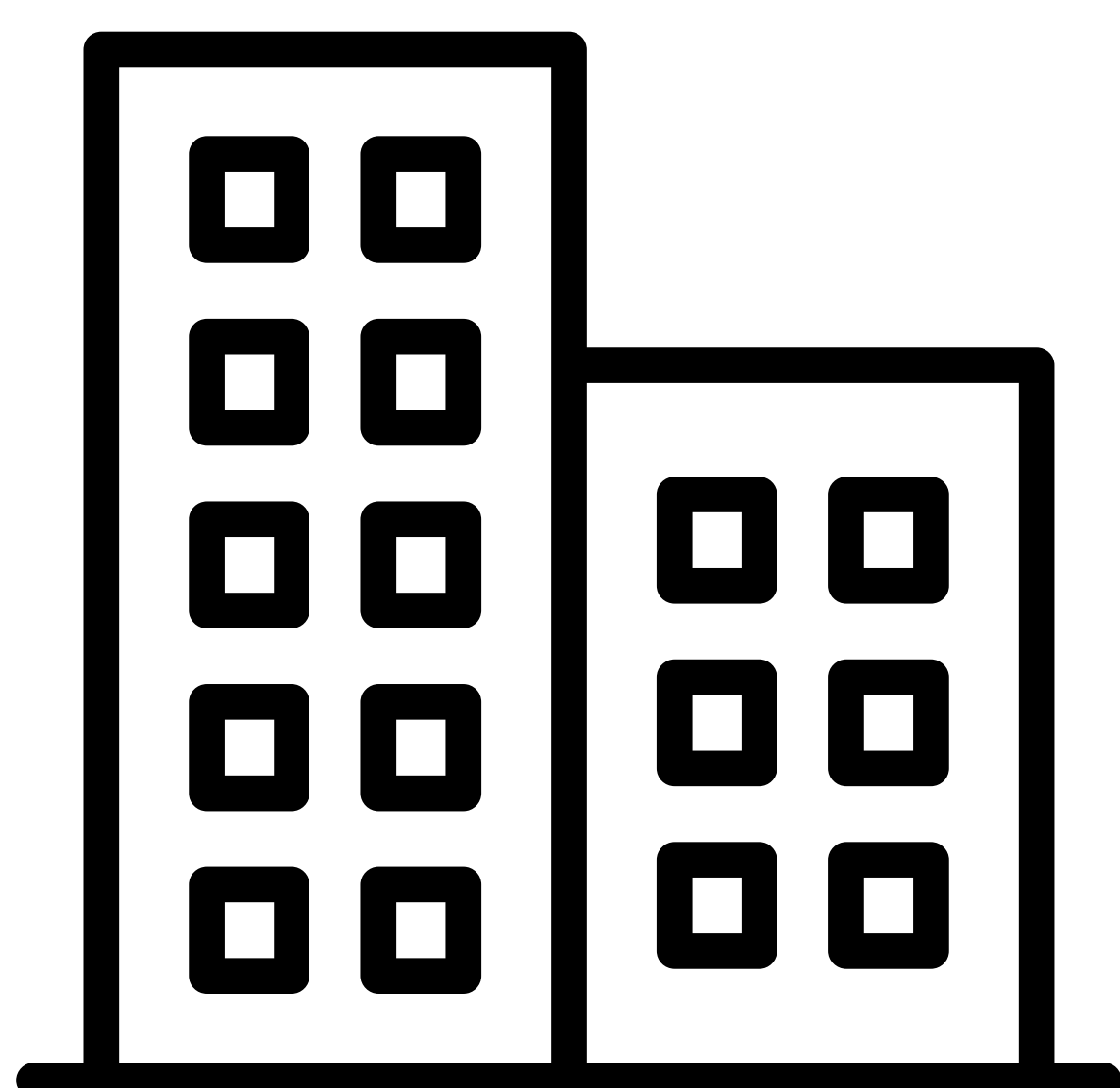


# Day 2 and 3 - 16 & 17 May

## Programme at ufaFabrik



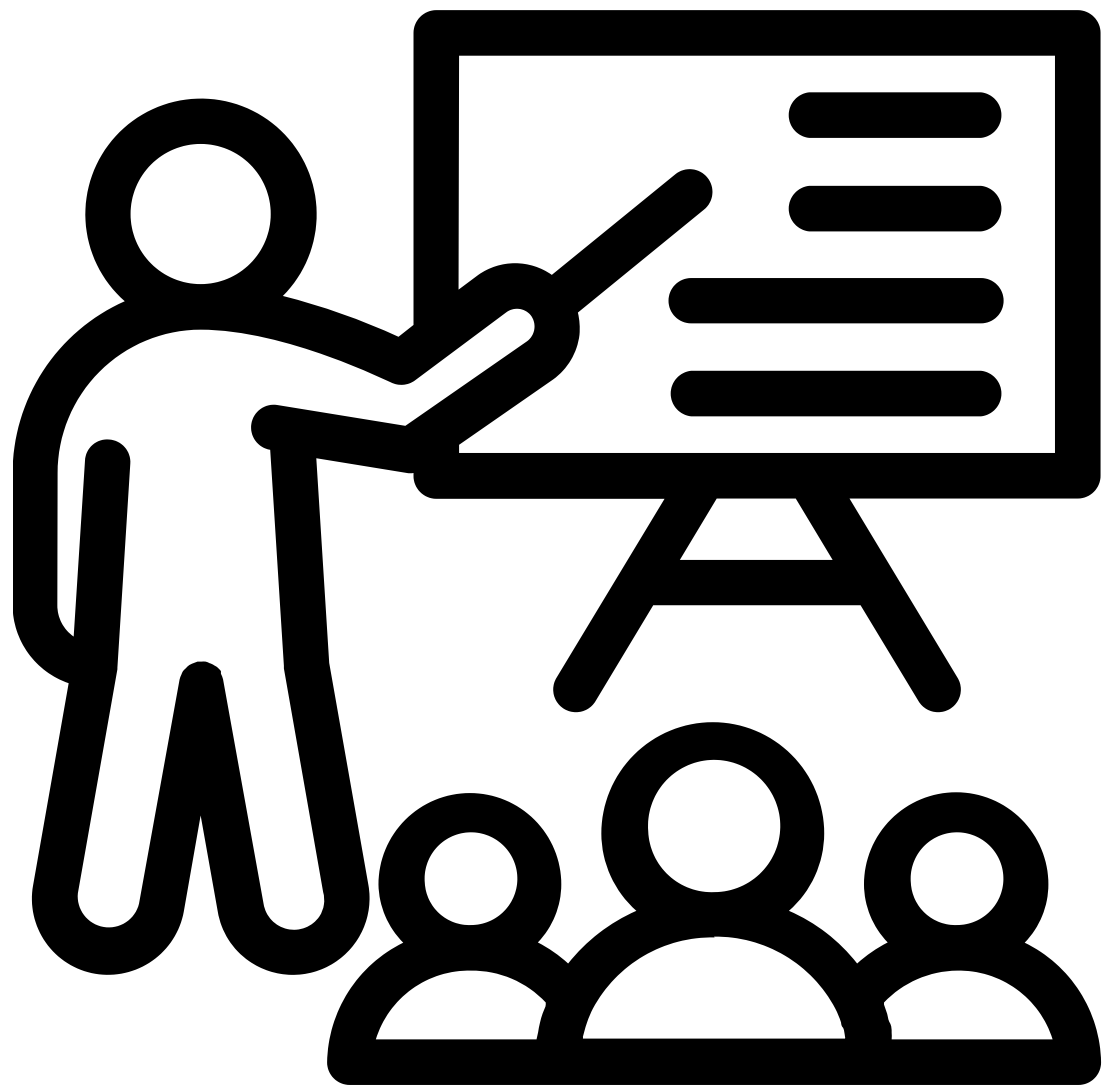
Day 2 and 3 of the Plenary will take place at **ufaFabrik**.



You can find all information about ufaFabrik, where it is, and how to get there on **this page**.

