

Social Media Training Seminar for EDICs

Brussels, 25th & 26th March 2014

PRACTICAL INFORMATION

You are kindly requested to attend the event from the welcome (09.15 on 25th March) to the closing session (13.00 on 26th March).

ACCOMMODATION

Renaissance Brussels Hotel

Rue du Parnasse 19 / Parnassusstraat 19
1050 Brussels.

Telephone +32 (0)2 505 29 29

Hotel website

<http://www.marriott.com/hotels/travel/brubr-renaissance-brussels-hotel/>

A single room (breakfast included) has been booked for you for 2 nights (24th and 25th March 2014).

Accommodation and catering costs are covered by the European Commission. When checking-in, you will not be required to provide the hotel with your credit card. For your convenience, an express check-out is arranged for 25th March. Before leaving, you can drop off your key in the designated box in the lobby. However, this means that any other expenses incurred during your stay at the hotel (room-service, drinks in the hotel bar, etc.) have to be paid for by you on the spot.

HOW TO GET THERE FROM THE AIRPORT

By bus: 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 (no banknotes) or €6 on the bus. Journey time approx. 30 minutes (6 stops with bus 12 and 31 stops with bus 21). Get off at bus stop Luxembourg (bus terminus) in place Luxembourg ±250 metres from the hotel.

By taxi: Taxis are permanently available in front of the arrivals hall. Fare from the airport to the hotel is normally around €50. Licensed taxis can be recognised by their blue and yellow emblem.

HOW TO GET THERE FROM GARE DE MIDI/ZUIDSTATION TRAIN STATION

Take the bus 27 (direction Andromede) and get off at bus stop Luxembourg, in place Luxembourg (11 stops).

MEETING VENUE - REGISTRATION

On 25th March from 08.30 to 09:15 at the Management Centre Europe (Rue de l'Aqueduc 118 / Waterleidingsstraat 118, 1050 Brussels). Buses will transport attendees from the hotel and back again. Buses will leave from the front of the hotel at 08.15 prompt and from the Management Centre at 18:00 on 25th March and at 13:00 on 26th March.

Please sign the attendance sheet both days.

TRANSPORT

American Express Business Travel has contacted 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 will be provided in English and French during the plenary sessions. Hands-on training will be in English or French, according to the choice you gave in the survey.

MEALS

The following meals will be provided:

Tuesday 25th March

Breakfast at the hotel,
lunch at the Management Centre at 12.45
and apéritif at 19.30,
followed by dinner at the hotel.

Wednesday 26th March

Breakfast at the hotel.

SECURITY

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

OTHER FACILITIES

Free WiFi is available throughout the Management Centre and in the lobby and public areas of the hotel. Access to World Class Fitness Centre at the hotel (including the pool) is also provided, free of charge.

USEFUL TELEPHONE NUMBERS

European Commission event organisers:

→ Lena De Visscher +32 (0) 460 757348
→ Linda Cain +32 (0) 479 065247

Emergency numbers:

→ Police 101
→ Ambulance 112

The European Commission organising team looks forward to welcoming you!

