

Equinet Seminar

Charting the Charter: Equality Bodies and Fundamental Rights in the EU

16 – 17 June 2015

## TRAVEL COMPANION



## EQUINET TRAVEL COSTS COVERAGE AND REIMBURSEMENTS

### **FLIGHTS UP TO 300 EURO!**

It is the policy of Equinet to cover the costs (flights, local transportation, subsistence...) incurred by participants from member organizations during its events.

In order to control flight costs, Equinet will cap reimbursement of participants' flights at 300 EURO, unless prior booking authorization has been granted by the Equinet Secretariat for a more expensive ticket. If you are unable to find a flight cheaper than 300 EURO, please contact the Equinet Secretariat for assistance:

**Yannick Godin**

**Tel: +32.2.212.31.82**

**Email: [yannick.godin@equineteurope.org](mailto:yannick.godin@equineteurope.org)**

Reimbursements are only possible when an original Equinet reimbursement form has been correctly filled in and sent to the Equinet Secretariat.

**ORIGINAL expenses proofs (receipts, invoices...) and Boarding passes stubs (both ways) have to be attached to the reimbursement form for the expenses to be taken into account. Any undocumented expense will be disregarded.**

We advise participants to book as early as possible. In the event that you have made a booking over the value of 300 EURO (**without** contacting the Secretariat in advance), the reimbursement of the ticket might be capped at 300 EURO.

Given the financing constraints faced by Equinet, reimbursements are effectively processed after the last installment of the 2015 Grant from the European Commission has been received (around May 2016).

Therefore, we advise participants to request their respective organizations to prepay the costs and not to cover them out of their own pocket.

Reimbursement forms have to be submitted to the Equinet Secretariat as soon as possible and **no later than 10 July 2015** to be taken into account. Equinet reserves the right to disregard any form received after this deadline.

Please note that **external participants are expected to cover their own travel and accommodation costs.**

**IF EQUINET HAS BOUGHT YOUR AIR TICKET, PLEASE MAKE SURE TO SEND YOUR BOARDING PASSES BACK!**



## VENUE & ACCOMODATION

The venue of this Equinet Seminar is the Crown Plaza Hotel Brussels – Le Palace. Equinet has made a group reservation for speakers and participants in this hotel as well.

**Crown Plaza Hotel Brussels – Le Palace**  
**Rue Gineste 3**  
**1210 Brussels**

Tel: +32 2 203 62 00

E-mail: [info@cpbxl.be](mailto:info@cpbxl.be)

It is Equinet policy to cover the costs for the accommodation for representatives from its members participating in the seminar and speakers. Equinet has reserved single rooms and will cover a maximum of one night (22 March), breakfast included, unless agreed otherwise.

To request an extended stay at the hotel, a double room or any other specific need, please contact the hotel. Any extra cost will be at your charge (unless specified otherwise by the Secretariat).



## DIRECTIONS TO THE DINNER

The dinner will take place on Tuesday June 16<sup>th</sup> at 19:30. The Restaurant is called 'De Ultieme Hallucinatie.

**De Ultieme Hallucinatie**  
**Rue Royale 316**

Tel: +32 2 217 06 14

The Restaurant is found at a ten minute walking distance from the hotel. A detailed map can be found [here](#).

## **DIRECTIONS TO THE SEMINAR VENUE**



*Directions from Airport to Hotel*

### **From Brussels International Airport (Zaventem)**

#### **By Train:**

The Airport train station is located below the terminal (basement level -1). Up to four trains an hour connect the airport to Brussels Nord, Centrale and Midi stations. The train costs €8.5

[http://www.brusselsairport.be/en/passngr/to\\_from\\_brussels\\_airport/train/](http://www.brusselsairport.be/en/passngr/to_from_brussels_airport/train/)

Brussels Nord offers the most direct connection to the Crown Plaza hotel, and includes a 7 minute walk to the hotel from the station.

A full size map is available [here](#).

#### **By Bus:**

Alternatively, the Airport bus station is located on level 0 – one floor down from the Arrivals Hall. Busline 272 towards Zaventem-Brussels leaves from Zaventem Airport Platform A. In approximately 45 minutes, this line will take you to the bus stop Brussel Rogier, from where it is a 3 minute walk to the hotel and seminar venue.

A full size map is available [here](#).

### **From Brussels Gare du Midi/Zuidstation (Eurostar from London; Thalys from Paris or Amsterdam; coaches from Charleroi airport):**

#### **By Metro:**

The Metro is two floors below the main concourse. Take **either Line 2 or 6** (towards Elisabeth) and exit at **Rogier** (nine stops from Midi). From Rogier, it is a 2 minute walk to the Hotel and Seminar Venue.

A full size map is available [here](#).

### **From Brussels South Charleroi Airport**

Every 20-30 minutes a shuttle coach leaves the Charleroi airport to take you to the main Brussels railway station **Brussels Midi (Gare de Bruxelles-Midi)**. Shuttle tickets cost 17€ and are sold outside the airport terminal. You can also buy tickets in advance for cheaper online at

<http://www.brussels-city-shuttle.com/en/#/>. Once arrived at **Bruxelles-Midi station**, follow the directions above.



### USEFUL CONTACT LIST

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