

High Level Conference on: EU-Africa: Partnership for Development and Security - Brussels, 15-16 September 2010

GENERAL INFORMATION

1) Meeting venue

Belgian House of Representatives – Hemicycle
Access through: Place de la Nation 2, 1008 Brussels

2) Meeting secretariat

For any information regarding this meeting please write to the following address:
itarazona@assembly.weu.int or call : +33 1 53 67 24 51

Website : <http://www.parlement-eu2010.be>

3) Accommodation

- Hotel bookings can be made via internet where the room rates are also listed :
<http://secure-squatra.be>. Preferential rates and availability **are only guaranteed until 2 August 2010**. Cancellation is free of charge up to 3 days before the date of arrival.

Participants are responsible for their hotel bookings and payment of their room.

Rooms have been booked in 4 hotels :

- | | |
|---|---|
| ▪ Radisson SAS Royal Hotel, Brussels
(5 stars)
Rue Fossé-du-Loups 47
1000 Brussels | ▪ Royal Windsor Grand Place Hotel (5 stars)
Rue Duquesnoy 5
1000 Bruxelles |
| ▪ Novotel Grand Place Hotel (4 stars)
Rue du Marché aux Herbes 120
1000 Bruxelles | ▪ Le Méridien Brussels Hotel (5 stars)
Carrefour de l'Europe 3
1000 Bruxelles |

4) Meeting registration

Please find enclosed a copy of the registration form, which each delegation member (accompanying interpreters included) is required to complete. Registration forms should be returned **before 1 September 2010** by fax to number +33 1 53 67 22 01 or by e-mail to itarazona@assembly.weu.int

5) Arrival and departure of the delegations

Participants are requested to arrange their own transport from the airport or the railway station to their hotel and at their own expense.

6) **Transfers**

Bus transport will be provided for all participants between the conference hotels and all meeting and reception venues.

7) **Accreditations**

All participants will be provided with an accreditation badge at the registration desk in the House of Representatives which will be open from **09.30 on Wednesday 15 September 2010**.

8) **Interpretation**

Simultaneous translation will be provided in French, Dutch and English.

9) **Documents**

Conference documents will be updated regularly on the website: <http://www.parlement-eu2010.be>

10) **Press**

The conference is open to the press.

Press counsellor of the ESDA / Assembly of WEU: **Mrs Corine CABALLERO**

Email: ccaballero@assembly.w eu.int

Tel: +33 1 53 67 24 61

11) **Internet access**

An office with computers with internet access, fax machine and telephone will be open to participants. A wi-fi connection will also be made available (user name and password available at the accreditation desk).

12) **Non-smoking policy**

Smoking is strictly prohibited in the House of Representatives.

13) **Currency**

Euro is the currency in use in Belgium.

The Conference hotels can provide currency exchange.