A Guide for eating at the Humboldt University Canteen (*Mensa HU Süd*)

If you are attending the conference, you are welcome to eat at the Humboldt University canteen (Mensa). Please note that the canteen uses a MensaCard payment system.

1. Where is the canteen?

The canteen "Mensa HU Süd" is located in the main building of Humboldt-Universität zu Berlin (Unter den Linden 6, 10117 Berlin). The canteen is located inside the main university building, where the General Panels take place.

2. Opening hours and food

The canteen is open for lunch on weekdays, generally:

Monday–Friday: approximately 11:00 am – 02:30 pm

The daily menu usually includes several main dishes, including vegetarian and vegan options, as well as side dishes, salads, soups and desserts. The menu changes every day. The current menu and prices can be found on the website of the studierendenWERK Berlin (https://www.stw.berlin/en/student-canteens/overview-student-canteens/humboldt-universität-zu-berlin/mensa-hu-süd.html).

Tip: The canteen can get quite busy between approximately 12:00 and 13:30.

3. Important: You need a MensaCard to pay

You cannot pay for your meal directly with cash or a credit/debit card at the checkout. Instead, you pay using a MensaCard, a rechargeable payment card used in the canteens operated by studierendenWERK Berlin.

4. Which price do I pay?

As an external conference participant, you are considered a "Guest". The menu normally displays three prices: Students | Staff | Guests

You must always pay the last price shown – the "Guests" price.

For example: €2.95 | €3.25 | €3.55

As a conference participant, you would pay €3.55.

5. Getting a MensaCard

A MensaCard requires a €1.55 deposit. You get this deposit back when you return the card. MensaCards can be obtained at the canteen from a MensaCard vending machine located in front of the entrance to the canteen. The MensaCard vending machine is a self-service machine used to issue and/or charge MensaCards. The machine has a screen with instructions, so you can follow the English instructions displayed on the machine.

Important: Bring cash – the vending machine accepts banknotes, not coins. It is therefore a good idea to have a €5, €10, €20 or €50 note available. You will need to pay the €1.55 card deposit when obtaining the card. After receiving your card, you need to load money onto it before paying for your meal.

Conference tip: Get your MensaCard and load it before the lunch rush. This will save you time.

5. Loading money onto your MensaCard

Once you have a MensaCard, you need to put credit on it. Place your MensaCard as indicated on the machine. Select the option to add credit / load the card. Insert the required cash. The amount will be added to your MensaCard. You can also check the remaining balance on the card.

6. Paying for your meal

Choose your food and take your tray to the checkout. Hand your tray to the cashier. Place your MensaCard on the card reader when asked. The price of your meal, which will be the "Guest" price, will be deducted from your card balance. You do not need to pay anything else at the checkout.

7. Returning your MensaCard

If you are only visiting Berlin for the conference, you do not need to keep your MensaCard. At the end of your visit, you can return the card and receive your remaining balance, and the €1.55 deposit back. The card can be returned at the same MensaCard vending machine or at the canteen cashier. The system allows the remaining balance to be refunded up to €20.

Tip: If possible, use up most of your balance during your last meal. This makes returning the card easier and avoids leaving Berlin with unused credit.

8. Quick checklist

Before lunch

☐ Bring cash banknotes

☐ Get a MensaCard (€1.55 deposit)

☐ Load money onto the card

☐ Choose your meal

At the checkout

☐ Pay with your MensaCard

☐ As a guest, pay the LAST price shown on the menu

Before leaving Berlin

☐ Return your MensaCard

☐ Receive your remaining balance + €1.55 deposit