

## **PRACTICAL ARRANGEMENTS**

**THE CONFERENCE VENUE (I.E. THE BERLAYMONT), THE HOTEL (I.E. THE SILKEN BERLAYMONT) AND THE RESTAURANT FOR FRIDAY NIGHT (I.E. L'ATELIER) ARE ALL LOCATED CLOSE TO EACH OTHER IN THE SCHUMAN AREA OF BRUSSELS AND WITHIN 5 MINUTES WALKING DISTANCE OF THE SCHUMAN ROUNDABOUT (ROND POINT SCHUMAN / SCHUMANPLEIN)**

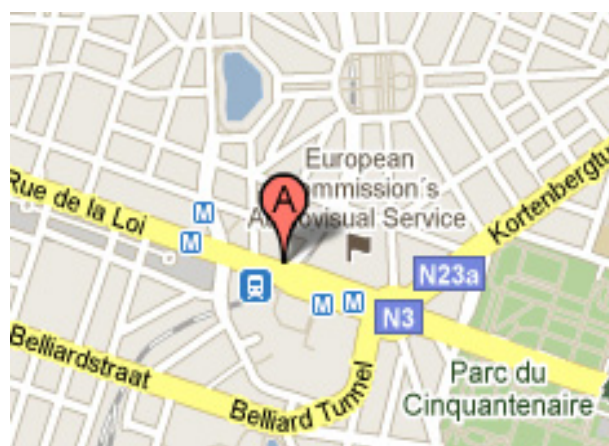
**CONFERENCE VENUE** : The conference takes place in the European Commission's Berlaymont building (Salle Jean Rey). The Berlaymont is clearly visible from the Schuman roundabout.

On the first day of the conference, please bring a copy of the invitation e-mail sent to you on 5 July, as well as a passport or identity card, in order to meet the security requirements needed to gain entry to the Berlaymont building. Once inside the building, someone will be waiting for you with directions as to how to get to the Jean Rey meeting room where the conference will take place.

**ADDRESS** : 200 Rue de la Loi / Wetstraat – 1000 Brussels



### **HOW TO GET TO THE CONFERENCE VENUE**



### ***1. From Brussels-National Airport:***

- Licensed **taxis** are available outside the Arrivals hall. The fare should cost around €35-€40.
- Airport line: take the No.12 **bus** (or No. 21 after 20:00 or on weekends) to “Schuman”, a two-minute walk from the venue. It leaves three times an hour from the Bus Station on the level below Arrivals. The journey should take around 30 minutes and cost €5 if the ticket is bought on board (€3 if bought in advance).
- **Trains** leave the station on Level -1 of the airport four times an hour. Reaching the venue should take around 25 minutes and cost €5.05. Take the train to Brussels Central Station.

### ***2. From Brussels Central Station:***

- Take **Metro** lines 1 or 5 to “Schuman”. The journey should take 10 minutes or less and cost less than €2.

### **CONFERENCE HOTEL : SILKEN BERLAYMONT**

**Address:** 11-19, Boulevard Charlemagne  
1000 Brussels - Belgium

**Telephone:** +32 (0)2-231 09 09

**Fax:** +32 (0)2-230 33 71

**HOW TO GET TO THE SILKEN BERLAYMONT HOTEL FROM THE SCHUMAN ROUNDABOUT:**  
Take the exit for Rue Archimède. Turn left onto Rue Stévin and then right at the first right turn. You are now in Boulevard Charlemagne and the hotel is 20 metres away, on the right.

*(Note : For those participants arriving the evening before the conference (i.e. Thursday, 22 July), there will be a small dinner arranged in the Silken Berlaymont Hotel, starting at 19:30. In order to give us an idea of the likely numbers involved, it would be very much appreciated if participants could inform us whether they are likely to attend this pre-conference dinner or not).*



**CONFERENCE RESTAURANT : L'ATELIER EUROPÉEN**

**ADDRESS :** 28 rue Franklin  
1000 Brussels

**TELEPHONE :** +32 (0) 2 734 91 40

**FAX :** +32 (0) 2 735 35 98

**HOW TO GET TO THE RESTAURANT L'ATELIER FROM THE SCHUMAN ROUNDABOUT:** Take the exit for Rue Archimède and take the second turn on the right. You are now in Rue Franklin and the restaurant is located at number 28.



**ADDITIONAL CONTACT DETAILS**

Although all travel and accommodation issues appear now to have been resolved, in the event of any "last minute" issues, please contact either Ms. Honorée Rovers (by e-mail [honoree.rovers@ec.europa.eu](mailto:honoree.rovers@ec.europa.eu) or by telephone [+32 2 296.52.65](tel:+3222965265)) or Kieran Mc Morrow (by e-mail [kieran.mcmorrow@ec.europa.eu](mailto:kieran.mcmorrow@ec.europa.eu) or by telephone [+32 2 299.33.51](tel:+3222993351)).

In case of an emergency, conference participants can also contact one of the organisers at [+32 -478-318838](tel:+322478318838) (it would be very much appreciated if participants only used this facility as a last resort)