LOGISTICAL NOTE

“GREENING ECONOMIES IN THE EASTERN NEIGHBOURHOOD” (EaP GREEN):
FROM COMMITMENT TO RESULT

01 December 2017, 09:00 - 18:00
Final Conference of the Project, Brussels, Belgium

MEETING VENUE

The Conference will be held in “Senne Ballroom” in Brussels Marriott Hotel Grand Place (situated at: rue Auguste Orts 3-7, 1000 Brussels, Belgium). The closest metro station is “Bourse”. Please see the map below.

The registration will be opened from 08:00 to 09:00 at the “Senne Ballroom” entrance. The conference will last from 09:00 till 18:00.
GETTING TO BRUSSELS FROM THE AIRPORT

Airport transfer will be not provided by the meeting organisers.

Here are the 3 best options to get from the airport to Marriott Grand Place Hotel:

1. **Train:** the train takes you directly from the airport to Gare Centrale in the city center. From the train station, it takes less than 10 minutes to walk to the hotel.

2. **Bus:** take bus number 12 from the airport, change at Place du Luxembourg and take bus number 95, you can get off the bus at “Bourse” bus stop which is close to the hotel.

3. **Alternatively, you can take a taxi.**

Please see detailed information on the official airport web site here.

Click here to see the map of the Brussels’ metro.

**By Train**

The normal metro tickets are not valid for travel on the Airport Line (train line) between the airport and Brussels; therefore you have to buy special trip tickets from the railway stations and at the airport railway station on Level -1 before boarding the train. Check the latest ticket prices at www.b-rail.be.

There are three stops within the city at each of the main railway stations Brussels-Nord, Brussels-Centrale and Brussels-Midi. At each of these stations there are metro lines, buses and trams that connect to other parts of the city. Go to the website for Brussels public transport at www.stib.be.

**By Bus**

Every airport bus departs and arrives at the bus station at Level 0. There are a number of public, private buses and the Airport Express.

*Airport Line*

The Airport Line is a public Brussels Airport bus operated by STIB that take you from and into the European district of Luxemburg and the city centre. There are two buses: Line 12 and Line 21. Line 12 (operates Mon-Fri until 8pm) is express only travels to main stations - the only metro stop is Schuman (EU Headquarters) and the last stop is Luxemburg station.

Line 21 (operates after 8pm on weekdays and on weekends) has many more stops and ends at Hertog / Ducale, the metro stops are Schuman and Trone. The last stop is close to the city and just outside the Royal Palace - a 10 minute walk from Brussels Centrale. Fares are €3 outside the bus; €4 on the bus; €21 for 10 trips.

*De Lijn*

The bus company De Lijn has regular services between Brussels Airport and Brussels and also to the regional areas of Brussels such as Leuven and Kortenberg. Bus number 471 goes to and from Brussel-Nord station and takes 45 minutes. Bus number 659 takes you to and from metro station Roodebeek.

**By Taxi**

All permanent taxi stands are located outside the Arrival Hall. It will cost approximately €35 to travel into the city centre (such as Brussels Centrale). Avoid getting into unlicensed vehicles posing as taxis which may overcharge you for their services. There is not a distinctive taxi look. Taxis are different makes and colours so look out for the yellow and blue license emblem and the triangular stand at the top of the taxi.
ACCOMMODATION

Only for participants eligible for OECD financial support:

Pre-paid hotel accommodation will be arranged by the meeting organizers for the invited participants from the EaP countries at "Brussels Marriott Hotel Grand Place" (situated at: rue Auguste Orts 3-7, 1000 Brussels, Belgium) in accordance with their itinerary.

Other participants:

The participants are kindly asked to make their hotel reservations individually. If you wish to stay in Brussels Marriott Hotel Grand Place at a special rate of EUR 149 per night (breakfast including), here is the reservation link you can use to make online reservations:

Book your group rate for OECD Regional Conference

If you need any help with hotel accommodation, please do not hesitate to contact Irina Belkahia at irina.belkahia@oecd.org or +33 (0) 1 45 24 17 99 (office).

BADGES AND REGISTRATION

The registration will be opened on 01 December 2017 from 08:00 to 09:00 at the “Senne Ballroom” entrance.

All participants are invited to pick up their badges at the Registration desk at the Conference room entrance and sign against their name in the participants list. Given the high number of participants, everybody is encouraged to get registered as early as possible.

MEALS

30 November 2017 – Welcome dinner in the hotel’s restaurants starting at 19:00.

01 December 2017:

- Organic Coffee/Tea (from 10:30 to 11:00);
- Organic Lunch (from 12:30 to 14:00);
- Organic Coffee/Tea (from 16:30 to 17:00);
- Organic Cocktail (from 18:00 to 20:00).

The dinner on 30 November and the lunch on 01 December will be served at the Midtown Grill restaurant, situated at the ground floor.

The coffee breaks will be arranged in the foyer next to the Conference room entrance.

The cocktail will be organised in the foyer next to the Conference room entrance.

MEETING DOCUMENTS

Relevant documents are circulated electronically. Printed copies of all core documents (agenda, updated EaP GREEN Brochure) will be available in the meeting room.

Other relevant reports will be available for display only.

Power Point presentations will be available in English only and will not be printed for distribution but uploaded on the web site after the Conference.
MEETING LANGUAGES AND FACILITIES DURING THE CONFERENCE

The meeting languages are English and Russian. Simultaneous interpretation service will be provided.

The OECD will not be able to arrange for copies of documents provided by the participants. If participants would like to display or disseminate their own materials at the meeting, they are kindly asked to arrange for the shipment of such materials in advance or bring with them a sufficient number of copies to be distributed. We estimate that the total number of participants will be approximately 100.

REIMBURSEMENT OF TRAVEL EXPENSES

Only for participants eligible for OECD financial support:

The OECD will provide limited financial support to the invited participants. This will include a pre-paid return economy class air ticket, pre-paid hotel accommodation in accordance with travel itinerary, a lump sum to cover terminal charges, meals and other expenses related to participation in the Conference.

The reimbursement of the travel expenses will be made by a bank transfer after the Conference. Please note that the OECD will not be in a position to reimburse any expenses which were not agreed upon in advance.

In order to be reimbursed, the participants are kindly asked to provide the originals of the following documents:

1) acceptance letter;
2) invoice;
3) visa receipt (if applicable).

Please give these documents upon your arrival to Ms Irina Belkahia. These documents are required for reimbursement of your travel costs.

LIABILITY AND INSURANCE

The OECD will not take any responsibility for injuries or damages involving persons or property during the Conference. Participants are advised to take their own personal insurance prior to coming to Brussels.

For any logistical questions please contact Irina Belkahia at
Tel: (+33) 1 45 24 17 99 (office) or (+33) 6 13 78 91 35 (mobile)
E-mail: irina.belkahia@oecd.org

WE ARE LOOKING FORWARD TO SEEING YOU IN BRUSSELS!