

Logistics Note

2018 Joint EU-UNDP Global Conference on “Sustaining Peace Through Elections”



Brussels, Belgium, 08-10 October 2018



Dear Participants,

Below you will find useful information on the conference venue, arrival/departure, visa requirements, accommodation, meals and other information concerning the 2018 Joint EU-UNDP Global Conference on “Sustaining Peace Through Elections”.

We kindly ask you to take 5 minutes of your time to read this carefully.

MEETING POINT:

Registration will take place on Monday 8 October from 09:00 to 9:45 in front of the room 0D in the Albert Borschette Congress Center, Rue Froissart 36, 1040 Brussels.

The conference will start on 8 October at 10.00 sharp at the Albert Borschette Congress Center, room 0D.

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Conference venue and dates

The 2018 Joint EU-UNDP Global Conference on “Sustaining Peace Through Elections” will take place from Monday 8 October to Wednesday 10 October 2018.

The conference will be held in Brussels, Belgium in the Albert Borschette Congress Center, Rue Froissart 36, 1040 Brussels.

Closest metro stop is Schuman on lines 1 or 5.

The conference will start at 10.00 sharp on Monday 8 October 2018 and will end on Wednesday 10 October 2018 no later than 13.00.

Therefore, you should plan to arrive in Brussels no later than the evening of Sunday 7 October and depart not earlier than the afternoon of Wednesday 10 October.

Registration to the conference

In order to attend the workshop all participants must register online using the following link: <https://events.ec-undp-electoralassistance.org/>. If you have not done so yet, please register online. Please note that once you have the details of your flights, you must insert them in the on-line registration platform.

Important note:
If you do not provide proof of funding and plane tickets, your application will not be finalized

Note that you can re-enter the registration platform as many times as necessary using the password you have set while first registering.

Visa and passport information

Participants who are not nationals of the European Union (EU) or the European Economic Area (EEA) countries may need to obtain a visa at the Belgian embassy or consulate prior to departure. Please note that it is your responsibility to find out visa requirements and to ensure that you comply with the conditions to enter Belgium.

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If required, the organisers of the conference will issue an invitation letter confirming that you are attending the conference. Please liaise with Blandine Cupidon at Blandine.cupidon@undp.org for further information.

More information regarding the visa and travel requirements can be found on the following websites; however, we strongly advise you to call and verify the latest information with the closest Belgian embassy or consulate:

http://diplomatie.belgium.be/en/services/travel_to_belgium/visa_for_belgium/ ;

<https://www.schengenvisainfo.com/belgium-visa/>

The holders of a UNLP are exempted from visa requirements and must have their UNLP as well as their national passport with them to enter Belgium.

Accommodation and Per Diem

The workshop is free of charge, but the participants are responsible for their own flights, accommodation and per diem/daily subsistence allowance. **All hotel bookings and payments must be done by the participants or funding entities.**

The organizers will provide two coffee breaks on Monday and Tuesday (October 8 and 9) and one coffee break on Wednesday (10 October). The participants are responsible for all other meals. There will be a one-hour lunch break during each day, but please note that the organizers will not provide lunches.

The workshop will take place at the European Commission Albert Borschette Conference Center, 36 rue Froissart, 1040 Brussels. Please find below the list of hotels recommendations.

- **Sofitel Brussels Europe** (right next to the conference's venue)

Place Jourdan 1 – 1040 Brussels

25 standard rooms have been blocked from 7 to 10 October.

245.00 EUR breakfast incl (+ 4.25€ City Tax per room), for a Standard room, single person.
Extra 20 € for double occupation per room and per night.

To get the special discount, please contact Blandine.cupidon@undp.org.

<https://sofitel.accorhotels.com/gb/hotel-5282-sofitel-brussels-europe/index.shtml>

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- **Thon Hotel EU**

75 Rue de la Loi – 1040 Brussels

Ca 30 rooms available:

Ca 242€/night.

Please book directly at www.thonhotels.com or contact booking service reservations@thonhotels.be and indicate the reference TH 36651869 to get special fares.

