

**Committee of Senior Representatives (CSR)
Nineteenth Meeting
Brussels, Belgium
27-28 October 2011**



Reference	CSR 19/Info 1
Title	Practical information for participants
Submitted by	European Commission

CONTACT INFORMATION

NDPHS Secretariat

Ms. Silvija Juscenko
Senior Adviser
NDPHS Secretariat
Slussplan 9
103 11 Stockholm
Sweden
Phone: +46 8 4401946
Mobile: +46 760219544
Fax: +46 8 4401944
E-mail: silvija.juscenko@ndphs.org

Mr. Jakob Samuelsson
Intern
NDPHS Secretariat
Slussplan 9
103 11 Stockholm
Sweden
Phone: +46 8 440 1929
Fax: +46 8 4401944
E-mail: jakob.samuelsson@ndphs.org

Host, the European Commission

Mr. Erdem Erginel
Policy Officer
DG SANCO
Rue Froissart 101
B-1040 Brussels
Belgium
Phone: +32 22988707
Fax: +32 2975715
E-mail: erdem.erginel@ec.europa.eu

Mr. Eddy Parijs
Policy Officer
DG SANCO
Rue Froissart 101
B-1040 Brussels
Belgium
Phone: +32 22960444
Fax: +32 2975715
E-mail: eddy.parijs@ec.europa.eu

MEETING VENUE

Albert Borschette Conference Centre
Meeting room 0-B (ground level, room B)¹
rue Froissart 39
1049 Brussels

The location of the meeting venue is shown on the map attached to this document as **Annex 3**.

CONFIRMATION OF PARTICIPATION

Kindly confirm your participation at the CSR meeting by 20th October 2011 by **using the on-line registration form**, which is available on the NDPHS website at: http://www.ndphs.org/?mtgs.csr_19_brussels.

¹ Participants are advised to consult the display at the entrance of the building for the last-minute changes.

ACCOMMODATION

The Secretariat has made reservations at the following hotels (20 rooms in each):

Atlas Hotel ***

Rue du Vieux Marché aux Grains 30
1000 Brussels, Belgium
Phone: +32 2 502 6006
Fax: +32 2 502 6935
E-mail: info@atlas-hotel.be
Website: <http://www.atlas-hotel.be/en/index.html>

Price: EUR 119 per night for a single, standard room.
EUR 135 per night for a standard double room. These prices include a buffet breakfast.

Hotel Scandic Grand Place ****

Rue d'Arenberg 18
1000 Brussels, Belgium
Phone: +32 2 548 1811
Fax: +32 2 548 1820
E-mail: grand.place@scandichotels.com
Website:
<http://www.scandichotels.com/en/Hotels/Countries/Belgium/Brussels/Hotels/Scandic-Grand-Place/>

Price: EUR 140 per night for a single, standard room.
EUR 160 per night for a double standard room. These prices include breakfast.

The location of the two hotels, including in relation to the meeting venue, is shown in **Annex 3** below.

To benefit from this scheme, please confirm your stay directly with the hotels. **The last confirmation date for the Atlas Hotel is 26 September 2011, and for the Scandic Grand Place, 02 October 2011.** After that date, the group booking rate or room availability cannot be guaranteed.

The booking forms for the respective hotels are enclosed in **Annexes 1 and 2** below. Please submit these to the hotels according to the instructions provided in them.

MEALS DURING THE MEETING

Lunch and refreshments during the meeting will be offered free of charge by the Host.

TRAVEL INFORMATION

From Brussels International Airport to the city center:

- Taxi (approx. € 35). Depending on the traffic, the drive will take 30-50 minutes.
- "City train" to the Central Station (€ 3)
- The AIRPORT CITY EXPRESS train operates from 6am till nearly midnight, with four trains an hour and brings you to the Gare du Midi, Gare Centrale and Gare du Nord stations in less than 20 minutes. A one-way ticket costs € 2.60 second class and € 3.90

first class. The city express train is located in the basement (level -1) of the terminal building.

How to reach the Atlas Hotel from Brussels Central or South Station

- From Brussels Central Station, walk or take the metro to "Ste-Catherine" metro station.
- From the Brussels South Station (arrival of the Thalys and the Eurostar) and from the North Station, take the metro until "Bourse".

How to reach the Scandic Grand Place from Brussels Central Station

- From Brussels Central Station, take the main exit onto Boulevard de l'Impératrice and turn right. When you can see St Michael Cathedral, turn left on to Rue d'Arenberg where you will find the Scandic Grand Place hotel. The walk from the station should take just 2-3 minutes.