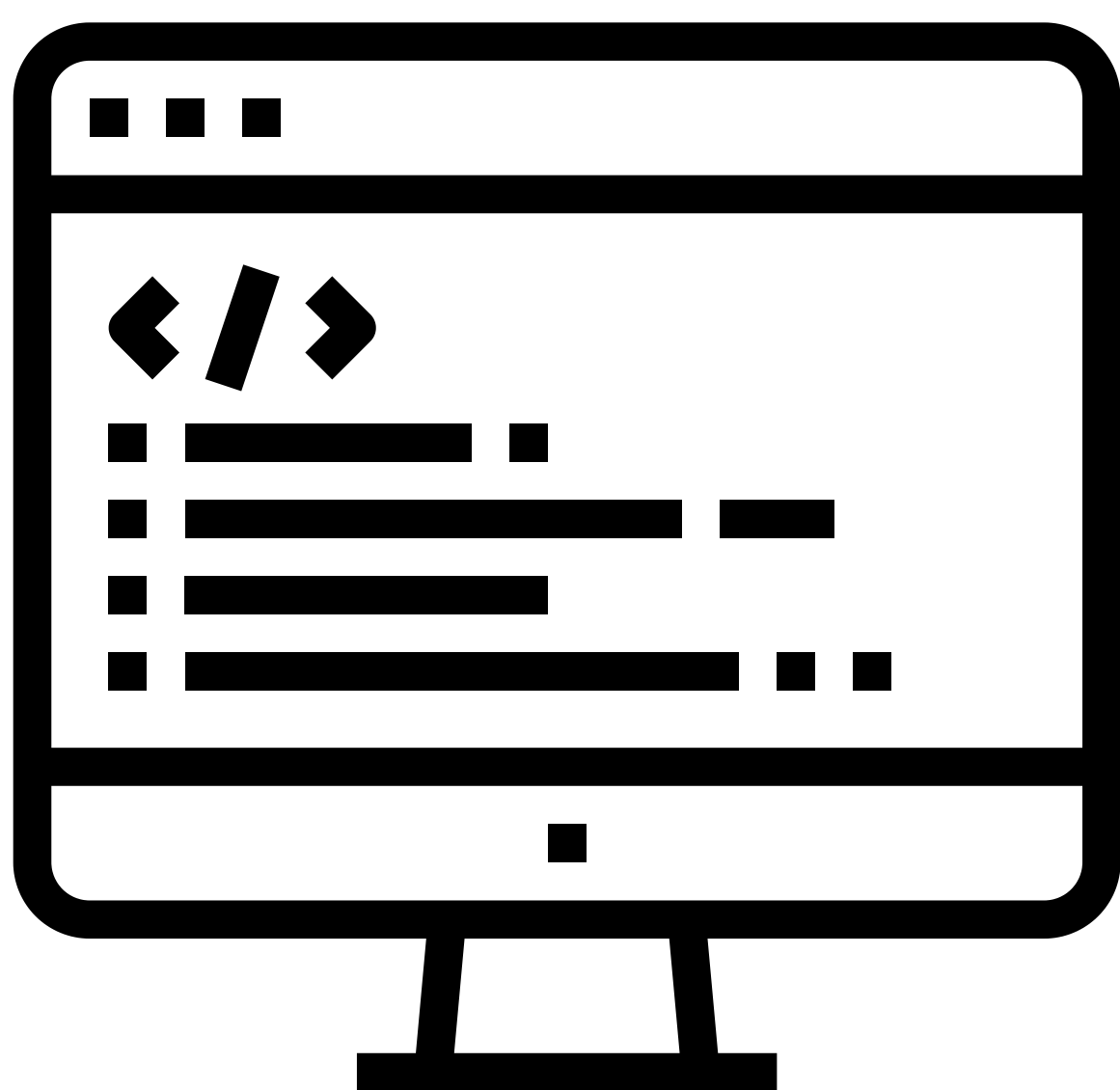


You can find a map with a layout of the venue with icons to recognise locations **here**.



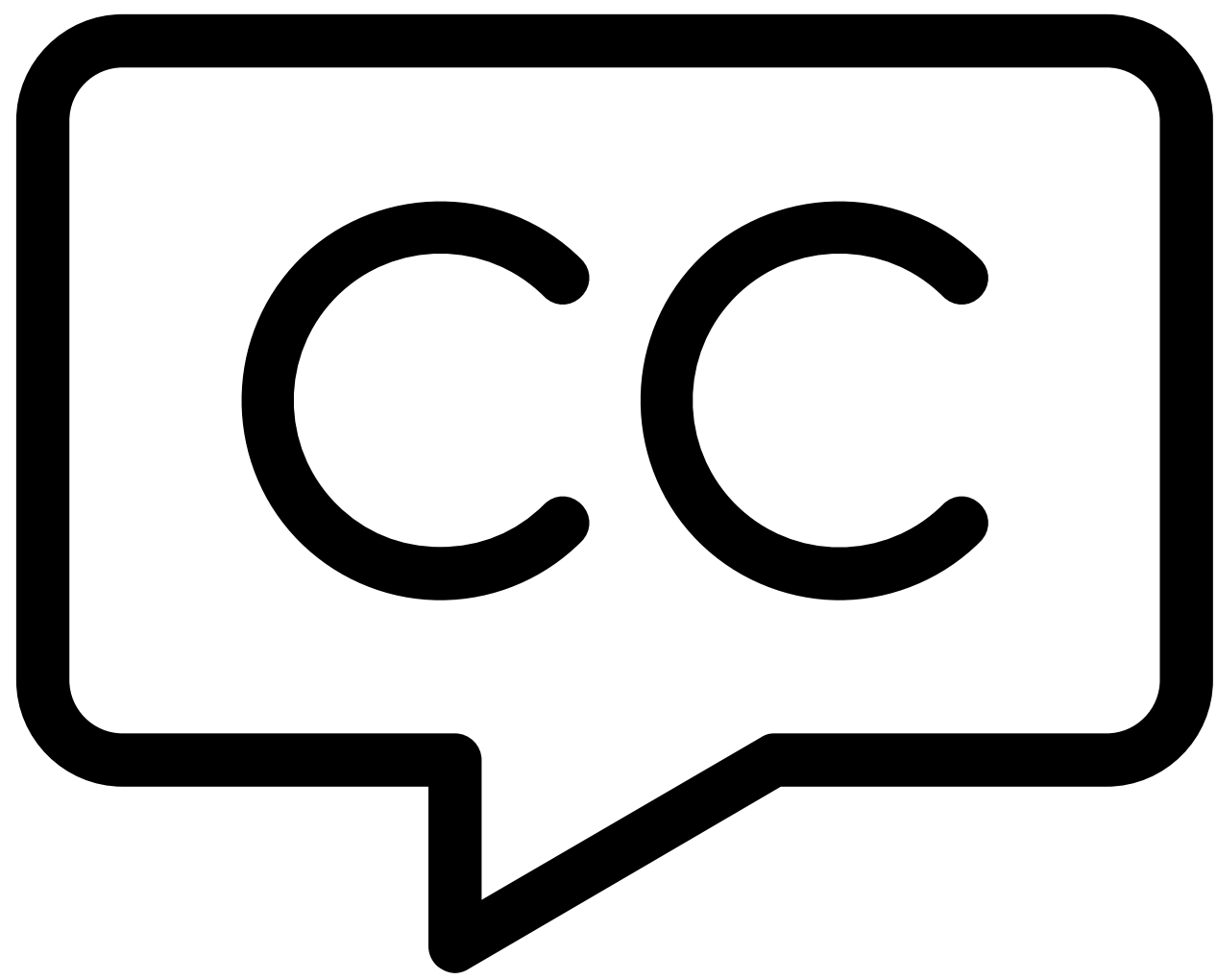
The whole programme for **Day 2** and **Day 3** takes place at ufaFabrik.

