



**Chairpersons' Meeting of the Equal Opportunities Committees (NCEO)  
Brussels, 21-22 November 2010**

**GENERAL INFORMATION**

1) **Meeting venue**

Belgian Senate – Hemicycle  
Access through : Place de la Nation 1, 1009 Brussels

2) **Meeting secretariat**

For any information regarding this meeting please write to the following address :  
[eu2010-equality@senate.be](mailto:eu2010-equality@senate.be) or call : +32 2 501.79.06 (I. Sadat).  
Website : <http://www.parlement-eu2010.be>.

3) **Accommodation**

Hotel bookings can **only** be made on-line : <http://secure-squatra.be>.  
Preferential rates and availability are only guaranteed **until 9 October 2010**.  
Cancellation is free of charge up to 3 days before the date of arrival.

Rooms have been booked in 3 hotels :

- Radisson Blu Royal Hotel (5 stars)  
Rue du Fossé aux 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) **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 Monday 8 November 2010** by e-mail to [eu2010-equality@senate.be](mailto:eu2010-equality@senate.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.

Please find hereunder the provided transfers :

Sunday 21 November : dinner at the Senate :

- Radisson Blu Royal Hotel : departure of the coach at 19.20.
- Novotel Grand Place Hotel : departure, on foot, at 19.20 to take the coach in front of the Royal Windsor Grand Place Hotel (escorted).
- Royal Windsor Grand Place Hotel : departure of the coach at 19.30.

Sunday 21 November : return by coach to the hotels at 22.00.

Monday 22 November : meeting at the Senate :

- Radisson Blu Royal Hotel : departure of the coach at 08.05.
- Novotel Grand Place Hotel : departure, on foot, at 08.05 to take the coach in front of the Royal Windsor Grand Place Hotel (escorted).
- Royal Windsor Grand Place Hotel : departure of the coach at 08.15.

Monday 22 November : return by coach to the hotels at 17.30.

*We inform you that coaches will leave strictly on time.*

## 7) Accreditations

All participants to the meeting will be provided with an accreditation badge. It may be picked up at the Belgian Senate on Sunday 21 November 2010 from 7.00 pm until 8.00 pm and on Monday 22 November 2010 at the Senate as from 8.30 am.

Badges follow this colour code :

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

## 8) 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.

## 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) 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.