

ASEM Senior Officials' Meeting for Trade and Investment

Brussels, Belgium: 15-16 February 2011



ADMINISTRATIVE CIRCULAR

Brussels, BELGIUM

January 2011

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1. Date, venues and expected format

Date: 15-16 February 2011

Event venue: Egmont Palace (8bis, Place du Petit Sablon, 1000 Brussels)

Expected format: Rather than setting a limit on the size of the delegations, we encourage that they would comprise the expertise reasonably required to address the agenda in a substantive way.

2. Event language

The event language is English.

3. Accommodation and Reservations

If they wish, attendees can make reservations at any of the hotels listed below. Bookings and payment should be made directly to the hotel. Participants will be responsible for all individual costs incurred during their stay. The choice is based on value for money rather than on proximity to the venue of the event.

1. Hotel Bloom

Rue Royale 250- 1210 Brussels

Tel: 32 2 220 66 11 – Fax: 32 2 217 84 44

E-mail: info@hotelbloom.com

Website: www.hotelbloom.be

2. The Dominican

Rue Léopold 9 - 1000 Brussels

Tel: 32 2 203 08 80 – Fax: 32 2 203 08 07

E-mail: info@thedominican.carlton.be

Website: www.thedominican.be

3. Floris Arlequin Grand Place

Rue de la Fourche 17-19 - 1000 Brussels

Tel: 32 2 514 16 15 – Fax: 32 2 514 22 02

E-mail: arlequin@florishotels.com

Website: www.florishotels.com

4. Ibis Brussels Off Grand Place

Rue Marché-aux-Herbes 100 - 1000 Brussels

Tel : 32 2 514 40 40 – Fax : 32 2 514 50 67

E-mail: H1046@accor.com

Website: www.ibishotel.com

5. Novotel Brussels Centre Tour-Noire

Rue de la Vierge noire 32 - 1000 Brussels

Tel : 32 2 505 50 50 – Fax : 32 2 505 50 00

E-mail: H2122@accor.com

Website: www.novotel.com

6. White Hotel

Avenue Louise 212 - 1050 Brussels

Tel: 32 2 644 29 29 – Fax: 32 2 644 18 78

E-mail: info@thewhitehotel.be

Website: www.thewhitehotel.be

7. Other accommodation

To facilitate the search, participants do have the option to address their request to the following booking companies

- The booking service of the Brussels Tourism Office:

Contact: Inge Smedt – 32 2 563 61 04

is@brusselsbookingdesk.be

- Resotel Company:

Contact: Alice Terweduwe – 32 2 777 01 59 – alice@resotel.be

4. Access and Security

All necessary measures will be taken to ensure the safety of all participants. Badges will be distributed upon arrival at the premises.

Attendees are requested to wear their identification badges at all times to gain access to the meeting venues, meals and other functions, and might be requested to pass through a security gate.

Participants must be aware that parking space is not available on the premises.

5. Liability

The Organization cannot be held liable for personal accidents and losses, or damage to personal property of the registered participants of the event. Participants should make their own arrangements with regard to personal & luggage insurance.

6. Entry requirements

Please note that all attendees are subject to Belgian regulations regarding entry into the country. Participants must be in possession of identity or travel documents that are recognized by Belgium. Passports should be valid for at least three months subsequent to their planned period of stay in Belgium.

Participants from a number of countries will, in addition, require visas. The Belgian diplomatic mission responsible for the country of residence will assist participants in accordance with international practice. A confirmation of registration can be issued by the event host upon request. Such requests can be submitted to the ASEM desk of the Belgian Federal Public Service of Foreign Affairs through the contact form available on the ASEM 8

website (www.asem8.be → Contact → Contact ASEM 8 Desk) or directly by e-mail through the address asem8@diplobel.fed.be.

7. Transport

Please note that transport and transfers have to be organized by the participants themselves.

8. Additional information

Should specific assistance be necessary, please address a request to the ASEM desk by e-mail (asem8@diplobel.fed.be) or through the contact form available on the website:

www.asem8.be → Contact → Contact ASEM 8 Desk

9. Important telephone numbers

Emergency services: 112