Some sessions will take place outdoors.



You can download an accessible version of the programme [here](#).

# Access Needs at the Plenary Meeting

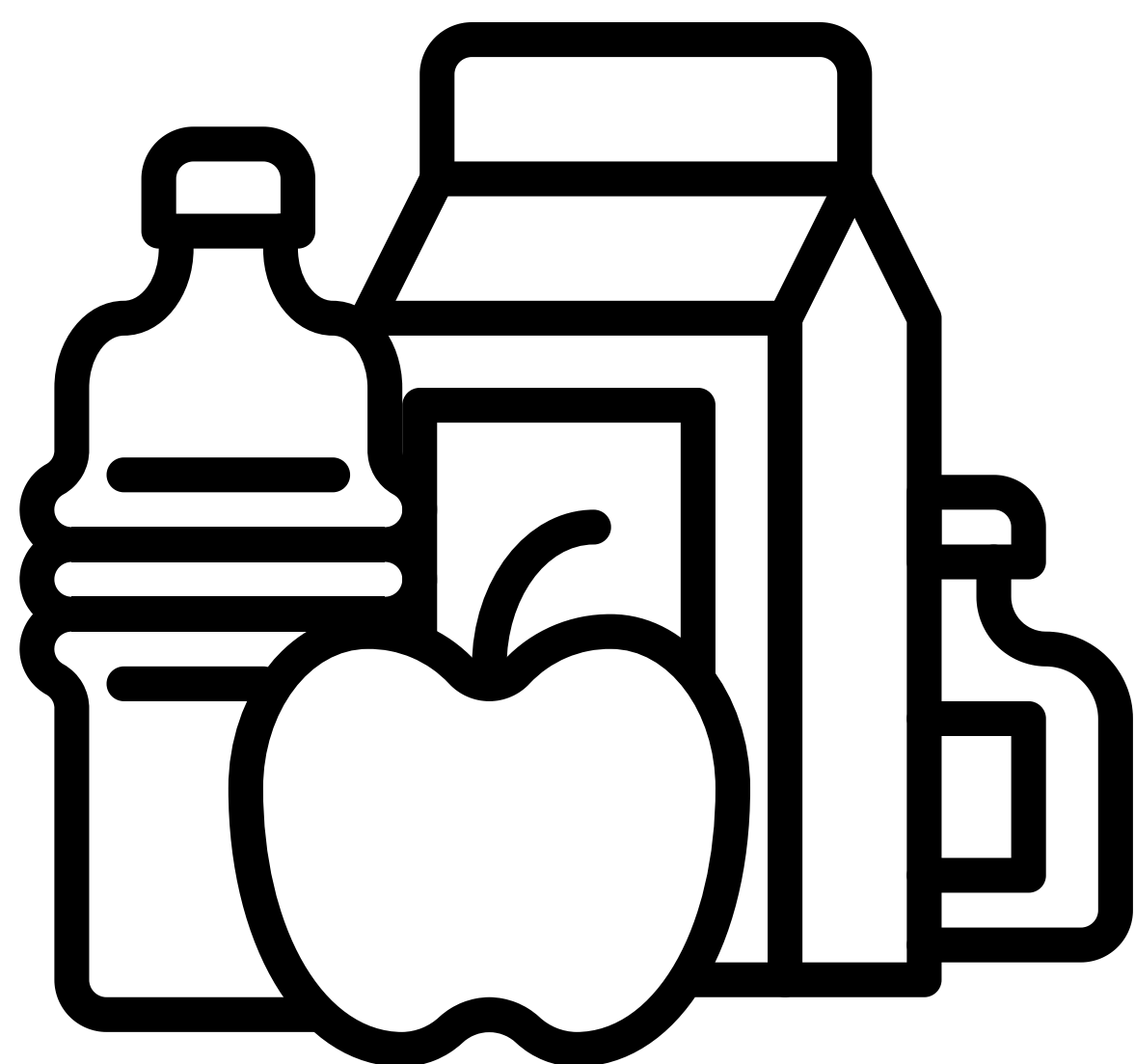


**Captions** are available for most of the activities and are indicated in the **online programme**.

You can access them by scanning a **QR code** that we will provide for you.



