LOGISTICAL NOTE

First meeting of the EU4Environment Regional Assembly

27-28 June 2019, Brussels, Belgium

MEETING VENUE

The meeting starts at 09:00 on Thursday, 27 June 2019 and ends at 15:15 on Friday, 28 June 2019. The registration with welcome coffee will be opened from 08:00 to 09:00.

It will be held in Bedford Hotel *** & Congress Centre (Rue du Midi, 135, 1000 Brussels, Belgium), conference room “Armstrong”. The closest metro station is “Anneessens” (lines 3 & 4). Please see the map below and Brussels metro plan here.
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 Luxembourg 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 Bedford Hotel *** & Congress Centre (Rue du Midi, 135, 1000 Brussels, Belgium) in accordance with their itinerary.

Other participants:

The participants are kindly asked to make their hotel reservations individually.

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 27 June 2019 from 08:00 to 09:00 in the "Armstrong" room.

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

“Buffet” lunches will be offered to all participants on 27 & 28 June 2019 at the hotel’s restaurant « Le Magellan », on the first floor. Coffee breaks will be offered to all registered meeting participants on 27 & 28 June 2019 inside the conference room. Time for lunches/coffee breaks is specified in the draft agenda.

In the evening of 27 June 2017, all participants will be invited to join a Cocktail starting at 18:00 (till 20:00). More details will be provided during the meeting.

MEETING DOCUMENTS

Relevant documents will be circulated electronically. Printed copies of all core documents (agenda, draft work plans, Description of the Action, leaflet in English and national languages) 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 meeting.

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 60.
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 meeting.

The reimbursement of the travel expenses will be made during your stay in Brussels via Western Union. 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 contact upon arrival Ms Soojin JEONG (Soojin.JEONG@oecd.org) and provide the originals of the following documents:

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

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) 7 72 29 61 70 (mobile)
E-mail: irina.belkahia@oecd.org

WE ARE LOOKING FORWARD TO SEEING YOU IN BRUSSELS!