- **The Hotel**

38 Boulevard de Waterloo – 1000 Brussels

UN rate for a Standard Room is 205€/night (breakfast incl.) + City Tax

Reservations at book@thehotel.be. Please mention that you are coming for the UNDP conference to get the special UN rate.

<https://www.thehotel-brussels.be/fr/accueil.html>

- **Crowne Plaza**

3 rue Gineste – 1210 Brussels

UN rate for a Standard Room is €142/night (breakfast incl.) + City Tax

reservations@cpbxl.be

<http://www.crowneplaza.com/brusselsbel>

- **Aparthotel Adagio Access Brussels Europe**

Rue de l'Industrie – 1000 Brussels

Min 3 nights from 7 to 10 october: ca 172€ all incl

Min 4 nights, UN special rate applicable: ca 86 € /night all incl

<http://www.adagio-city.com/gb/hotel-8602-adagio-access-brussels-europe/index.shtml>

Reservations at h8602@adagio-city.com, and please put Blandine.cupidon@undp.org in copy (Blandine.cupidon@undp.org) in order to get the UN special rate for 4 nights.

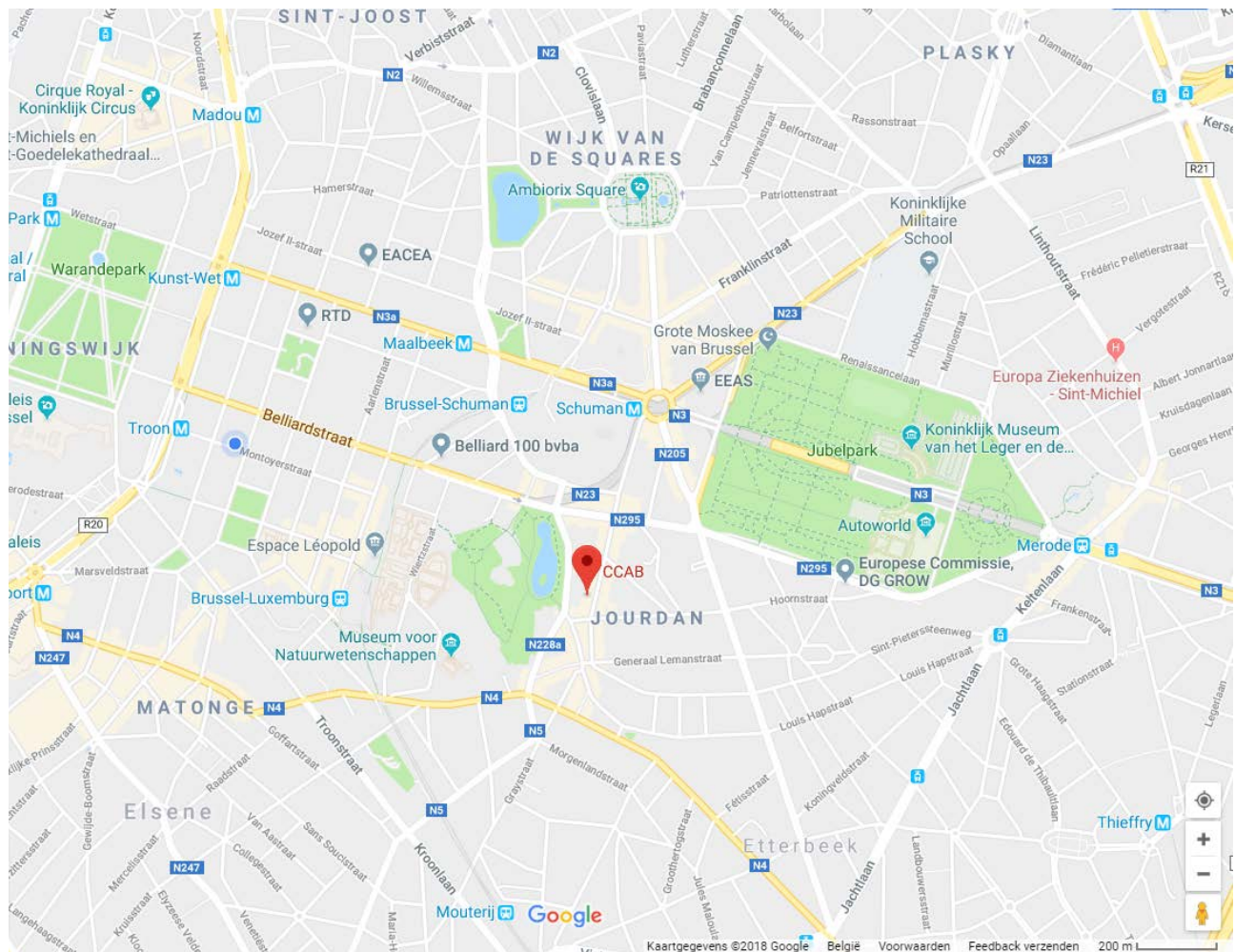
There are also many other hotels you can contact, such as:

