



EUROPEAN UNION

CIVIL SOCIETY FORUM NEIGHBOURHOOD SOUTH

26-27 MAY 2016
BRUSSELS

PRACTICAL INFORMATION GUIDE



PRACTICAL INFORMATION

I. ARRIVING BRUSSELS

BRUSSELS AIRPORT TO CITY CENTER

General information no: 02 528 28 28 (or 02 555 25 25 for dial phones)

AIRPORT BRUSSELS-NATIONAL (ZAVENTEM)

Airport Line

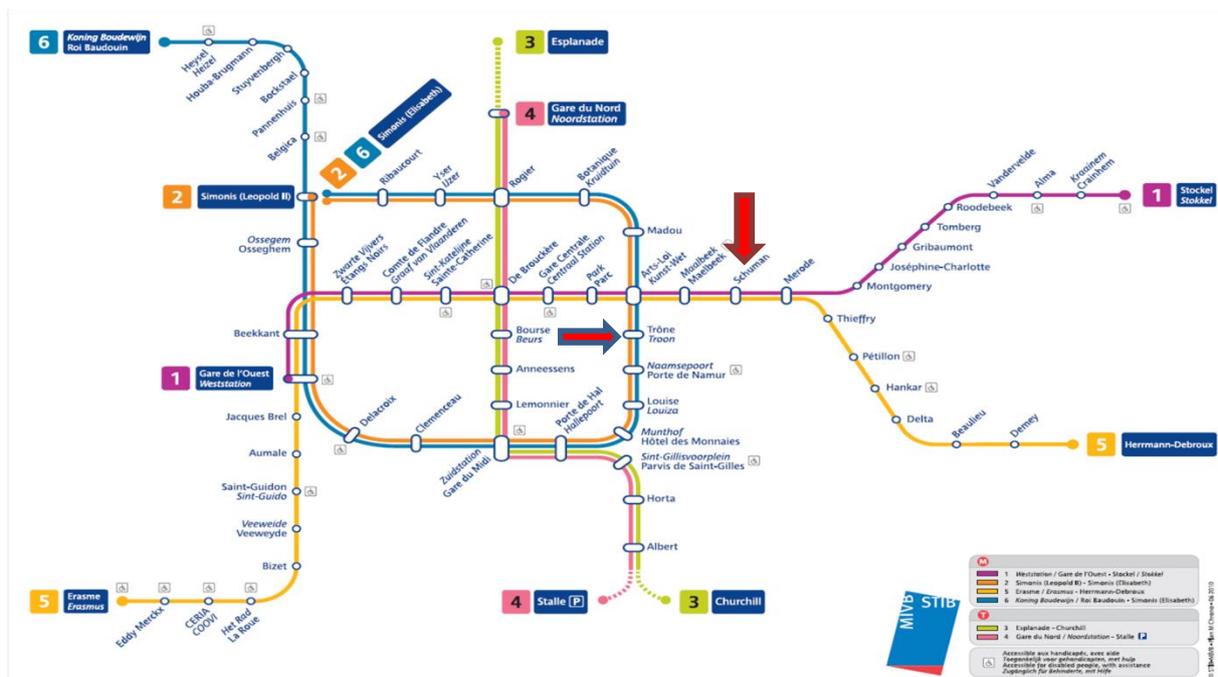
- Train (get off at gare centrale)
 - Bus 12 (fast line)
 - Bus 21
- By bus: You need to get off at Place de Luxembourg for Hotel Renaissance
You need to get off at Schuman for Hotel Aloft

CHARLEROI AIRPORT

- Shuttle Bus to Gare du Midi (Zuidstation)
- Metro from Gare du Midi

METRO

From Gare du Midi
to Metro Stop "Trone" and 8-10 minutes walk (for Hotel Renaissance)
to Metro Stop "Schuman" 5 minutes walk (for Hotel Aloft)



