

The 8th ASEM Summit
Preparatory Events



ADMINISTRATIVE CIRCULAR

Brussels, BELGIUM

June 2010

ASEM CONFERENCE ON COUNTER - TERRORISM

Brussels, Belgium: 10 – 11 June, 2010

1. General Information about the Conference

At the seventh ASEM Conference on Counter-Terrorism in Manila in June 2009, the Chair's Summary stated that the 8th ASEM Conference on Counter-Terrorism will be held in Europe in 2010 and that results of the Conference will be presented to the next ASEM Summit, in Brussels, Belgium in 2010.

The Conference will take the form of a plenary session. Experts and officials from Asian and European partners are invited to present their ideas in this conference.

Dinner on the 10th of June and a lunch on the 11th of June are offered by the organization.

2. Date and venue of the event

Date: 10-11 June 2010

Venue: Conference Room: Europe

Egmont II

24 Rue des Petits Carmes - 1000 Brussels

3. Conference language

The conference language is English

4. Registration

In order to facilitate the registration process, registration will be done by sending the registration form in attachment to 8asemctconf@diplobel.fed.be.

If necessary, registration to the conference can also be done through the ASEM contact point.

Please also note that **registration deadline is 4/06/2010 at noon (Brussels time)**.

5. 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 seminar.

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](mailto: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

32 2 514 40 40 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 accomodation

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

6. Access and Security

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

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.

7. Liability

The Organisers shall not be liable for personal accidents and losses, or damage to personal property of the registered participants of the meeting. Participants should make their own arrangements with regard to personal insurance.

8. 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 (passport and, when required, visa) 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 will be issued by the event host for this purpose. Early registration therefore is recommended. The ASEM contact point in the Ministry of Foreign Affairs of the country of residence should be advised of the participant's registration so as to be able to provide further help if necessary. Actual difficulties can be submitted to the ASEM 8 desk of the Belgian Federal Public Service of Foreign Affairs by e-mail to 8asemctconf@diplobel.fed.be.

9. Transport

Please note that no transport will be provided and that all transfers have to be organized by the participants themselves.

10. Additional information

Should specific assistance be necessary, please address a request to the ASEM desk through the ASEM 8 desk of the Belgian Federal Public Service of Foreign Affairs by e-mail to 8asemctconf@diplobel.fed.be.

11. Important telephone numbers

Emergency services: 112

Contacts

For further inquiries on the Counter Terrorism Conference please do not hesitate to contact

Ambassador Thomas Baekelandt

Counter Terrorism Coordinator

Ministry of Foreign affairs

Rue des petits Carmes, 15

1000 Brussels

Tel: +32 2 501 3709

E-mail address: 8asemctconf@diplobel.fed.be