



BELGISCH FEDERAAL PARLEMENT
PARLEMENT FÉDÉRAL DE BELGIQUE



Conference of the Social Affairs and Public Health Committee Chairs Brussels, 7-8 December 2010

GENERAL INFORMATION

1) Conference venue

Palais de la Nation

Access : Place de la Nation 2, 1008 Brussels

2) Conference secretariat

For any information regarding this Conference please write to the following address :

eucomsoc@lachambre.be or eucomsoc@dekamer.be or call :

+32 2 549 91 98 (Mr Sébastien Van Koekenbeek) or +32 2 549 84 67 (Mrs Myriam Boxus).

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

3) Accommodation

Hotel bookings can **only** be made on-line : <http://secure-squatra.be>

To enjoy the special rates, reservations should be made **before 23 October 2010**.

Reservations can be cancelled free of charge till 3 days before arrival.

Rooms have been booked in 3 hotels :

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| ▪ Hôtel NH Grand-Place Arenberg (4 étoiles)
Rue d'Assaut 15
1000 Bruxelles | ▪ Hôtel Radisson Blu Royal (5 étoiles)
Rue du Fossé aux Loups 47
1000 Bruxelles |
| ▪ Hôtel Royal Windsor Grand-Place (5 étoiles)
Rue Duquesnoy 5
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 Friday 26 November 2010** by e-mail to eucomsoc@lachambre.be or eucomsoc@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 in the House of Representatives (main entrance hall, Place de la Nation 2) on Tuesday 7 December 2010 from 11:30 and on Wednesday 8 December 2010 from 08:30.

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, for the Italian, Spanish and Hungarian delegations.

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) **Internet corner**

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.