

**Conference of the Finance Committee Chairs
Brussels, 20 and 21 September 2010**

GENERAL INFORMATION

1) Conference venue

Belgian House of representatives – Plenary session room
Access through : Place de la Nation 2, 1008 Brussels

2) Conference secretariat

For any information regarding this Conference please write to the following address :
COMFIN2010@lachambre.be or COMFIN2010@dekamer.be or call : +32 2 549 80 69 (V. Geuffens) or +32 2 549 88 14 (T. De Geeter).
Website : <http://www.parlement-eu2010.be>

3) Accommodation

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

Considering the number of events organized in Brussels in the coming months, we highly advise you to book your room by **7 august 2010**. If you are unable to attend, no fees will be claimed provided that your reservation is canceled at least three days before your arrival.

Rooms have been booked in 3 hotels :

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| <ul style="list-style-type: none">▪ Le Méridien Brussels Hotel (5 stars)
Carrefour de l'Europe 3
1000 Brussels
▪ Novotel Grand Place Hotel (4 stars)
(<i>Rooms only available on 20.09.2010</i>)
Rue du Marché aux Herbes 120
1000 Brussels | <ul style="list-style-type: none">▪ Radisson SAS Hotel (5 stars)
Rue du Fossé aux Loups 47
1000 Brussels |
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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 10 September 2010** by e-mail to COMFIN2010@lachambre.be or COMFIN2010@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 on Monday 20 September 2010 in the House of Representatives (main entrance hall, Place de la Nation 2) from 11.30 and on Tuesday 21 September 2010 in the House of Representatives from 9.30.

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.

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.