



BELGIAN FEDERAL PARLIAMENT



Environmental Committees Chairpersons Meeting Brussels, 3-4 October 2010

GENERAL INFORMATION

1) Meeting venue

Flemish Parliament – Hemicycle
Access through : Hertogsstraat 6, 1000 Brussels

2) Meeting secretariat

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

dienst.europa@vlaamsparlement.be or call: +32 2 552 45 69

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

3) Accommodation

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

Rooms have been booked in 3 hotels: Preferential rates and availability are guaranteed until 21/08/2010 only. Cancellation is free of charge up to 3 days before the date of arrival.

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

4) Arrival and departure of the delegations

Organised transport is not provided: chairpersons and members of delegations are requested to arrange their own transport from the airport or the railway station to their hotel.

5) Other transfers

Buses will await the participants in **rue de Loxum** (see map) (participants will be accompanied from the hotels to the bus):

- Visit to Umicore and the city of Antwerp: departure Sunday **at 13.30**
- Dinner at 'De Daktuin': departure Sunday **at 19.45**
- Meeting in the Flemish Parliament : departure Monday **at 8.45**

6) **Accreditations**

All participants to the meeting will receive an accreditation badge and an information map. These can be picked up in the hotels on Sunday 3 October 2010 from 11.00 to 13.00 and in the Flemish Parliament on Monday 4 October 2010 from 09.00 to 09.30.

Badge cords follow this colour code :

- Member of Parliament: red
- Official: blue
- Organisation: green

7) **Interpretation**

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

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

8) **Documents**

Session documents will be updated regularly on the website. Final versions will be provided on accreditation. In compliance with Section 9.2 of the COSAC Rules of Procedure, documents will be provided in English and French.

9) **Press**

The conference is open to the press.

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.