

## Technical information - International Committee 2018

### Accommodation venue

The address for the hostel is:

[Hostel Bruegel](#)  
Rue du Saint-Espirit 2  
1000 Brussels

Delegates have been booked into the hostel for 14-17 June 2018 or, if arriving later or leaving earlier, the number of nights stated in the application form. Any extra nights in Brussels before or after the meeting must be organised and paid for by the individual.

The hostel is in Brussels centre near to many shops, restaurants and sights. Delegates will be accommodated in dormitory rooms. Sheets are provided but delegates must bring their own towels.

### Meeting venue

The address for the meeting venue is:

[Solidar](#)  
Rue de Pascale 4-6  
1000 Brussels

The meeting venue is close to European Parliament in the European Quarter of Brussels. Members of the IFM-SEI Secretariat will pick up delegates from the hostel in the morning as stated in the agenda to take participants between the hostel and meeting venue by foot. The same will happen after the close of the meeting each day.





## Transfers into Brussels

The public transport system in Brussels is good and it is easy to travel into Brussels city from the different terminuses. The instructions below tell you step-by-step how to arrive into Brussels. No pick-ups will be arranged for delegates or guests.

### Zaventem Airport to Brussels centre

There are two ways to get to Brussels centre from Zaventem Airport by public transport. A taxi will cost 40-50€ depending on the final destination in Brussels.

**Airport bus:** the airport bus 12 or 21 (depending on the time of the day) runs from 05:30 until 00:30. The buses depart from level 0 in Zaventem Airport (one level down from arrivals) to Brussels Schuman or Luxembourg. You should buy a single ticket for 4.50€ from the GO ticket machines (it costs 6.00€ on the bus). The bus takes 30-40 minutes. You should get off at Schuman and follow the directions below.

**Train:** the train into Brussels arrives into Brussels Central and takes about 20 minutes. The train station is located on level -1 (two floors below the arrivals hall). A single, standard class ticket costs 9.00€ and should be bought before boarding the train.

### Charleroi Airport to Brussels centre

Charleroi Airport is a 45-minute coach journey into Brussels centre. The coach arrives into Brussels South (Midi). The cheapest option is to buy a ticket online in advance with [FlibCo](#), which costs 14.20€ each way. A 3.00€ surcharge will be added if you buy it at the airport ticket office. The coach leaves from outside of the airport terminals in the bus station. The coach departs every 30 minutes or so. A taxi will cost around 80-100€.

### International train arrivals

International trains - including SNCF, Thalys and Eurostar - all arrive into Brussels South (Midi) station.

## Travel

There is no travel reimbursement in place for the International Committee. We would ask for you to submit your travel information to the IFM-SEI Secretariat so we can monitor arrivals and departures by completing the travel form - details are outlined in the Convening Notice.





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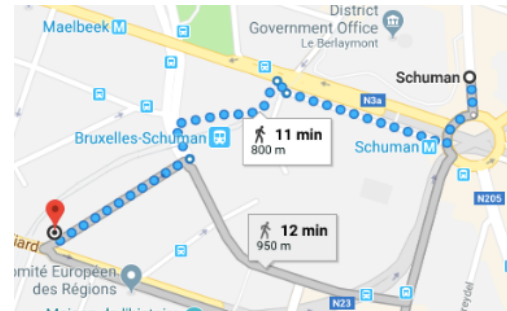
## Local transport from Brussels Schuman

### To hostel

You should take the metro line 1 or 5 (direction Erasme/Gare l'Ouest) 4 stops to Brussels Central (Gare Centrale) and follow the directions from Brussels Central below.

### To meeting venue

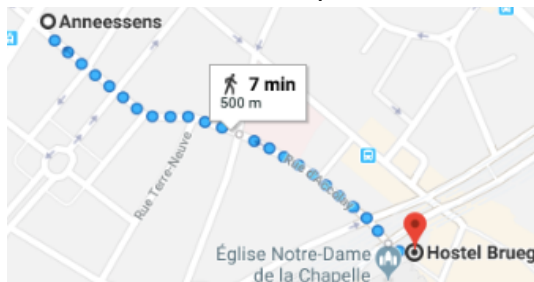
You can walk for 10 minutes following the map below:



## Local transport from Brussels South (Midi)

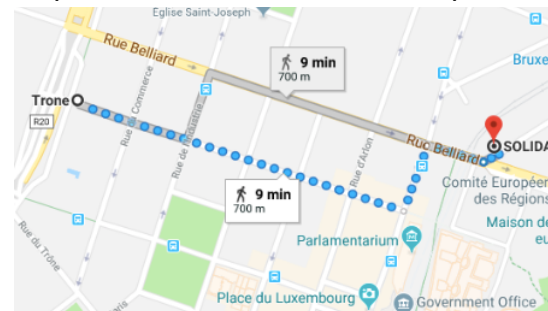
### To hostel

You should take the tram line 3 (direction Esplanade) 2 stops to Anneesseens then follow the direction map below:

