



Information for commercial agencies about booking lectures or visits to plenary sittings for groups via the German Bundestag's online booking portal

1. Travel agencies, tourist guides and all other providers of tourism services must indicate that they are “**commercial agencies**” when entering their contact details in the online booking portal on www.bundestag.de. If a commercial agency submits a booking request as an “individual/private group” or an “organisation/company” (the category for educational institutions, associations, clubs, churches, etc.), the request will be rejected and the agency instructed to resubmit the request as a “commercial agency”.
2. Booking requests for lectures and visits to plenary sittings can be submitted via the online booking portal throughout the year. **We regret that no immediate consideration can be given to requests from commercial agencies (see No. 4).**
3. When submitting a request via the online booking portal, a **complete list of visitors** must be provided, in alphabetical order if possible, listing the last name, first name and date of birth of each visitor. Please ensure all visitors meet the minimum age requirement (they must be at least 15 years old or in their 9th year of schooling).
4. Booking requests for the services offered free of charge by the German Bundestag will be **confirmed or declined**, depending on availability, **at the earliest two weeks (in the case of lectures) or one week (in the case of visits to a plenary sitting) before the requested date.** Please do not contact the Visitors' Service (including by telephone) with enquiries before these time limits, as booking requests cannot be confirmed until then.

Important note: If individuals/private groups or organisations/companies want a commercial agency to manage their trip to Berlin, the commercial agency should advise them to submit a booking request to the Visitors' Service of the German Bundestag direct, as such requests are confirmed or declined immediately, whereas requests submitted by commercial agencies are not confirmed or declined until the time limits specified above.

5. Once a booking has been confirmed, it is possible to **reduce the number of visitors** by contacting the Visitors' Service. However, it is **not possible to increase the number of visitors or change who will be visiting** after a booking has been confirmed. If new or additional visitors are to take part in the same visit, a **new booking request** for these persons **must be submitted** (see no. 3) via the online booking portal.