A **relaxed room** is available for when you need a quiet moment. The relaxed room is set up in the **Garderober** at ufaFabrik.

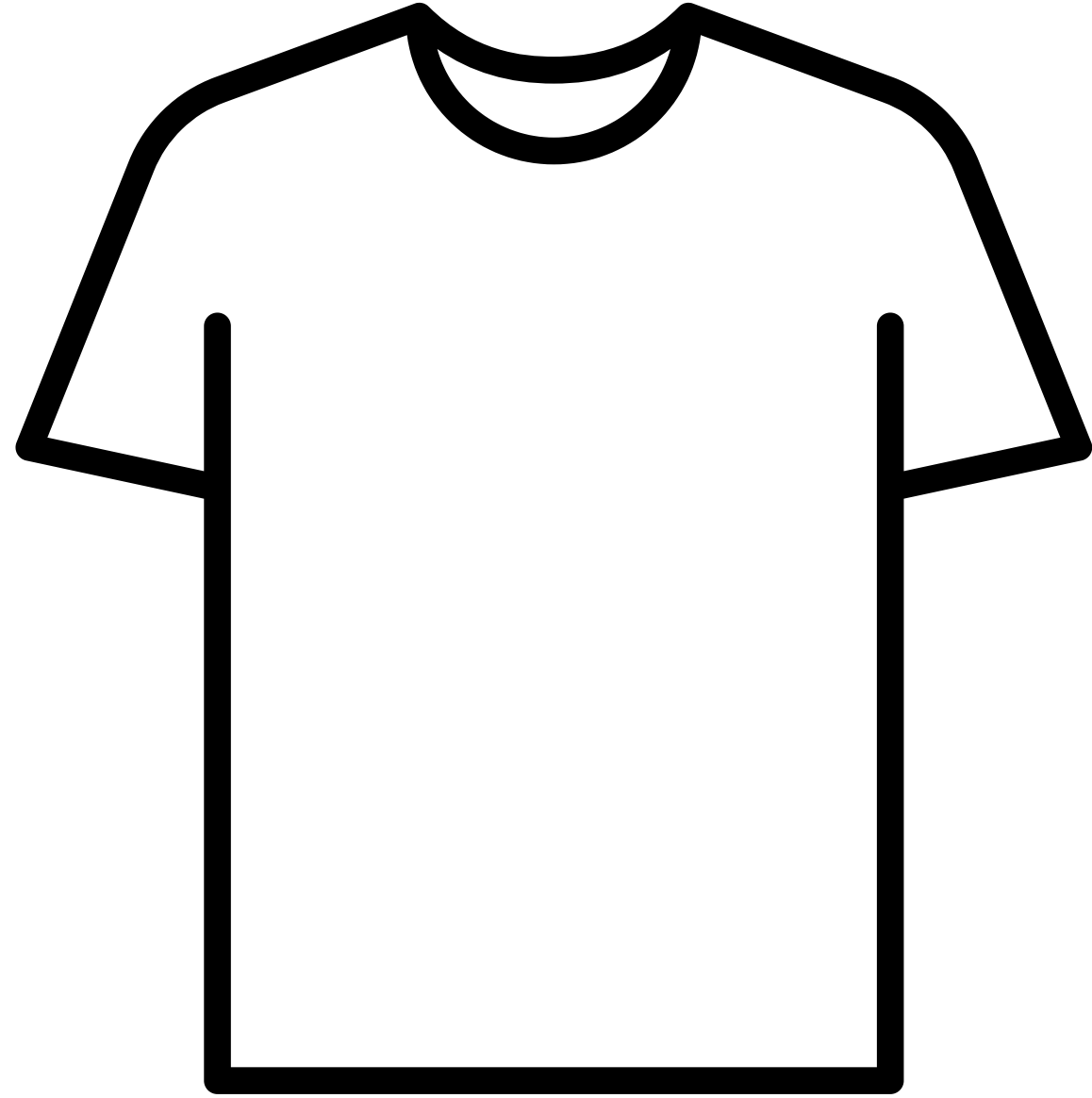


We have done our best to take note of all **dietary requirements**, but please speak to a member of the IETM team if you are unsure about something.



All rooms have step free access and there are accessible toilets.