MEETING DOCUMENTS

All documents submitted to the meeting are available for downloading at http://www.ndphs.org/?mtgs_csr_19_brussels. Participants are kindly requested to bring their own copies to the meeting. Files for presentation during the meeting (such as ppt presentations) should be sent to the NDPHS Secretariat at least 2 days before the meeting.

PERSONAL INVITATION FOR VISA

Visa support letters will be issued by the Host subject to provision of the following information:

- Names and complete business / address details of the applying participant;
- Address / e-mail of the embassy which the applying participant will approach;
- Passport number of the applying participant.

Participants who are in need of a visa support letters are kindly requested to contact Mr Eddy Parijs (cf. the contact information section) no later than **13 October 2011**.

HOW TO REACH THE MEETING VENUE

A map of the hotels and meeting venue location and a metro map are annexed.²

Directions from the Atlas Hotel to Albert Borschette Conference Centre

On foot

The distance from the hotel is ca 3.3 km, or about a 45 minute walk, towards the Gare Centrale, through the Parc de Bruxelles, and along Rue Belliard.

By metro

From the station **Sainte-Catherine** (located ca 400 m from the hotel), take line 1 towards Stockel or line 5 towards Herrmann-Debroux, to the **Schuman station**. From there, walk ca 500 m along Rue Froissart to the meeting venue. The trip takes approximately 15-20 min.

² Also available at

<http://maps.google.com/maps/ms?msid=206585128601643256879.0004ad5df59aa166e1a95&msa=0&ll=50.847952,4.366035&spn=0.038639,0.076818>.

Directions from the Scandic Grand Place to Albert Borschette Conference Centre

On foot

From the hotel, it is a 35 minute walk, through the Parc de Bruxelles, and along Rue Belliard.

By metro

From the station **De Brouckere** (located ca 500 m from the hotel), take line 1 towards Stockel or line 5 towards Herrmann-Debroux, to the **Schuman station**. From there, walk ca 500 m along Rue Froissart to the meeting venue. This takes approximately 15-20 min.

ANNEX 1 – HOTEL BOOKING FORM FOR THE ATLAS HOTEL



HOTEL BRUSSELS

Rue du Vieux Marché aux Grains, 30 ▪ B-1000 Brussels

Phone : +32.2.502.60.06 ▪ Fax : +32.2.502.69.35 ▪ E-mail : info@atlas.be ▪ Web : www.atlas.be

FACSIMILE

Attn : Reservations - Atlas Hotel Brussels

Fax Nr of ATLAS HOTEL : + 32 2 502 69 35

From : Date :/...../2011 Total Pages : 1

ATLAS HOTEL BOOKING FORM
Meeting of the Committee of Senior Representatives
27th to 28th of October 2011
Northern Partnership for Health and Social Well-being (NDPHS)

Dear Atlas Hotel Reservations Department,

I would like to submit my following reservation request and receive your confirmation back by
email fax.

Guest Name : Mr / Mrs

Arrival Date : October'11 **Departure Date** : October'11 **Nr of nights** :

Nr of room and type : SINGLE / DOUBLE / TWIN (delete whichever does not apply)

at the Preferred Rate of 119 €/SGL/night or 135 €/DBL/TWN/night.
Buffet breakfast, all taxes & service charges all included.

Guest's email address :@.....

Guest's phone or mobile phone number : +.....

Guest's address :

.....

Credit card number*:

Exp date: /

**the credit card details guarantee the booking*

Please confirm this reservation by email (info@atlas.be) or fax (+32.2.502.69.35) before: **27th of Sept. 2011**

Cancellation policy: at least 2 days before arrival date by written (fax or mail) to avoid the charge of the total stay. The hotel is then entitled to charge on my credit card (in case of late cancellation or no-show).

Signature for agreement:

ANNEX 2 – HOTEL BOOKING FORM FOR THE SCANDIC GRAND PLACE HOTEL

HOTEL BOOKING FORM	
NDPHS	
BLOCK CODE: NDP261011	
Name	
Telephone number	
E-mail address	
Arrival Date	
Departure Date	
Single Standard room @ € 140	Double Standard room @ € 160
<i>This rate includes breakfast, VAT & taxes</i>	<i>This rate includes breakfast, VAT & taxes</i>
<i>Sauna, gym and wireless internet free of charge</i>	
Credit Card Details	
Card Type	
Card Number	
Expiry Date	
Please complete the reservation form and send it back before 03/10/2011 . After this date, availability and rates are not guaranteed and will be dependent on acceptance by the hotel. Check-in time is 14.00h and check-out time is noon.	
CANCELLATION POLICY	
Cancellations can be made up until 6pm, 48 hours before day of arrival. If you fail to arrive without canceling in advance or if you cancel after 6pm, you will be charged for one night. If the hotel has incurred costs specifically related to your booking, you must reimburse these.	