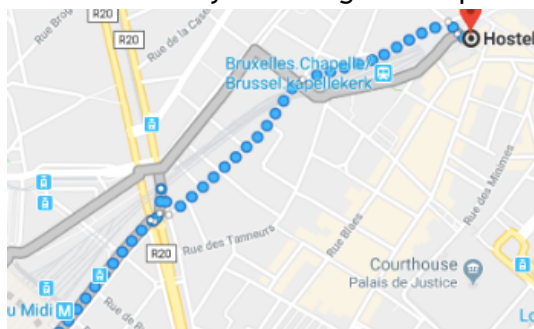


### To meeting venue

You should take the tram line 2 (direction Elisabeth/anti-clockwise) 6 stops to Trone and follow the map:



Alternatively, you can walk the whole way in 20 minutes by following this map:





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## Local transport from Brussels Central

### To hostel

You can walk to the hotel in ten minutes by following the map below:

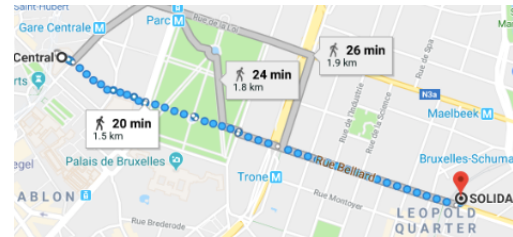


### To meeting room

You should take the metro line 1 or 5 (direction Hermann-Debroux/Stockel) 3 stops to Maelbeek and follow the map:



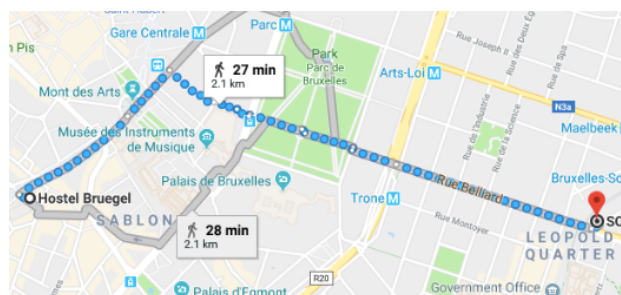
Alternatively, you can walk the whole way in 20 minutes by following the map:



## Transportation between hostel and meeting venue

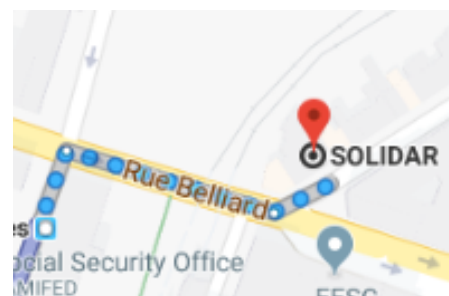
### By foot

You can walk between the two venues in about 30 minutes:



### By bus

Take the bus 27 (direction Andromède) from Chapelle to Treves. From Treves it is a two minute walk:



## Registration

All delegates and guests must register by the start of the International Committee. Registration will be open at the following times and places:

- Thursday 14 June, 12:00-15:00 - Hostel Bruegel
- Thursday 14 June, 18:00-19:00 - Hostel Bruegel
- Friday 15 June, 08:30-09:30 - SOLIDAR

## Cancellations

Any cancellations after 4 May 2018 will incur a 100€ cancellation fee. A late fee of 50€ and a change fee of 30€ will be applied to any organisations registering or changing their delegates after 4 May 2018.

## Participation fee

The participation fee must be paid during registration if it has not been paid in advance by bank transfer. The participation fee for the International Committee is as follows (per person):

|           |      |
|-----------|------|
| Delegates | 50€  |
| Guests    | 100€ |
| Day fee   | 20€  |

## Insurance

We recommend that you arrange a comprehensive medical and travel insurance plan for the duration of the meeting, including your travel time. This means you will be covered in case you incur any medical expenses or in case you are unable to travel because of an emergency. Insurance costs should be covered by the delegate or sending organisation.

## Conference papers

No printed copies of conference papers will be provided, therefore you must print your own or bring a device where you can read them digitally. All papers are available on the IFM-SEI website.

## Time zone

The time zone in Belgium is Central European Summer Time (GMT+2).

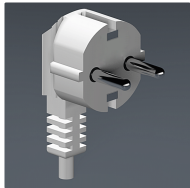




## Currency

The currency in Belgium is the Euro (€). The exchange rate is approximately 1.2\$USD to 1€. ATMs are widely available and you can exchange money at banks and bureaux de change in airports and cities. Major credit cards are widely accepted.

## Electricity



Belgium uses a two-pin, type F plug socket. If you use a different plug type, you will need an adaptor for electrical appliances.

## Weather

June in Belgium can have varied weather. Temperatures are likely to be around 18-20°c during the day, dropping at night. It is likely to rain. We would recommend you bring waterproof shoes and a jacket.

## What to bring

- Information about your organisation and activities
- The printed or downloaded documents - we **won't** be able print documents for the delegates
- Participation fee - if not paid in advance
- IFM-SEI membership fee/outstanding debts - if you haven't paid it yet
- Money for merchandise (optional)
- Waterproof jacket and shoes
- Toiletries
- Towel
- Motivation and energy to work together!

## Contact information

If you need to contact us urgently approaching or during the meeting you can contact:

- Ingrid de Kock (Office Secretary): +32 485 564 040
- Carly Walker-Dawson (Secretary General): +32 499 201 951

We are looking forward to welcoming you in Brussels!

