



# TRAINING SEMINAR FOR EUROPEAN DOCUMENTATION CENTRES BRUSSELS • 2-3 JUNE 2016

Venue: Thon Hotel Brussels City Centre, Avenue du Boulevard 17, 1210 Brussels

## PRACTICAL INFORMATION

### CONFERENCE VENUE AND ACCOMMODATION

#### Thon Hotel Brussels City Centre

Avenue du Boulevard 17, 1210 Brussels

(Nearest metro station: [Rogier](#))

Tel: +32 (0)2 205 15 11

E-mail: [brusselscitycentre@thonhotels.be](mailto:brusselscitycentre@thonhotels.be)

Website: [www.thonhotels.com/hotels/countrys/belgium/brussels/thon-hotel-brussels-city-centre/](http://www.thonhotels.com/hotels/countrys/belgium/brussels/thon-hotel-brussels-city-centre/)

According to your travel arrangements, a single room (breakfast included) has been booked for you for 1 or 2 nights (nights of 1 and/or 2 June 2016).

When checking-in, you will be required to provide the hotel with your credit card or 25 euros per night deposit. For your convenience, an express check-out is arranged for you on 3 June. To check out, you can simply drop off your key in the designated place in the reception, provided you have not incurred extra charges (e.g. phone, room service etc). Otherwise, please check out at the reception.

You are kindly requested to attend the event from the Welcome (08.45 on 2 June) to the end of the Closing Session (13.00 on 3 June). Registration is open from 08.00 to 08.45 on Thursday 2 June and from 08.30 to 09.00 on Friday 3 June on the first floor in front of the Plenary Session room (OSLO). To access the Plenary Room, walk past the bar and then round the back of the restaurant and go up the stairs at the end of the corridor (see plan).

**Please sign the attendance sheet on both days.**

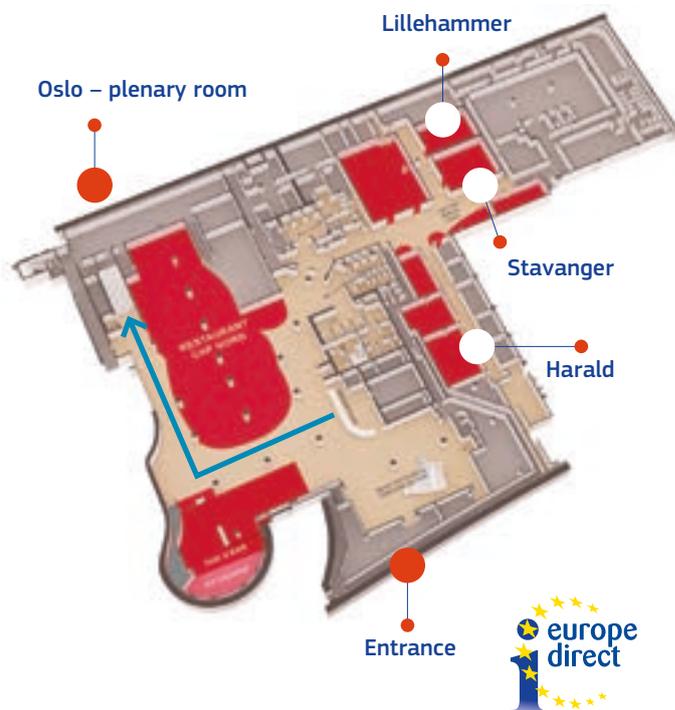
Accommodation, breakfast on 2 and 3 June, lunch and dinner on 2 June and a sandwich lunch on 3 June are covered by the European Commission. These meals will be provided at the hotel. Please note that the hotel restaurant will be

closed on Wednesday evening 1st June. For information about restaurants close to the hotel, the hotel staff will be happy to help you.

## TRANSPORT

BCD Travel has contacted you directly to settle the time-tables 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 cannot cover the travel expenses incurred by you in case you use your own car.



## Directions to Thon Hotel Brussels City Centre from the airport

**By bus:** you can take De Lijn bus 272 or 471 direction **Brussels City** (bus stop at level 0 in the airport – one floor below arrivals). We recommend that you buy your ticket at the Press Shop Relay Bxl Airport Arrivals, 3€ per person per journey instead of 6€ on the bus. Get off at **Gare du Nord (Brussel-Noord)** (16 stops). The journey takes around 30 minutes.

From there, you can walk to Place Rogier (around 7 minutes – 700 m) or you can take the underground tram 3 direction **Churchill** or 4 direction **Stalle** (for the tram, buy a ticket at the 'GO' machines or in the tram. If you chose the latter, please note that you will have to pay either with coins or with a bank note of maximum 5€). Get off at **Rogier** station (one stop).

**By train:** you can take the 'Brussels Airport Express' train (station on level -1) towards **Gare du Midi/Zuid station** and get off at **Gare du Nord (Brussel-Noord)**. We recommend that you buy your ticket from the GO machines for €8.60 as they will charge you €7 extra for tickets bought on the train. The journey takes around 20 minutes.

From there, you can walk to Place Rogier (around 7 minutes – 700 m) or you can take the underground tram 3 direction **Churchill** or 4 direction **Stalle** (for the tram, buy a ticket at the 'GO' machines or in the tram – if you chose the latter, please note that you will have to pay either with coins or with a bank note of maximum 5€). Get off at **Rogier** station (one stop).

## Directions from Gare de Midi/Zuidstation railway station

You can take underground tram 3 direction **Esplanade** or 4 direction **Gare du Nord**. Get off at **Rogier** station (8 minutes – 5 stops).

## INTERPRETATION

Interpretation from/into English, French and German will be provided during the plenary sessions.

No interpretation will be provided during the workshop sessions, which will take place in English.



## CONFERENCE DOCUMENTS

All documents related to the conference, including presentations and conclusions, will be posted on the Europe Direct intranet.

## SECURITY

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

## WIFI

Free WiFi is available throughout the hotel via the conference code: EDC.

## USEFUL TELEPHONE NUMBERS

### Event organisers:

ICF Mostra, Valérie Mindlin: +32 (0)477/34 26 62

### Single EU emergency number

(police, ambulance, fire brigade): 112

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