Scandic

GRAND PLACE • BRUSSELS

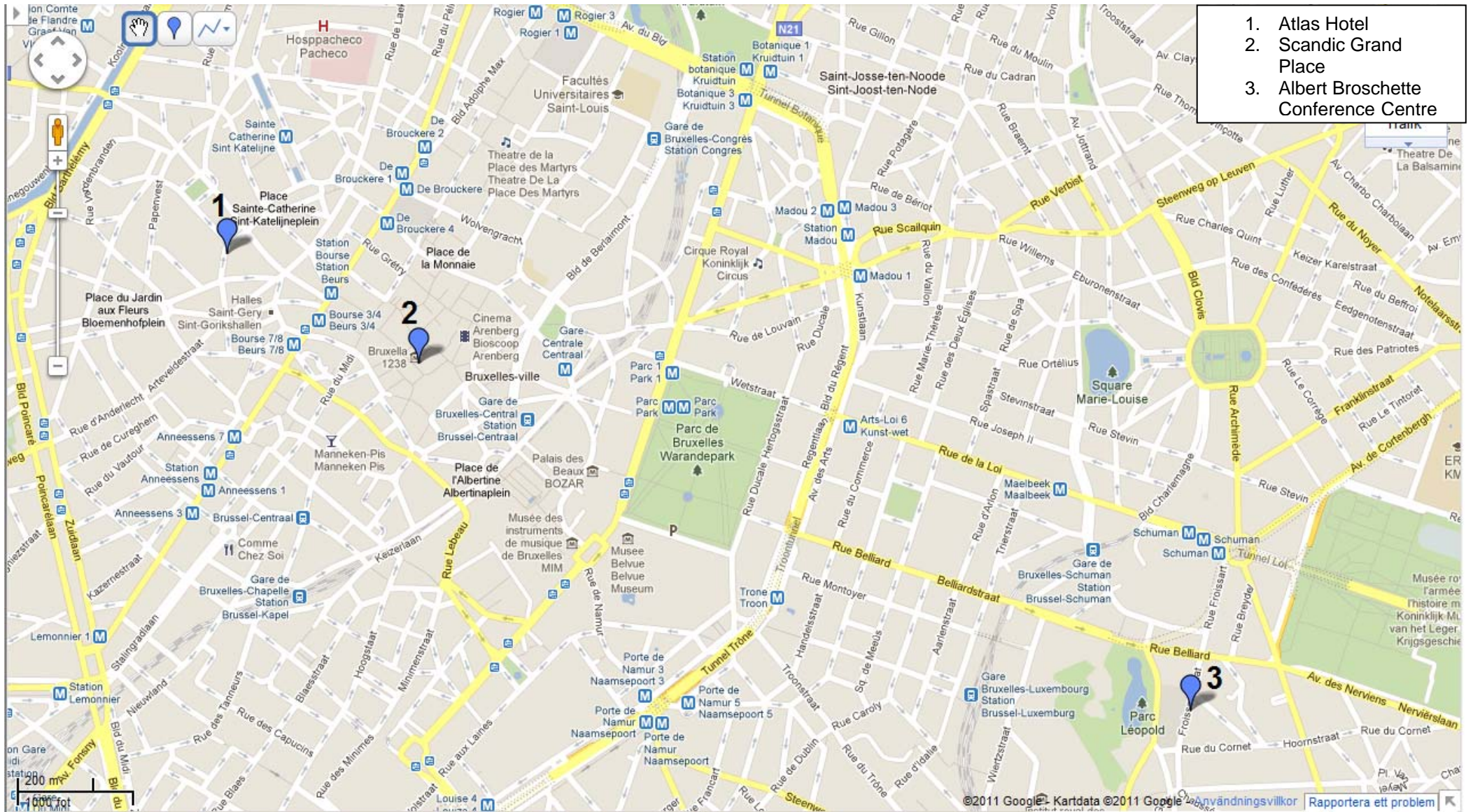
Rue d'arenberg 18

B-1000 Bruxelles

Tel: 02 548 18 11 Fax: 02 548 18 20

Con511@scandichotels.com

ANNEX 3 – MAP OF BRUSSELS SHOWING HOTELS AND MEETING VENUE LOCATION



ANNEX 4 – BRUSSELS METRO MAP

