

rand

GRAND BARGAIN LOCALISATION WORKSTREAM - GLOBAL MEETING

23 - 24 OCTOBER 2019 – BRUSSELS

Logistics Note for Participants

ORGANISED BY



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

HOSTED BY



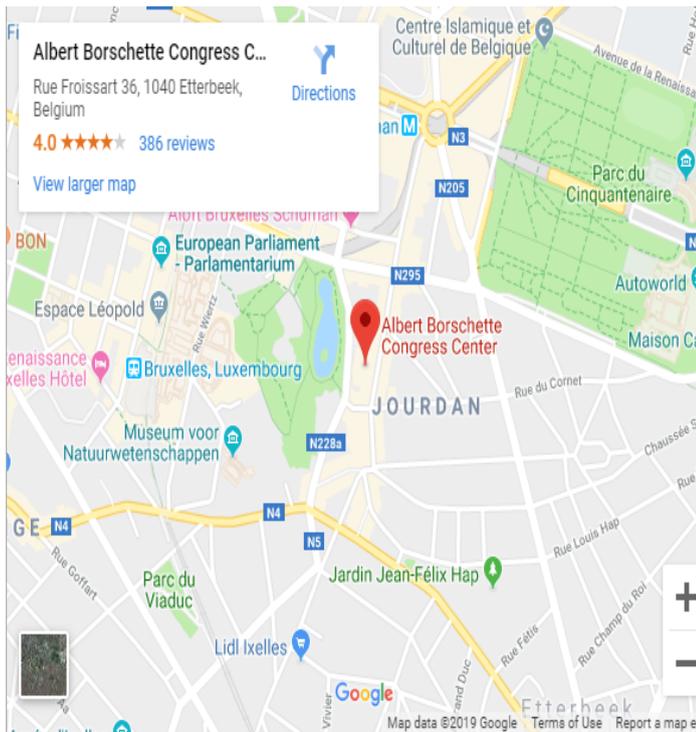
European Union
Civil Protection and
Humanitarian Aid

1. Venue
2. Accommodation
3. Visa Arrangements
4. Transportation
5. Registration
6. About Brussels

This note contains important information about the Localisation Workstream Global Meeting and is designed to help you plan and make the most of your time. Please read carefully and don't hesitate to get in touch with us if you have any questions about your attendance.

VENUE

The Localisation Workstream Global Meeting will be held at the Albert Borschette Congress Centre, Rue Froissart 36, 1040 Etterbeek, Belgium



Albert Borschette Congress Centre
Rue Froissart 36, 1040 Etterbeek
<https://www.etterbeek.be/>
Phone: +32 2 627 23 22

CONFERENCE FACILITIES

All conference facilities and meeting rooms are equipped with WIFI. Participants are encouraged to bring their own laptops and an adaptor if required.

CATERING

Two buffet lunches on 23 - 24 October 2019 and coffee breaks will be offered to all registered meeting participants.

ACCOMMODATION

The meeting organisers have compiled below a list of recommended hotels that are in close proximity to the meeting venue (see page 1).

1. [Hotel Sofitel Brussels Europe](#), Place Jourdan 1, 1040 Brussels.

Located at the European Quarter of Brussels, this hotel is a few minutes' walk from the meeting venue and has been booked for sponsored meeting participants. Self-paying participants who are able to make reservations before the cut off date of 30th September may be able to avail of the meeting discounted rate of 230 Euros per night (bed and breakfast, exclusive of city tax) by filling in this [registration form](#) and emailing it to h5282-sb2@sofitel.com.

2. [Thon Hotel](#), Wetstraat/Rue de la loi 75, 1040 Brussels

Also located at the European Quarter of Brussels and several minutes' walk from the meeting venue. Published rate is 240 Euros per room per night.

3. [Stanhope Hotel](#), Rue de Commerce 9, 1000 Brussels

Located between the European Quarter and the Royal Palace and is 1.4 km away from the meeting venue. Published rate is 195 Euros per room per night

FOR WORKSTREAM SUPPORTED PARTICIPANTS:

Supported participants do not need to make their own reservations in Brussels: the conference organisers will arrange for their accommodation during the time of the conference (22 - 24 October 2019).

They will receive a hotel booking confirmation by e-mail.

Please note that sponsored participants must hold valid travel insurance (incl. health) for the duration of their stay in Belgium.

VISA ARRANGEMENTS

Please be advised that apart from Workstream sponsored participants, it is the responsibility of participants to obtain a visa to enter Belgium/Schengen area, if applicable. Please note that visas are generally not obtainable at the point of entry into Belgium. Participants who need an entry visa are requested to apply for it with a valid passport and the required additional documents at the nearest Belgian mission/representation. Please consult the nearest Belgian Embassy or Consulate for visa application deadlines and documentation required. Ensure that your application is done well in advance.

(http://diplomatie.belgium.be/en/services/travel_to_belgium/visa_for_belgium/)

TRANSPORTATION

To get to the city center of Brussels from the airport, you have the following options:

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. 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.

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.

REGISTRATION

Meeting participants are kindly asked to register at the registration desk located at the reception of the Albert Borschette Congress Centre from 8:30am - 9:00am on both days of the conference.

ABOUT BRUSSELS

CLIMATE

The average temperatures you'll face in October would be between 8.0°C and 15.0°C, with a humidity rate of 83%.

TIME

The time in Brussels is Central European Summer Time (CEST).

ELECTRICITY

In Belgium, the power sockets used are of type E. This socket also works with plug C. Plug F will work if it has an additional pinhole. For any other type, you will need a travel plug adapter to plug in.



MONEY

The Belgian currency is the Euro (€).

There are many exchanges offices at the airport, at train stations, or in the city centre of Brussels converting most of the major currencies.

You will be able to use ATMs at the airport to withdraw Euros.

EMERGENCY NUMBERS

Dial 112 for any type of emergency - fire, medical and police.

CONTACT US

For logistics queries prior to the conference, you may contact any of the following:

IFRC:

Coree Steadman

T: +41 22 730 4929

E: coree.steadman@ifrc.org

Christian Aid:

Leticia Garcia

T : + +44 (0) 20 7523 2160

E : LGarcia@christian-aid.org

W: https://media.ifrc.org/grand_bargain_localisation/grand-bargain-localisation-workstream/conferences/