

PRACTICAL INFORMATION

Meeting Venue

The meetings will take place at the **Conference Centre Albert Borschette (CCAB)**.

Address: Rue Froissart 36, 1040 Brussels, Belgium

Make sure to arrive early! The queues at CCAB are quite long and it takes time to go through security. Participants will have to produce an invitation as well as an official ID card or passport to access the building.



Meeting Details

The working languages of the meetings will be **English, French** and **Arabic**.

For more information on the content of the meetings please use the **provisional Agendas** accompanying this document.

There will be no printed versions of documents available at the meeting. So make sure to print out those that will be sent prior to the meetings. A memory stick with final versions of the presentations will be circulated at the end of the meetings. They will also be available at www.h2020.net.

The organisers will be offering lunch on both days for all participants.

Accommodation



Accommodation during the meeting has been arranged at the:

Radisson Blu EU Hotel, Brussels

Adresse : Rue d'Idalie 35, B-1050 Brussels, Belgium

Tel : +32 2 626 81 11

Fax : +32 2 626 81 12

Website : <http://www.radissonblu.com/euhotel-brussels>

For paid participants, hotel costs (room and breakfast) will be covered by the organisers. The guests will be responsible for all the extra expenses (bar, mini-bar, etc.). A reduced daily allowance (50 EUR per person per hotel night) will be provided for other expenses (sustenance, local transportation, etc.). More details will be given during the meeting.

The hotel will require either a credit card as guarantee or a cash deposit which will be returned to you upon your departure from the hotel!! Please be prepared!

Click here to get directions from the **Hotel** to the **Conference Centre Albert Borschette**: <http://goo.gl/maps/55mCp>

Travel Arrangements

There will be no pick-up service arranged from or to the airport.

Directions to the hotel from Brussels Airport: Take bus N°12 or N°21 to Brussels, located on Level 1 of the airport. Disembark at the Luxembourg stop. Travel costs are approximately EUR 4 and it takes 30 minutes. Please see also the following link : <http://www.radissonblu.com/euhotel-brussels/location>

For paid participants: If you choose to take a **taxi**, please note that **taxi costs are not eligible expenses and will not be reimbursed by the organizers!** You will be expected to cover this expense through the reduced daily allowance provided.

Important Travel Documents for PAID participants

Please see below the travel documents required by our Financial Services, for the justification of costs (tickets/hotel/Visa).

AT THE MEETINGS

Please keep safe the following documents and give them to the Horizon 2020 representative:

1. **ORIGINAL INCOMING BOARDING PASSES/CARDS - NO INTERNET CHECK-IN PLEASE!**
(Kindly, note that *INTERNET CHECK-IN IS NOT ACCEPTED* by our Financial Services.)
2. **PHOTOCOPY OF PASSPORT WITH VISA & ORIGINAL RECEIPT** for VISA FEES (if any).

WHEN YOU RETURN HOME

At the meetings you will be given a “**PREPAID POSTAGE ENVELOPE**” addressed to:

MIO-ECSDE, 12 KYRRISTOU STREET, 10556 ATHENS, GREECE

Please keep safe the following documents

and send to us in this envelope **BY POST AS SOON AS POSSIBLE**:

ORIGINAL RETURN BOARDING PASSES/CARDS - NO INTERNET CHECK-IN PLEASE!

Other Useful Information

For more information on the city of Brussels, you can visit the following websites:

- 1) <http://www.brussels.be/artdet.cfm?id=4000>
- 2) <http://www.brussels.info/>
- 3) <http://www.bbc.co.uk/weather/2800866>

Currency

The monetary unit in Belgium is the Euro (EUR). For more information on the currency exchange rates, you can visit the website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm



Useful Contacts

The contacts for the H2020 CB/MEP Team in Athens are: +30 210 3247490, +30 210 3247266.
Emergency number during the meetings: +30 6943296333