



## Training Seminar for European Documentation Centres Brussels, 3-5 December 2013

### PRACTICAL INFORMATION

You are kindly requested to attend the event from the welcome (09.00 on 4 December) to the closing session (13.00 on 5 December).

### VENUE AND ACCOMMODATION

#### Bloom Hotel

- > Rue Royale 250/Koningsstraat 250, 1210 Brussels.
- > Telephone: +32 (0)2 220 66 11.
- > Website: <http://www.hotelbloom.com/default-en.html>
- > Closest metro station: Botanique/Kruidtuin (Lines 2 and 6, 20 metres from hotel).
- > Take exit: Rue Royale/ Koningsstraat.

A single room (breakfast included) has been booked for you for 2 nights (3-5 December 2013).

Travel, accommodation and catering costs are covered by the European Commission. Any other expenses during your stay at the hotel (telephone, mini-bar etc.) will be charged directly to your bill when you check-out.

### HOW TO GET THERE FROM THE AIRPORT

- > By taxi: Taxis permanently available in front of the arrivals hall. Fare from the airport to the hotel is normally around €40. Licensed taxis can be recognised by their blue and yellow emblem.
- > By train: Brussels airport train station is located below the terminal (basement level -1). Up to 4 trains per hour connect the airport to Brussels North (Brussel Noord) railway station. Bloom Hotel is a 500m walk from Brussels North station.
- > By bus and metro: Take bus 12 or 21 (on level 0 - one floor down from the arrivals). Tickets cost €4 per person one-way from the GO ticket vending

machine or €6 on the bus. Journey time approx. 30 minutes. Get off at bus stop Schuman and then take metro Line 1 (direction Gare de l'Ouest/Weststation) or 5 (direction Erasme), change at Arts-Loi/Kunst-Wet (two stops) and take Line 6 (Direction Elisabeth) and get off at Botanique/Kruidtuin (two stops).

### HOW TO GET THERE FROM GARE DE MIDI/ZUID-STATION TRAIN STATION

Take metro line 2 or 6 ((Direction Elisabeth) and get off at Botanique/Kruidtuin (8 stops).

### GUIDED TOUR OF THE EUROPEAN PARLIAMENT VISITORS' CENTRE 'PARLAMENTARIUM'

Participants will be offered a guided visit of the European Parliament Visitors' Centre 'Parlamentarium' on 3 December from 17.00 to 18.30. Please gather in the hotel lobby at 16.00. You will be taken by bus to the Parlamentarium and back to the hotel after the visit.

- > Address of Parlamentarium:  
Willy Brandt Building  
Rue Wiertz 60/Wiertzstraat 60  
B-1047 Brussels

The visit will be followed by a cocktail and dinner at 19.30 at the Bloom Hotel.

### REGISTRATION

On 4 December from 08.30 to 09:00 at the Bloom Hotel, Level -1, where the meeting takes place. Direct access via the elevators.

Please sign the attendance sheet both days.

## TRANSPORT

American Express Business Travel will contact you directly to settle the timetables and tickets for your travel. The travel expenses from your city to Brussels by train or flight will be covered by the European Commission, using the applicable travel rule of most economic tariff.

The local travel expenses between your home/office and the airport or railway station will not be reimbursed; neither will those between the airport/railway station and the training location/your hotel in Brussels. The European Commission will not cover the travel expenses incurred by you in case you use your own car.

## Interpretation

Simultaneous interpretation in English, French and German will be provided during the plenary sessions.

## Meals

All meals will be served in the “OO!” Restaurant on the ground floor of the Bloom Hotel:

- > *Tuesday 3 December*  
Cocktail in the ‘Smoods’ bar area near reception at 19.30 followed by welcome dinner in “OO!” restaurant
- > *Wednesday 4 December*  
Breakfast, lunch at 13.00 and dinner at 19.30
- > *Thursday 5 December*  
Breakfast, lunch at 13.00

## Security

Participants are expected to take reasonable measures to protect their property throughout the event.

## WIFI

Free WiFi is available all throughout the hotel. Access code can be obtained from reception.

## USEFUL TELEPHONE NUMBERS

European Commission event organisers:

- > *Lena De Visscher* +32 (0) 460 757348
- > *Linda Cain* +32 (0) 460 751153

Emergency numbers:

- > *Police: 101*
- > *Ambulance: 112*

**The European Commission organising team looks forward to welcoming you!**