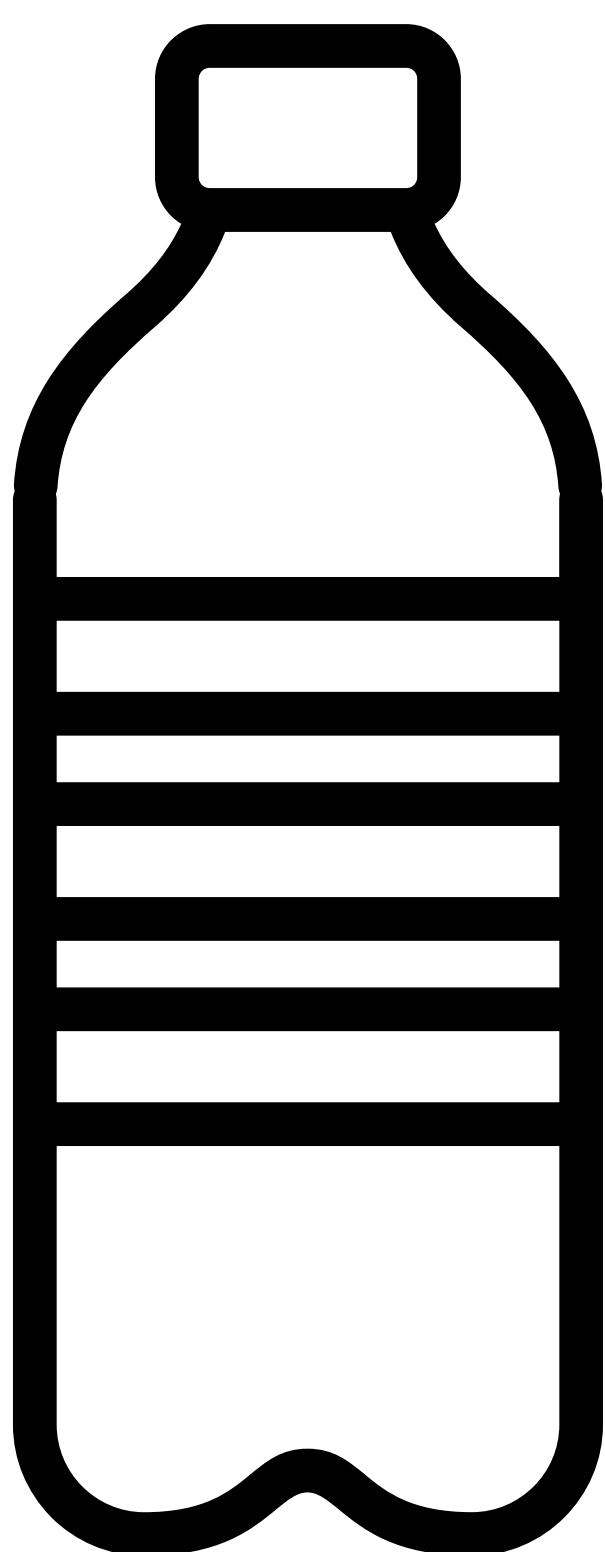
# What should you bring?



**Clothing** and **shoes** you feel you can move around **comfortably** in. Some sessions take place outdoors, so make sure you dress appropriately.



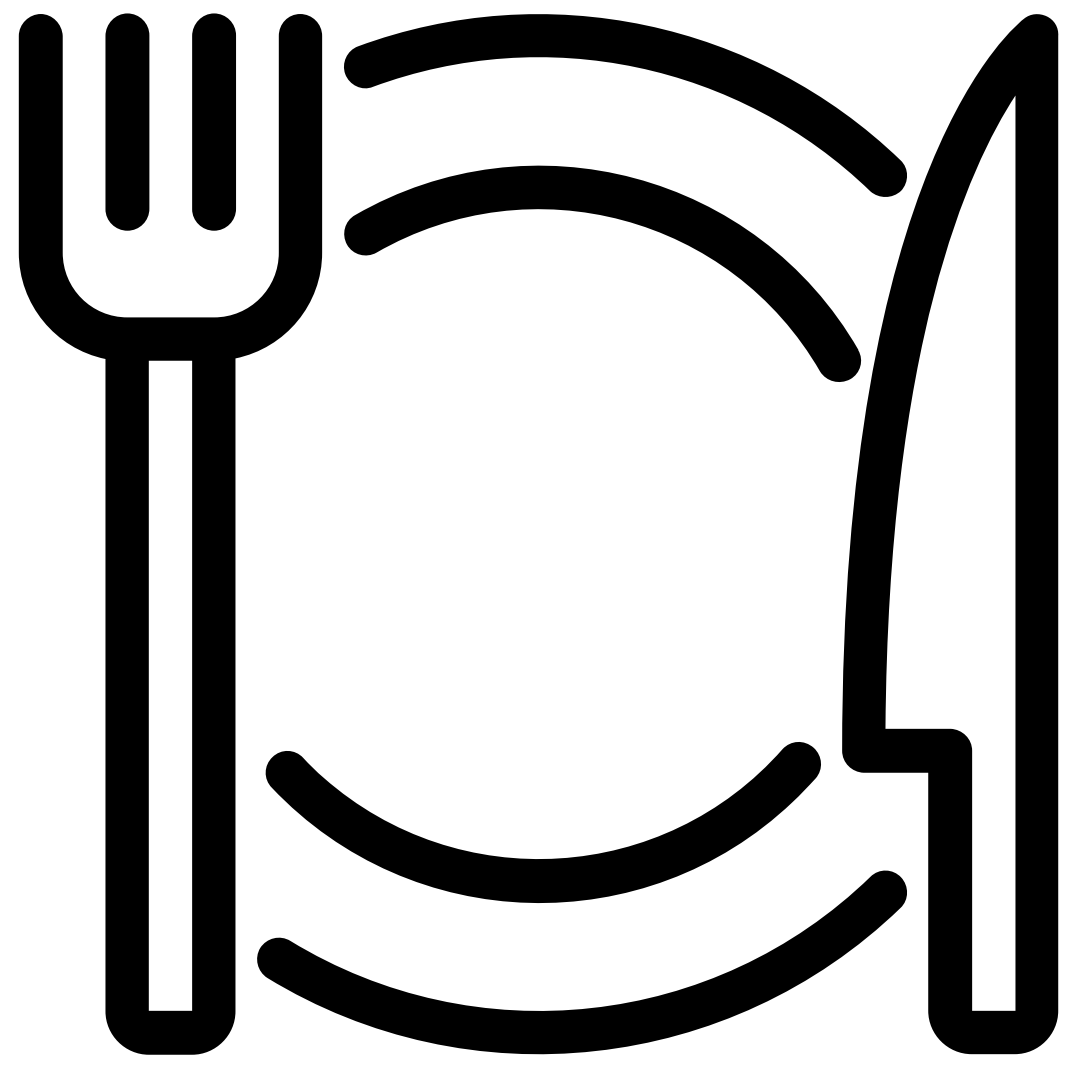
A **laptop** or **notepad** and **pen** to take notes.



