

Conference of the Infrastructure committee Chairs Brussels, 28-29 November 2010

GENERAL INFORMATION

1) Conference venue

Belgian House of representatives – Plenary session room
Access through : Place de la Nation 2, 1008 Brussels

2) Conference secretariat

For any information regarding this Conference please write to the following address :
cominfra2010@dekamer.be, or call : +32 2 549 86 00 (Joris Van Den Bossche) or +32 2 549 82 32 (Serge De Ryck).

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

3) Accommodation

Hotel bookings can **only** be made on-line **before Friday 15 October 2010**: www.secure-squatra.be

Rooms have been booked in 3 hotels :

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| ▪ Le Royal Windsor Hotel (5 stars)
Rue Duquesnoy 5
1000 Bruxelles | ▪ Radisson SAS Hotel (5 stars)
Rue du Fossé aux Loups 47
1000 Bruxelles |
| ▪ Novotel Grand Place Hotel (4 stars)
Rue du Marché aux Herbes 120
1000 Bruxelles | |

4) Conference registration

Please find enclosed a copy of the registration form, which each participant (accompanying official included) is required to complete. Registration forms should be returned **before Wednesday 17 November 2010** by e-mail to cominfra2010@dekamer.be.

5) Arrival and departure of the delegations

Delegations will not be met on arrival in Brussels, and are consequently requested to arrange their own transport from the airport or the railway station to their hotel.

6) **Transfers**

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

7) **Accreditations**

All participants to the Conference will be provided with an accreditation badge. It may be picked up on Sunday 28 November in the Museum for Urban Transport in Brussels from 18.30, and on Monday 29 November in the House of representatives from 09.30.

8) **Interpretation**

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

Three extra translation booths will be provided and will be allocated on a first come first served basis.

9) **Documents**

Session documents will be updated regularly on the website. Final versions will be provided on accreditation. Documents will be provided in English and French.

10) **Meeting room**

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

11) **Non-smoking policy**

Smoking is strictly prohibited in the Parliament building.

12) **Currency**

Euro is the currency in use in Belgium.

The Conference hotels can provide currency exchange.

A cash dispenser is at your disposal in the Parliament building.