



BELGIAN FEDERAL PARLIAMENT

Meeting of the Secretaries-General of the Parliaments of the European Union Brussels, 16-17 January 2011

GENERAL INFORMATION

1) Meeting venue

Belgian Senate – Hemicycle

Entrance : Place de la Nation, Brussels (main entrance of the Belgian Federal Parliament)

2) Meeting secretariat / Contact

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

eusc2011@senate.be or call : +32 2 501 74 25.

Website : <http://www.ipex.eu/ipex/cms/EU-Speakers/>

3) Delegations

Delegations are kindly asked to limit the number of participants to the Secretary-General or his/her deputy, accompanied by one official.

In addition, national parliaments' representatives in Brussels are welcome to attend on Monday 17 January.

4) Accommodation

Hotel bookings can **only** be made on-line : <http://secure-squattra.be>. Preferential rates and availability are **only guaranteed until 17 December 2010**. Cancellation is free of charge up to 3 days before the date of arrival.

Rooms have been booked in 2 hotels :

▪ Novotel Grand Place Hotel (4 stars)
Rue du Marché aux Herbes 120
1000 Bruxelles

▪ Royal Windsor Grand Place Hotel (5 stars)
Rue Duquesnoy 5
1000 Bruxelles

5) Arrival and departure

Delegations are requested to arrange their own transport to and from the airport (or Bruxelles-Midi railway station).

There is a frequent railway connection from the airport to the centre of Brussels (4 trains per hour, journey approximately 20 minutes).

6) Other transfers

Buses will be provided between the hotels and the meeting venues. Departure from the hotels:

- Troika meeting : departure Sunday at 17.45
- Dinner at the Solvay Library : departure Sunday at 19.00
- Meeting in the Senate : departure Monday at 8.30

7) Registration

Participants need to register individually, using the enclosed form. The deadline for registration is 23 December 2010.

Registered participants will be issued a badge upon presentation of an ID document. Badges may be picked up at the hotels on Sunday 16 January 2011 from 17.00 to 19.00, or in the Federal Parliament on Monday 17 January 2011 from 8.30.

Badges cords will follow this colour code:

- Secretaries-General: red
- Other officials: blue
- Organisation: green

Participants are requested to wear their badge at all times for security reasons, and to ensure access to buses, meeting rooms and receptions.

8) Interpretation

In keeping with article 8.3 of the Guidelines of the Conference of Speakers of EU Parliaments, simultaneous translation will be provided in French and English.

3 extra translation booths are available and will be allocated on a first come, first served basis. Delegations requesting the use of one of these booths shall bring their own interpreters.

9) Documents

Session documents will be provided in English and French and will be posted on the EU Speakers website. A set of documents will be distributed with the badge.

10) Press

The meeting is not open to the public or the press.

11) Secretarial facilities for delegations

A room with computers, fax machine and telephone will be open to participants in the Belgian Senate. Computers will have internet access. Wi-Fi will also be available in the meeting room and its vicinity (user name and password will be communicated on accreditation).

12) Currency

The currency in Belgium is the euro. Currency exchange is available at Brussels National Airport and Bruxelles-Midi railway station. The Conference hotels can also provide currency exchange.