

Practical informations

Date 9-11 March 2014

Seminar venue Federal Public Service Employment, Labour and Social Dialogue (FPS),
rue Ernest Blerot, 1
B- 1070 Brussels, Belgium (close to Place Horta)
Phone : + 00 32 (0)2 233 40 44/ 29
Fax : +00 32 (0) 2 233 40 48
www.employment.belgium.be

Registrations for the Seminar

All delegates (officials and social partners) are requested to accomplish the registration form (enclosed) and submit to the Seminar Secretariat by 28 February through :

- Fax. + 32 2 233 40 48 or
- E-mail : isabelle.spillebeen@werk.belgie.be ,
please cc : francois.vandamme@emploi.belgique.be

Seminar language

Seminar language is English.

Accommodation and Reservations

The FPS has made an agreement with PULLMAN BRUSSELS MIDI HOTEL, which is in front of the Seminar venue.
Place Victor Horta 1, 1060 Brussels
Phone. 0032(0)2 528 98 17 - Fax : 00 32 (0)2 528 98 20
h7431-sb1@accor.com - www. Pullmanhotels.com
<http://goo.gl/maps/Jhaip>

The special conditions (Single room: 169.00 EUR per day, inclusive breakfast and VAT but without the local tax) apply for rooms booked before 14 February. The charges will be borne by the delegates.

To book the rooms : please accomplish the form of the hotel (enclosed)

Transportation

No transportation is organised. The direct train link between Brussels International Airport to Brussels South Railway Station (3d stop) is strongly recommended for your convenience by the fact that the recommended hotel is located in the railway station.

Secretariat

Federal Public Service Employment, Labour and Social Dialogue
Division International Affairs
Phone : +32 2 233 40 44 (contact person : Ms Isabelle SPILLEBEEN)
or +32 2 233 40 42 (contact person : Ms Laure EVEN)
Mobile: + 32 478 88 36 11 (Mr Vandamme)
Fax: + 32 2 233 40 48
E-mail: isabelle.spillebeen@werk.belgie.be
please cc : laure.even@emploi.belgique.be

Size of delegations

Due to the limitation of means and logistic, it is suggested that the size of delegations of officials is 2 persons.

Facilities

Delegates may wish to bring their own laptop computers. A limited number of personal computers connected to the public network will be available. A hot spot will be available around the conference area.

Entry formalities

- All participants are required to dispose of a travel document valid for at least 3 months from the date on which they intend to leave the SCHENGEN territory;
- Participants from countries whose nationals need a visa should apply for the visa at the Belgian representation in their country of residence or at the embassy or consulate of the Schengen State that represents Belgium if there is no Belgian representation.
All useful information is available on the website of the competent Belgian authority : https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/Travel_for_professional_reasons.aspx.

Liability

Host country shall not be held liable for personal accidents or losses, or damage to personal property of the registered participants in the meeting. Participants should make their own arrangements with respect to personal insurance.