



DATAVARD

OFFICE IN HEIDELBERG

Germany

(last update: March 2017)

WELCOME TO HEIDELBERG OFFICE



LOCATION

Addresses:

- Management/Admin Office:
Römerstrasse 9, 69115 Heidelberg
- Marketing/Telesales Office:
Kurfürstenanlage 36, 69115 Heidelberg
(just around the corner)

CONTACT PERSONS



Alina Schapiro

Office Manager

- +49 6221 87331 32
- alina.schapiro@datavard.com

WELCOME TO HEIDELBERG OFFICE



PARKING

Company parking:

- Entrance next to the office Römerstrasse 9
- Private parking garage
only accessible with transponder after 8PM
- DATAVARD has two visitor parking spaces on
the 2nd ground floor

Follow the instructions on the next slide to find out where they are exactly located.



DIRECTIONS / PARKING

DIRECTIONS

RÖMERSTRASSE 2 | 69126 HEIDELBERG



FROM THE A5 TAKE EXIT
HEIDELBERG / ZENTRUM



FOLLOW SIGNAGE DIRECTIONS TO
SCHLOSS / ZENTRUM



AT ROUNDABOUT TAKE 2ND EXIT
RÖMERSTR.

PARKING

STREET
LEVEL
EG



ENTER PARKING GARAGE
FROM **RÖMERSTRASSE**

SUB
LEVEL
UG2



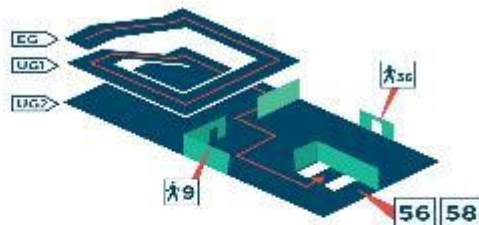
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ON **RÖMERSTRASSE**, VIS-A-VIS **POLICE
STATION** TURN RIGHT INTO **PARKING
GARAGE** ALBERT



TAKE A TICKET AND DRIVE DOWN TO
SUBLEVEL 2 (UG2)



© 2020

56 58

PARK YOUR CAR IN SPACE **56** OR **58** © 2020



TWO ROUTES TO **DATAVARD OFFICES**
EXIT #9 (AUSGANG 9) TAKE ELEVATOR
TO **3.0G**
EXIT #36 (AUSGANG 36) TAKE ELEVATOR
TO **4.0G**

PLEASE BRING YOUR PARKING TICKET TO
BE VALIDATED

HELP / SUPPORT

+49 6221 87331 0

 **DATAVARD**

HOW TO GET TO THE OFFICE

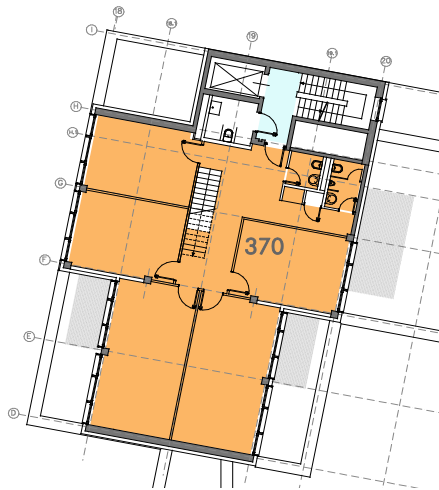


- Entrance to Römerstrasse 9 or Kurfürstenanlage 36
 - Enter the glass door (open during common office hours)
 - Use the elevator/stairs to get to:
 - Römerstrasse: 3rd floor
 - Kurfürstenanlage: 4th floor
 - Ring the bell and wait until somebody opens the door
 - If nothing happens after a certain amount of time, you can try the other office or call (+49)6221-87331 0