- B&B Jourdan (<http://placejourdan.eu/>);
- Aloft Brussels Schuman (<https://www.marriott.com/hotels/travel/brual-aloft-brussels-schuman/>);
- Renaissance Brussels Hotel <https://www.marriott.com/hotels/travel/brubr-renaissance-brussels-hotel/> (as of 18 September, ca 30 rooms remaining)

Note: the conference venue is at less than 100 meters from the Schuman metro station (lines 1 and 5).

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Map of the conference venue:



Travel & Transportation to/from the Airport

The participants are responsible for their own transportation, including to/from the airport and to/from the venue.

Option 1: Taxi service

Taxis with a taximeter are permanently available in front of the arrivals hall of the airport. The fare from the airport to the city centre of Brussels is normally around €35-40. Licensed taxis can be recognized by the blue and yellow emblem. Travelers are strongly advised to avoid unlicensed taxis.

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Option 2: Bus service

The Airport Line is a 30-minute express service between Brussels Airport and the European quarter:

- From Monday to Friday 8 pm the Airport Line carries the number 12 and serves the major stops.
- On weekdays after 8 pm, and on weekends and holidays the Airport Line carries the number 21 and serves all stops.

Fares:

For 1 journey (purchased outside vehicle): € 4.50

For 1 journey (purchased inside vehicle): € 6.00

All MIVB/STIB buses depart from platform C (level 0 – one floor down from the arrivals). You can purchase a ticket before boarding the bus from the GO vending machine located on platform C. Full information and time table: (http://www.stib.be/airport-line.html?guest_user=guest_en).

Option 3: Train service

There is a direct Airport Express from the Airport terminal to Brussels Central railway station (Brussel Centraal – Bruxelles Central). The train goes three times an hour, and the trip takes about 20 minutes.

The Airport railway station is located at level -1. You can reach it by taking the elevators in the corner of the arrival hall. There are ticket desks and vendor machines in the Airport railway station. A one-way ticket is 8.50 EUR.

Insurance

Non-UN staff participants are advised to travel with comprehensive travel insurance as a matter of routine and to declare any underlying health conditions to their travel insurer. This health insurance should include coverage for changes to the itinerary, emergency evacuation for health reasons, hospitalization and medical care in case of illness or accident.

Currency, Weather & Other

Currency

The Belgian currency is the Euro (€). There are many exchanges offices at the airport, at train stations, or in the city centre of Brussels converting most of the major currencies.

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You will be able to use ATMs at the airport to withdraw Euros.

Weather

The average temperatures you'll face in October would be between 8.0°C and 15.0°C, with a humidity rate of 83%.

Check the latest weather at:

<https://weather.com/weather/tenday/l/Brussels+Belgium+BEXX0005:1:BE>

Other

- Official Languages: French, Dutch, German.
- Area: 30,528 km²
- Population: 11,358,357 (2018 Census)
- Country dialling code: +32
- Local time: G.M.T. +1 hour

Internet access

Wi-Fi internet access will be made available during the conference. Details on how to log in will be provided upon arrival at the course.

Other relevant information

The conference will be in English, with simultaneous translation in **French and Arabic**.

For any questions on registration, agenda and administrative issues please contact Ms Blandine Cupidon at Blandine.cupidon@undp.org.