



**ASEM Senior Officials Meeting
22-23 June 2017, Brussels, Belgium**

ADMINISTRATIVE ARRANGEMENTS¹



¹ Also applicable to the 1st meeting of the ASEM Pathfinder Group on Connectivity, 21 June, Brussels, Belgium

1. DATES AND VENUE

The ASEM Senior Officials' meeting (SOM) and related meetings will be held in Brussels, Belgium from 22-23 June 2017.

The meeting will take place at the following venue, located in the centre of Brussels:

The Hotel
Boulevard de Waterloo 38,
1000 Brussels
Telephone: +32 (0)2 504 33 35

The host and chair of the ASEM SOM is the European External Action Services (EEAS).

2. ASEM SOM SECRETARIAT

A dedicated Secretariat will be set up at The Hotel from 21-23 June 2017.

For substantive and organisational matters please contact:

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EU Alternate ASEM Senior Official
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For logistic matters please contact:

Mr. Michel LEPROPRE
Event Manager, TRANSTEC
Mobile: +32 (0) 491 246566, +254 722 542548
Email: mlepropre@transtec.be

Ms. Ajaree TAVORNMAS
Team Leader, TRANSTEC
Mobile: +32 478 555 815
Email: atavornmas@transtec.be

3. ACCOMMODATION

ASEM partners are advised that the accommodation arrangements for SOM leaders and delegates for the ASEM SOM may be made directly, with the assistance of their respective diplomatic missions in Brussels, at the following hotels:

Meeting venue and associated hotel with negotiated ASEM rate:

The Hotel Brussels

Boulevard de Waterloo 38, 1000 Brussels.

Telephone: (+32)2 504 33 35

Website: www.thehotel-brussels.be

Booking Website: <https://aws.passkey.com/e/49150159>

Metro: Louise Station

Other Hotels close to the meeting venue

1/ Sofitel

Avenue de la Toison d'Or, 1050 Brussels.

Telephone: (+32) 2 514 22 00

Website: www.accorhotels.com

Metro: Louise Station

2/ Thon Bristol Stephanie

Avenue Louise 91-93, 1050 Brussels.

Telephone: (+32) 2 543 33 11

Website: www.thonhotels.com

Metro: Louise Station

3/ Stanhope Brussels

Rue du Commerce 9, B-1000 Brussels

Telephone: (+32) 2 506 91 11

Website: www.thonhotels.com

Metro: Trône Station

4/ Steigenberger Grandhotel Brussels

Avenue Louise 71, 1050 Brussels

Telephone: (+32) 2 542 42 42

Website: en.steigenberger.com/Brussels/Steigenberger-Grandhotel

Metro: Louise Station

5/ Novotel Brussels off Grand Place

Rue du Marché aux Herbes 120, B-1000 Brussels

Telephone: (+32) 2 620 04 29

Website: www.accorhotels.com

Metro: Central Station

4. TRANSPORT

Upon arrival to Brussels Airport in Zaventem, ASEM delegates will need to arrange transport to the venue and hotels which are easily accessible by public transport or taxi.

The airport train station is located below the terminal (basement level-1). Up to 4 trains per hour connect the airport to Brussels Central Station which takes approximately 17 minutes.

The bus station is located on level 0 - one floor down from the arrivals hall - and can be easily reached by using the escalators or elevators. The Airport Line (MIVB/STIB), the direct bus connection to Brussels City Centre, departs from platform C.

The licensed taxis are permanently available in front of the arrivals airport hall. The fare from the airport to the city centre of Brussels is around € 50. Licensed taxis can be recognized by the blue and yellow emblem. Delegates are advised to avoid unlicensed taxis!

Useful links: www.brusselsairport.be, www.mivb.be, www.stib.be, www.delijn.be, www.nmbs.be

5. REGISTRATION AND ACCREDITATION

Registration is accessible on-line via the following web-site:

http://asiaeuropemeeting.com/som_events/asemsom2017/

Password = ASEMSOMBXL2017

Registration is also required for the SOM side event on 21 June - "ASEM in a fast-changing world" a conference which is organised by the think tank 'Friends of Europe' in association with the EU. Please use the link below:

<http://asiaeuropemeeting.com/events/asem-in-a-fast-changing-world/>

All registrations must be fully completed, including an uploaded photograph in the required format in the SOM application form, **by 9 June 2017 at the very latest**. In case of any changes in the delegation after the accreditation deadline, please contact Mr Rudie FILON or Mr. Alain Georges MATTON, ASEM@eeas.europa.eu.