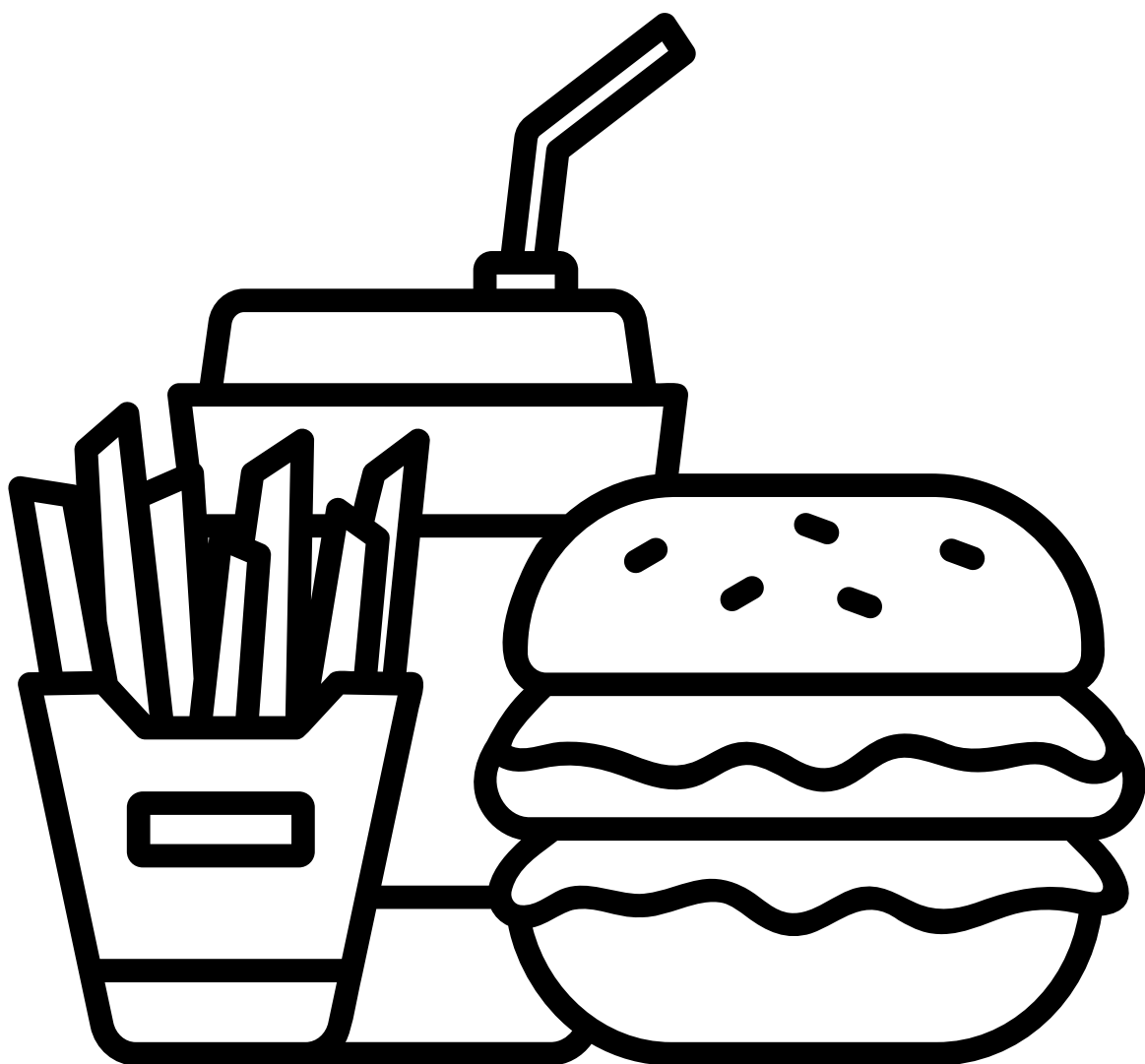
A **reusable water bottle** or **portable travel mug**.



