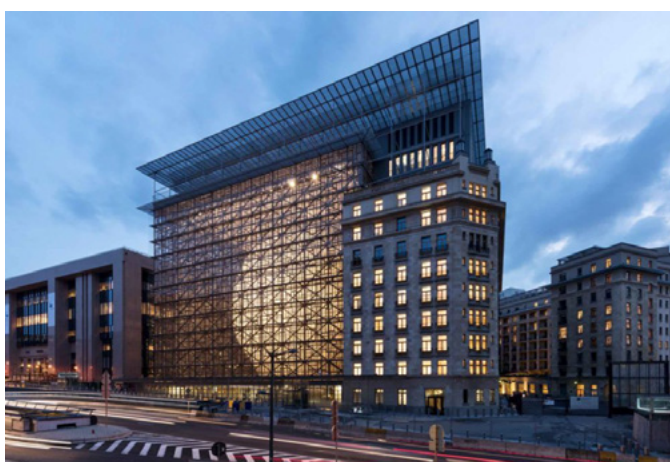


## PRACTICAL INFORMATION FOR PARTICIPANTS

### VENUE

The conference will take place on Tuesday the **19th November** 2019 from 8:15 until 16:30 at the Europa Building.

**The Europa Building** is located at Rue de la Loi, 155, 1000 Brussels. The closest metro station from the Europa Building is "Schuman" at one minute walking distance.



### ACCESS TO THE VENUE & ADMINISTRATION

You are required to bring your **ID or passport**, and a printed copy or **email with the confirmation barcode to attend this event**. Please be aware that access to the building requires you to pass **a thorough security check**. Body and materials scanning is mandatory. Once you pass the security check, please **present your barcode** at the registration desk. A **personalised badge** will be printed for you. This badge will serve as your ID throughout the day. Please note that **once you decide to leave the building** any time during the day, the **security will not allow you to re-enter the building**.

You are requested to start registering from 8:15

### CATERING

19<sup>TH</sup> NOVEMBER 2019

Coffee breaks and lunch on 19th November will be offered by EIGE. This will be hosted in the Europa Building. Please send an email to [brussels@trillgroup.eu](mailto:brussels@trillgroup.eu) if you have any special dietary requirements (e.g lactose-free, gluten-free, vegetarian, vegan, etc.)



## PUBLIC TRANSPORT TO THE CONFERENCE VENUE



### By train / metro

When coming by train or metro, we recommend travelling to the Brussels Schuman train / metro station which is at 1 minute walking distance from the venue.

Tickets can be bought at each Metro Station for 2,10 EUR (One way)



### Shuttle after the conference

A bus transfer going to Brussels Zaventem Airport will be provided after the event. **The bus will leave at 17:15 sharp in front of the Europa Building.**

Due to the heavy traffic in Brussels, we strongly recommend attendees who have an early flight to take the train instead of the bus. There will be train at Brussels Schuman station leaving every 30 minutes going directly to the Brussels Zaventem Airport. Please note EIGE will not cover your train ticket to the airport.

## ARRIVING AT BRUSSELS ZAVENTEM AIRPORT PRIOR TO THE EVENT



Also known as Brussels International Airport, Brussels Zaventem Airport is the main airport in Brussels. It is located in the area of Zaventem, about 20 minutes by train from the city center.





## Train services

There is a train going from Brussels Zaventem Airport to Brussels Central Station every 10 minutes between 5:00 and midnight, 7 days a week. The ride takes 18 minutes and costs 8.90 EUR. Train going from Brussels Zaventem Airport to Schuman Station is also available every 30 minutes, the ride takes 15 minutes, and costs 8.90 EUR.

There are multiple options for purchasing tickets, but the easiest one is to book online.

### To buy a ticket

- Go to the following site: <https://www.belgiantrain.be/en>
- Enter "Brussels Airport" as a point of departure and "Brussels central" or "Schuman" as a destination point on the booking page and select "Standard ticket". You will then be directed to a secure environment to finalise your purchase.

The airport train station is located below the terminal (underground level -1).

After arriving on the train platform in the underground level of the airport terminal, scan the square QR code on the gate machine and you can easily enter the train.



## TAXI services

Taxis with a taximeter are permanently available in front of the arrival hall. The fare from the airport to the city centre of Brussels is normally around 50 EUR. Licensed taxis can be recognized by the blue and yellow emblem. Travelers are advised to avoid unlicensed taxis.

Wheelchair users can order a taxi from Taxi Hendriks: +32 2 752 98 00

**Please note that there are no transfers foreseen by EIGE from the airport to the City center. This trip has to be covered at your own expenses.**

## EVENT APP

Download the event app to your mobile by scanning the QR code or clicking here:

**IOS**

**ANDROID**

To network with other attendees through the app, click on "My Profile" and fill out your email address and confirmation number which you can find in the e-mail you have received.

### The app will allow you to :

- Explore the agenda
- Network with peers
- Discover our speakers



## USEFUL INFORMATION

### Emergency

In case of emergency during your stay, those are the most important emergency numbers to remember:

Pan-European number for all emergencies: Call 112 - [www.sos112.be](http://www.sos112.be)

Belgian Police: Call 101 - [www.police.be/en](http://www.police.be/en)

Belgian Fire Brigade: Call 100 - [www.frcspb.be](http://www.frcspb.be)

## CONTACT DETAILS

**For any general queries or in case you require any information on the logistical aspect of the conference, please contact EIGE's service provider:**

Harold Carniyan  
External Events Partner for the European  
Institute for Gender Equality

Trill Group Brussels Office  
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Phone: +32 487 38 11 14