II. ACCOMODATION

HOTEL RENAISSANCE

Address: Rue Parnasse 19, Elsene/Ixelles, 1050 Brussels, Belgium

Phone: +32 2 505 29 29

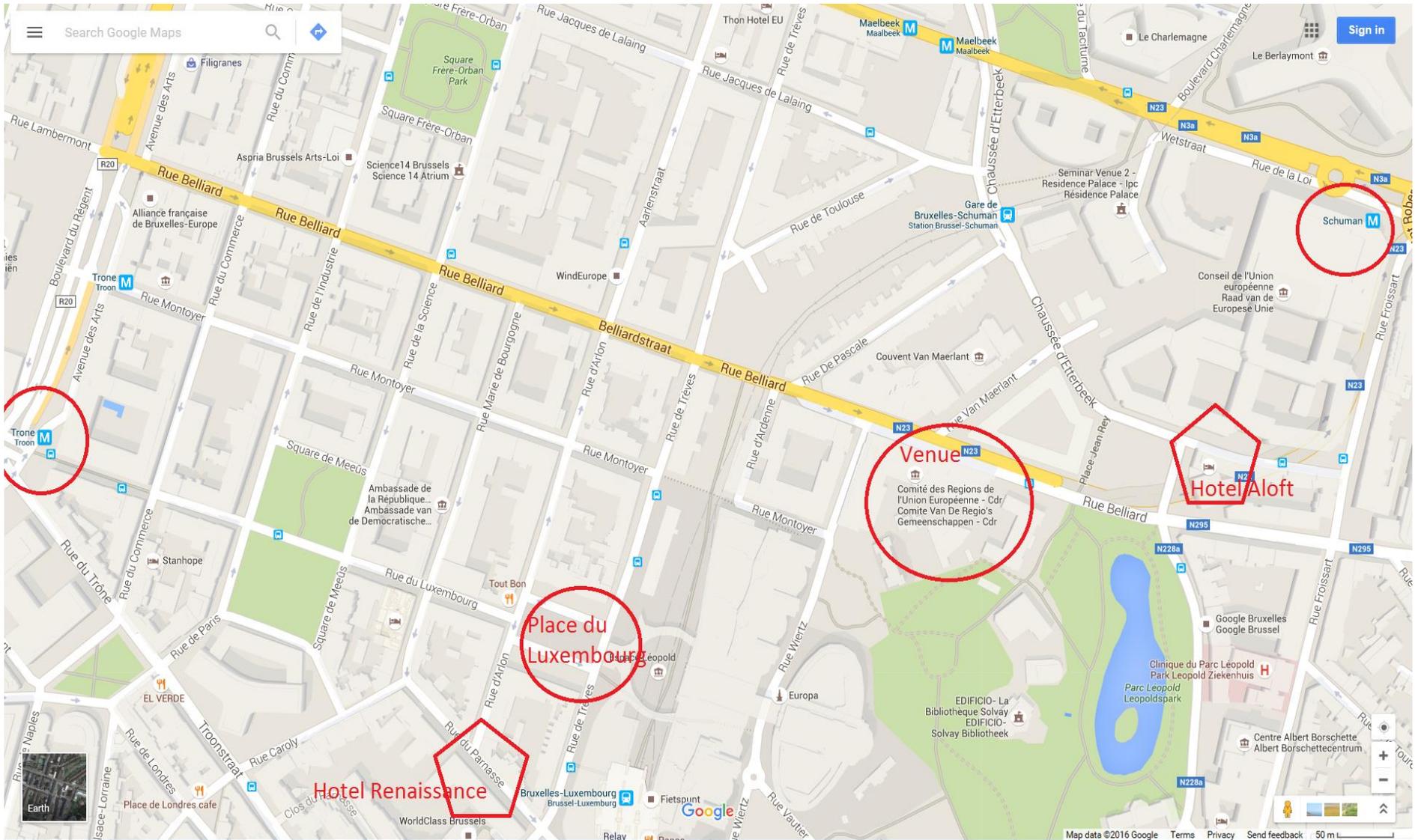
Website: <http://www.marriott.com/hotels/travel/brubr-renaissance-brussels-hotel/>

HOTEL ALOFT

Address: Place Jean Rey, Brussels, 1040, Belgium

Phone: +32 2 2009015

Website: <http://www.aloftbrussels.com/>



III. VENUE

EUROPEAN ECONOMIC AND SOCIAL COMMITTEE
COMMITTEE OF REGIONS

Address: 99 RUE BELLIARD, BRUSSELS

Website: <http://www.eesc.europa.eu/>



IV. CITY INFORMATION

Tourism Info

<http://www.brussels.be/>

<https://visit.brussels/en>

Public Transportation

<https://www.stib-mivb.be/index.htm?l=en>

Taxi Vert- +32 2 349 49 49

<http://www.taxisverts.be/>

Taxi Bleu - +32 2 268 00 00

<http://www.taxisbleus.be/index.php/>

* Any transportation is at participants own cost. (Metro, bus, taxi will not be reimbursed by Cecoforma).

** Sponsored participants will receive daily allowance (to cover evening meals and other costs such as transportation) from Cecoforma.

V. CECOFORMA – In Case of Emergency

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VI. FOR PARTICIPANTS COVERED BY THE EC ONLY

Hotel arrangements

We will provide you a room breakfast included in Renaissance hotel. The hotel will be fully paid by the European Commission for 3 nights maximum: 25 – 28/05. All additional accommodation will be on your own payment. We will take care of sending your name to the Renaissance hotel so you do not need to contact the hotel directly.

Travel arrangements

Cecoforma has booked a round trip ticket for you once your participation is confirmed. You have received a travel proposition from UTS Travel Agency. Once received, this ticket cannot be changed. Travel insurance will be provided with the ticket. All further changes will be on your own.

We would like to remind you that, following the EC rules, if you request an alternative itinerary (i.e. not flying from and back to the same city) or fly at different dates than proposed by the travel agency, and if this alternative itinerary is more expensive than the one proposed, the price difference between those tickets must be covered by the participant.

Please keep your boarding passes to provide them together with a copy of your passport upon registration at the event venue and to receive the daily allowance. In case you need reimbursement for visa issuing costs, please provide the relevant original receipt and a copy of the passport page where your visa appears.

Daily allowance

A daily allowance of €50 will be provided for each overnight stay. The allowance will be distributed in cash upon registration.

Please prepare a copy of your passport, visa receipt, police insurance if any and your boarding passes for the Registration.

Local transportation

Local transportation is included in the costs of your daily allowances. So you are very welcome to organise this transfer up to you : by train, bus or taxi (please see above). Please note that you have to leave the hotel 3 hours et half before the time of departure of your flight.