6. COSTS

The EEAS will provide the venue for the SOM and related meetings, as well as coffee breaks, lunches, welcome reception and formal dinner/networking dinner during the SOM. The participants will bear the costs for accommodation, travel and transport expenses including within Brussels and possible visa costs.

7. ACCESS TO THE CONFERENCE VENUE

For access to the conference venue, badges will be issued to all members of the delegations. Badges will be issued only to the delegates who have registered online and uploaded their picture.

These badges can be obtained in advance or/and the entrance of the venue. Please contact Mr. Michel LEPROPRE, Event Manager, TRANSTEC (see details above) to arrange any advance pick-up by diplomatic missions.

There will be four types of badges: SOM Leader, Delegates, Embassy officials and Secretariat supporting staff. In addition to these badges, every delegation will receive 2 overlay/floater badges to enable 2 delegates to accompany the SOM leader and to enter the SOM. The badges should be displayed at all times during the course of the meetings.

8. DELEGATES' LOUNGE

One Delegates' Lounge with 10 PCs and Wi-Fi, printers and photo copiers, will be functional at The Hotel.

9. INTERNET/TELEPHONE

Free Wi-Fi will be provided at the venue. Password is needed and will be provided by The Hotel. There will be no live streaming outside of the official meeting room.

Roaming is possible with all the major network providers (Proximus, Orange and Base).

10. FORMAT OF SOM

The format of ASEM SOM is 1+2, i.e. SOM Leader and 2 members of the official delegation in addition to one Embassy Staff and a whispering interpreter (if required).

11. BILATERAL MEETINGS

Several rooms will be set up for bilateral meetings between ASEM partners. Requests for booking of a room for bilateral meetings should be addressed to Ms Daniela ANDREEVA, ASEM Assistant at ASEM@eeas.europa.eu. There will also be many other venues for bilateral meetings at The Hotel.

12. DIETARY REQUIREMENTS

Participating delegations are requested to submit the dietary requirements on their registration forms.

13. OFFICIAL LANGUAGE AND INTERPRETER

The official working language of the SOM Meetings will be English. The ASEM SOM Secretariat will not provide any interpretation/translation service. In case interpretation is required, it is requested that a whispering interpreter be included in your delegation and the ASEM SOM Secretariat be informed.

14. VISIBILITY AND MEDIA

There will be no media present at the SOM but an appropriate factual press release might be issued.

15. PRAYER ROOMS and RAMADAN REST ROOM

A prayer room will be available at the Hotel as well as a Ramadan Resting Room during the lunch break.

16. VISA

All delegates and accompanying personnel must possess an appropriate valid Schengen Visa. The appropriate visa can be obtained at the Belgian Embassy in the respective countries (http://diplomatie.belgium.be/en/services/travel_to_belgium/visa_for_belgium/). Participants are required to have at least a six month valid passport with a visa before arriving in Belgium (if applicable). For other queries or assistance for obtaining the visa, please contact Mr. Alain Georges MATTON, EEAS – desk officer ASEM, ASEM@eeas.europa.eu.

17. EMERGENCY INFORMATION

- Police: 112 or 101
- Medical assistance/fire department: 112 or 100

18. GENERAL INFORMATION

Climate in June:

Average High: 19°C/66°F

Average Low: 11°C/52°F

Rainfall: 90 mm

Electricity:

Voltage 220 V

Frequency 50 Hertz

Currency and Banking:

The currency in Belgium is the Euro. The Dollar-Euro rate is US\$ 1 = approx. 0.94 €.

All major international credit cards are accepted in Belgium.

More information about Brussels/Belgium:

www.visitbelgium.com, www.belgium.be, www.brussels.info, www.brussels.be,
www.visitbrussels.be

Information about the EU:

www.eeas.europa.eu, www.ec.europa.eu

Information about ASEM:

www.aseminfoboard.org, http://eeas.europa.eu/asem/index_en.htm