# Food and drink



There is a **cafe** at ufaFabrik where you can buy tea, coffee, snacks and a light meal.



There will also be a **food truck** on site where you can purchase hot meals.



Tea, coffee and water will be provided **free of charge**.



# Look out for the IETM team!



**Asa**  
Secretary General



**Lottie**  
Communications Manager

**Roisin**  
Production Manager



**Toy**  
Production Officer

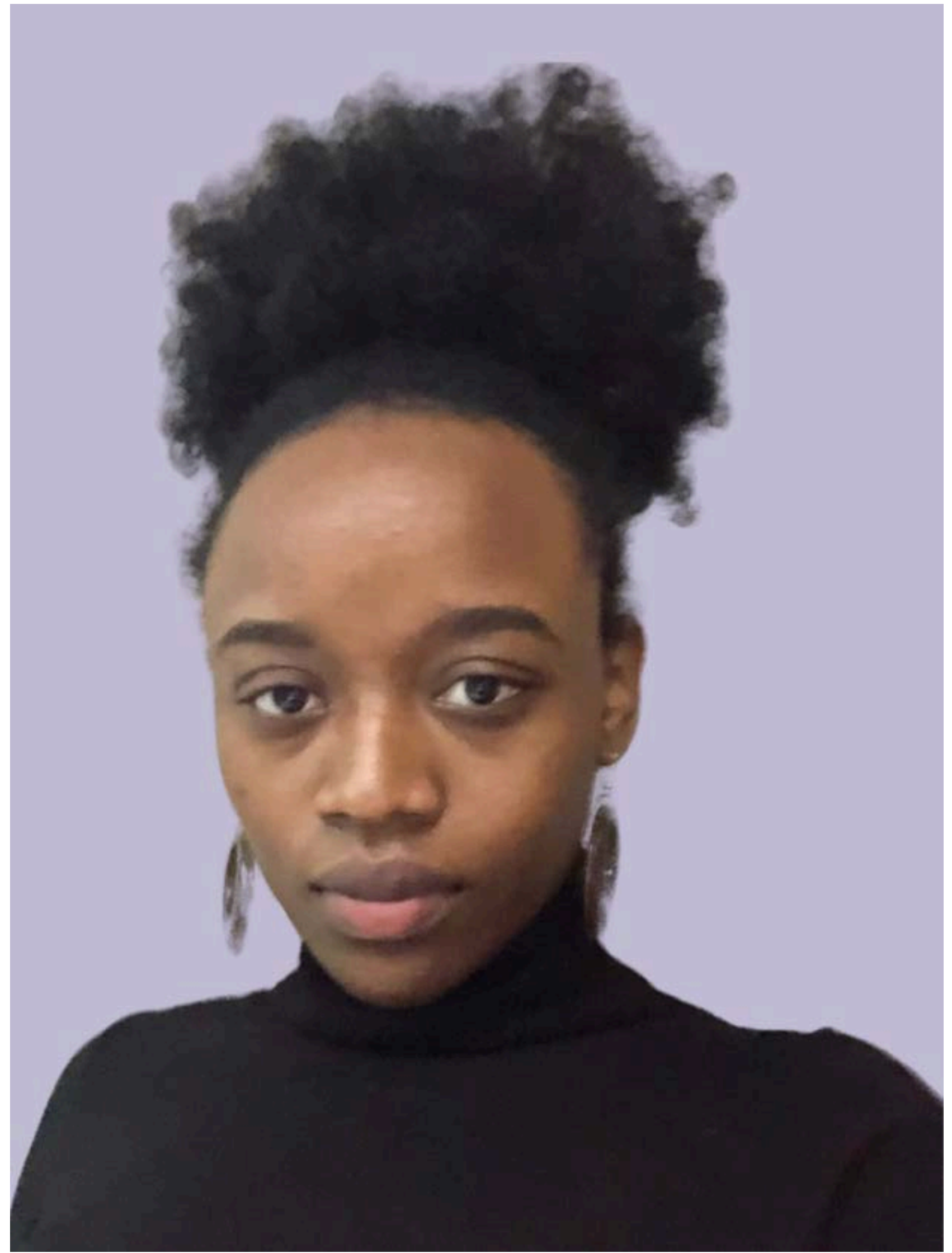




# Look out for the IETM team!



**Margherita**  
Membership Manager



**Giselle**  
Communications & Project  
Officer



**Abdallah**  
Administrator



**Elena**  
Policy Expert