OFFICE RULES

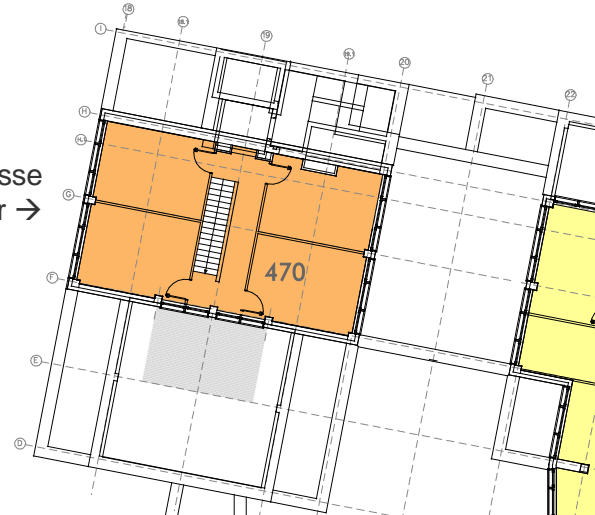
- Do not disturb your colleagues with extreme noise
- Do not use meeting rooms without reserving/booking them in advance
- Keep the meeting rooms clean – after a meeting collect all dirty dishes and keep chairs, cables, adapters etc. in order
- Put dirty dishes into the dishwasher, switch on if its necessary. Don't hesitate to ask somebody if you are not sure.
- Drinking water is available in storeroom before entering office Römerstrasse
- Clean desk policy:
 - Lock your electronic devices any time when leaving your desk/not taking them with you
 - Keep it clean
- Don't leave dishes, empty water bottles at your desk when leaving
- In case of device malfunction notify IT support immediately
- Think green – when leaving the office as the last one turn off the light by e.g. using the central turn off button located close to the entrance doors

SPACEPLANS RÖMERSTRASSE 9 / KURFÜRSTENANLAGE 36

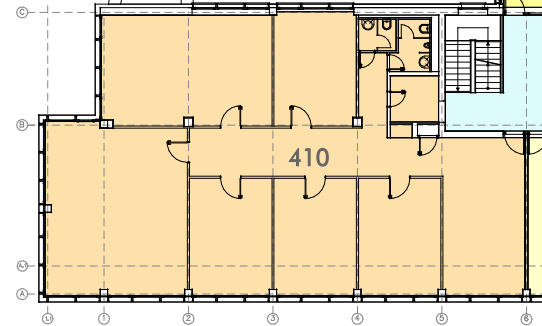


Office Römerstrasse -- 3rd floor

Office Römerstrasse
-- 4th floor →



Office Kurfürstenanlage
-- 4th floor →



MEETING ROOMS



Names and sizes of meeting rooms

Römerstraße 9

Vevey	6 seats
Camper	4 seats

Kurfürstenanlage 36

Bratislava	16 seats
Mailand	4 seats
Leipzig	4 seats
Götz/Petra	4 seats



How to book a meeting room

- Check availability in calendar
 - Naming convention for resources is DV-XX-NAME-OF-MR (e.g. DV-DE-VEVEY, ...)
- Send invitation and "invite" meeting room
 - Naming convention for email is DV-SK-NAME-OF-MR@datavard.com (e.g. DV-DE-VEVEY@datavard.com)

If the meeting room is free, you will receive a confirmation mail.

If not, you will receive a rejection of your request.

WIFI & PRINTERS



WiFi networks

dvd_de

- WiFi for DATAVARD employees
- Connect to company WiFi with password provided by IT-Admin and if prompted log in to the firewall with your domain account and password to gain access.
- **Constant VPN tunnel to SK-infrastructure is in place, no separate VPN connection needed!**

dvd_guest

- Wi-Fi for visitors and private devices that only need internet access (e.g. private smartphones)
- Ask Admin/IT Support for WiFi password



Office printers

Römerstraße 9

- Brother MFC-L8650CDW (includes scanner) – search for “DEHDRPRN01” in your computer’s network printer settings to add it to your devices
- Do not use AirPrint or try reaching the printer by its IP

