

## TRAINING SEMINAR EUROPEAN DOCUMENTATION CENTRES 22-23 | 11 | 2018 • BRUSSELS



### PRACTICAL INFORMATION

#### CONFERENCE VENUE AND ACCOMMODATION

##### Hotel NH Brussels Bloom

Rue Royale 250, 1210 Brussels, Belgium

Tel: +32 (0) 2 220 66 11

E-mail: [nhbrusselsbloom@nh-hotels.com](mailto:nhbrusselsbloom@nh-hotels.com)

Website: <https://www.nh-hotels.com/hotel/nh-brussels-bloom>

According to your travel arrangements, a single room (breakfast included) has been booked for you for one or two nights. The costs of accommodation (the nights of 21 and 22 November), breakfasts (22 and 23 November) lunch and dinner (22 November) will be borne by the European Commission. All meals will be provided at the hotel.

When checking-in, you will not be required to provide the hotel with your credit card or any cash deposit as guarantee. However, this means that any expenses incurred during your stay at the hotel (room-service, drinks in the hotel bar, etc.) have to be paid for by you on the spot.

For your convenience, an express check-out is arranged for you on 23 November. To check out, you simply have to drop off your key in the dedicated box located at the hotel reception desk.

#### PARTICIPANT REGISTRATION AND INFORMATION ON THE CONFERENCE

Registration for the EDC Training Seminar will take place at the Hotel NH Brussels Bloom, in the area called 'Out of the Box' located on level -1, on Thursday 22 November **from 08:15**.

The badge for the EDC Training Seminar together with the conference folders, will be distributed at registration.

**Participants are asked to wear their badge so that it is visible at all times.**

You are kindly requested to attend the entire program, from 09:00 on Thursday 22 November to 13:00 on Friday 23 November. **Please sign the attendance sheet both days.**

#### SIMULTANEOUS INTERPRETATION

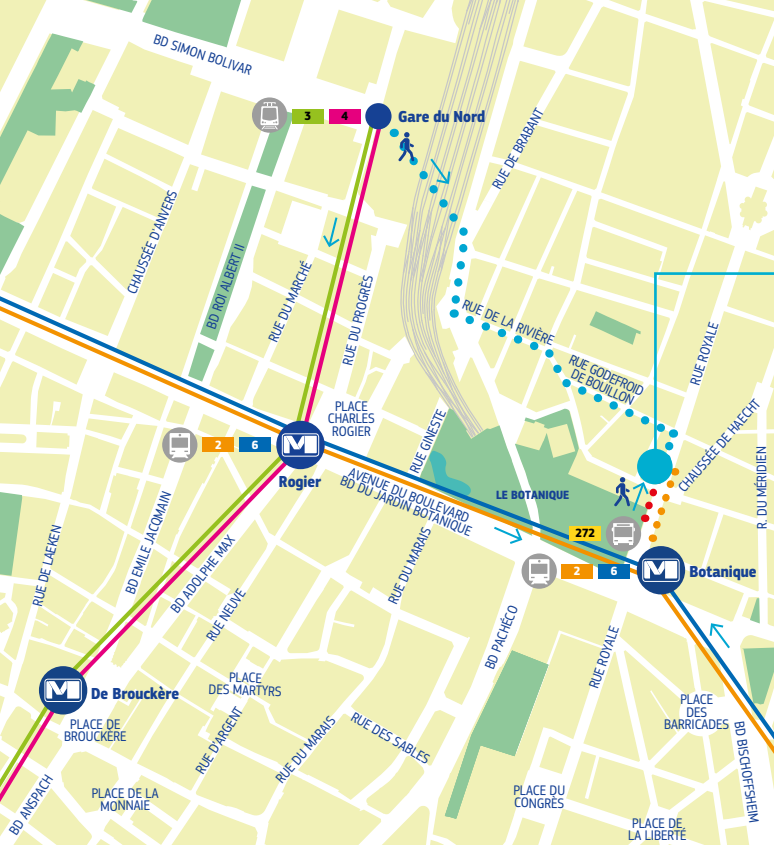
During the plenary sessions, interpretation will be provided in English, French and German, while the workshops will be held in English.

#### TRANSPORT

##### HOW TO GET TO THE HOTEL FROM THE AIRPORT

###### By train

You can take the train (train station at level -1 in the airport – two floors below arrivals) to Gare du Nord (Brussel-Noord), more than four trains per hour connect the airport to Gare du Nord. We recommend that you buy your ticket at the machine located in the station, which will cost €9.00 per person per journey compared to €16 if you purchase it aboard the train. From Gare du Nord, you can either walk to Hotel NH Brussels Bloom (around 9 minutes – 700m) or you can take the underground tram 3 direction Churchill or 4 direction Stalle. For the tram, buy a ticket at the 'GO' machines




**Hotel NH Brussels Bloom**  
Rue Royale 250  
1210 Brussels

### SECURITY

Participants are asked to take appropriate steps to protect their personal effects during the event.

### WIFI

WIFI is available in the Hotel NH Brussels Bloom. To connect, please select the 'Free Internet Hotel BLOOM' network. The password for the meeting rooms is 'LOOP'. The password for the bedrooms is 'wifi'.

### PHOTOGRAPHER

Photography is taking place at this event. By participating in this event, you may have your picture taken. By participating in this event, you are giving irrevocable consent to and authorise the European Commission, the right to photograph, and to use this media for illustration and information purposes. You release the European Commission from any liability in connection with the above and understand that the European Commission does not assume responsibility for any injury to your person, damage, or loss to your property as the result of the above.

**Please inform the photographer should you not want to have your picture taken.**

### USEFUL TELEPHONE NUMBERS

**Event organiser:**  
ICF Mostra, **Caroline Gauci:** +32 (0)470 65 34 75;  
**Giulia Brando:** +32 (0)499 40 08 72  
**Emergency services** (ambulance, fire and rescue services, police) in the EU: **112**

*The European Commission's event team looks forward to welcoming you!*

at €2.10 or directly in the vehicle at €2.50 (maximum €5 notes). Get off at Rogier (1st stop), then change to metro line 2 direction Simonis (Leopold II) or 6 direction Roi Baudouin and get off at Botanique (1st stop). From there, you can walk (around 3 minutes – 230m) to the Hotel NH Brussels Bloom.

### By bus

You can take De Lijn bus 272 to Brussels (bus stop at level 0 in the airport – one floor below arrivals). We recommend that you buy your ticket at the Press Shop Relay Bxl Airport Arrivals. The price of a single ticket is € 3 per person per journey. The journey takes around 40 minutes. Get off at Botanique (24 stops). From there, you can walk (around 2 minutes – 170m) to the Hotel NH Brussels Bloom.

### By taxi

The fare for a taxi from Brussels Airport to the hotel is around € 50 – depending on the traffic.

### HOW TO GET TO THE HOTEL FROM GARE DU MIDI/ZUIDSTATION

#### By metro

You can take the metro line 2 or 6 direction Elisabeth. Get off at Botanique (10 minutes – eight stops). From there, you can walk (around 3 minutes – 230m) to the Hotel NH Brussels Bloom.

#### By taxi

The fare for a taxi from Gare du Midi/Zuidstation to the hotel is around € 20 – depending on the traffic.