Kurfürstenanlage 36

- Brother MFC-L8650CDW (includes scanner) – search for “DEHDKPRN01” in your computer’s network printer settings to add it to your devices
- Do not use AirPrint or try reaching the printer by its IP

If the printer is out of toner, contact local IT-Admin (Dominic Holly) or Office Manager (Alina Schapiro)

AIRPORT TRANSFER

BY TAXI:

- distance of ~80 km to the office
- Taxi services provided by TLS GmbH – book your taxi on <https://www.tls-heidelberg.de/online-buchung/> or call +49 (0) 622 177 00 77 (customer number: 2096)

From Frankfurt International Airport (FRA):

- Drivers usually wait at Meeting Point 1

From the office:

- Drivers usually wait in front of Römerstrasse Office or the space on the corner of Römerstrasse and Kurfürstenanlage

BY TRAIN (ICE) / S-BAHN / TRAM:

- Go to <https://www.bahn.com/>
(don't worry, an English version among other languages is available)
- Search for connections between:
Frankfurt (Main) Flughafen \leftrightarrow Stadtbücherei, Heidelberg
(a tram station between Kurfürstenanlage Office and Holiday Inn)
- Choose a connection that fits for you and book a ticket
(you can also directly include a return fare if you have the date for it already)
- Print your ticket before your journey. Your possible interchange points and times will be listed on it, so you should be good to go.



CITY TRANSPORT

TRAIN – HEIDELBERG MAIN STATION

How to get to our office:

By public transport:

- Take bus no. 32 (direction Universitätsplatz) and get off at Römerstrasse

or

- Take tram no. 5 (direction Weinheim) and get off at Stadtbücherei
- For more information about public transport visit:

http://fahrplanauskunft.vrn.de/vrn/XSLT_TRIP_REQUEST2?language=en

By taxi:

- Call a regular taxi
(Uber is unavailable due to legal reasons in Germany)



ACCOMMODATION



Hotels near the office:

Holiday Inn Express

- https://www.ihg.com/holidayinnexpress/hotels/us/en/heidelberg/hdbex/hoteldetail#scmisc=nav_hoteldetail_ex
- Kurfürstenanlage 23, 69115 Heidelberg
- Walking distance from the office – 1 min – across the street
- Tel. +49 6221 428 40

Leonardo Hotel

- <https://www.leonardo-hotels.com/leonardo-hotel-heidelberg-city-center>
- Bergheimer Strasse 63, 69115 Heidelberg
- Walking distance from the office – 10 min
- Tel. +49 (0) 6221 5080

WHAT TO DO IN HEIDELBERG

Bars and restaurants

Close to the office:

- Thanner – <http://www.thanner.net>
- Neckar – <https://www.facebook.com/Neckar-Pizza-Pasta-Vegetarian-669857729737572//>
- Mildners – <http://www.mildners.com>
- Punjab Curry – <http://www.punjab-curry.de>

City center:

- Die Kuh die Lacht – www.diekuhdieLacht.com
- Oskar – www.oskar-hd.de
- Mosch Mosch – www.moschmosch.com/filiale/heidelberg-hauptstrasse
- Dubliner – <http://www.dublinerheidelberg.com>
- Pop Restaurant – <http://pop-restaurant.de>

Attractions

About Heidelberg

Heidelberg is situated at the river Neckar in south-west Germany. It is part of the densely populated Rhine-Neckar Metropolitan Region. In 2015, over 156,000 people lived in the city. Heidelberg is home of the Heidelberg University, contemporary Germany's oldest and among its most reputable universities.

Castle – <http://www.schloss-heidelberg.de/start/>

Alte Brücke (Old Bridge) – <http://www.heidelberg-marketing.de>

Heidelberg Theater – <http://www.theaterheidelberg.de>

ZOO – <http://www.zoo-heidelberg.de>



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