

## A-Z INFORMATION



### VENUE

#### BRUSSELS EXPO

Brussels Exhibition Centre  
Place de Belgique 1  
B-1020 Brussels, Belgium  
Phone: +32 2 474 82 77  
Fax: +32 2 474 83 90  
info@bruexpo.be  
[www.brusselsexpo.be](http://www.brusselsexpo.be)

### BANKING AND SHOPPING HOURS

Shops are usually open from 10:00 to 18:00 or 19:00 from Monday to Saturday. Souvenir shops, bakeries, cake shops and flea markets are often open on Sundays too. Banks are usually open from Monday to Friday, from 09:00 to 16:00.

### BRUSSELS

Brussels, the capital of the kingdom of Belgium is also the capital of Europe. Brussels is home to the European institutions, plus 1200 NGOs, 1000 press correspondents, most of the European lobbying industry and over 1700 international associations. A cosmopolitan city at a cultural and linguistic crossroads, it is also a city of arts and entertainment. Despite its European dimension and all the different languages spoken on the corner of every street, Brussels is still inspired by a very "village-like" spirit. It is well known for the Grand Place, the Atomium, the Manneken-Pis, Gueuze and Kriek beers, waffles and for the great variety of delicious chocolate.

For more information go to [www.belgium-tourism.be](http://www.belgium-tourism.be)

### CATERING

A welcome coffee will be served in the poster area from 08:00 every morning. Coffee breaks will take place in the exhibition hall at 10:30 on Tuesday, Wednesday and Thursday and also at 15:30 on Monday, Tuesday and Wednesday. A complimentary buffet lunch is served in the exhibition hall between 12:00 and 14:00 to all delegates and exhibitors. Only exhibition visitors who have paid for a 50 € day pass (only available in advance) are entitled to receive the lunch.

### CONFERENCE DINNER

The conference dinner will take place on Wednesday, 2 April 2008, at 19:30 in the Royal Museum of Art and History (Parc Cinquantenaire).

Cocktails and canapés will be served, followed by the dinner. Delegates who have not already purchased a ticket may buy one at the registration desk for 120€. Places are limited and tickets will be available on a first-come, first-served basis.

### CONFERENCE RECEPTION

Sponsored by:



The conference reception will take place on Monday 31 March 2008 at 19:00 at the Centre Belge de la Bande Dessinée (Belgian Centre for Comic Strip Art). This reception is free of charge for all conference delegates. A valid badge or confirmation e-mail must be shown at the entrance.

### CREDIT CARDS AND CASH

Cash points are widely available. Foreign exchange facilities can be found at airports, railway stations and in most of the banks. There is also a cash point located just outside hall 2 of the venue.

### ELECTRICITY

220V A/C. Plugs are 2-pin so participants from some countries will need an adapter.

### EMERGENCIES

Ambulance / fire	100
Police	101
European emergency call	112
Standby dentists	02 426 10 26
Standby doctors	02 479 18 18
Standby pharmacies	0800 20 600

### EXHIBITION

For details about the exhibition build-up, stand construction etc., exhibitors should refer to the exhibition manual or contact Dianne Wright in the exhibition organiser's office, in Hall 7.

### EXHIBITION RECEPTION

The exhibition reception will take place on Tuesday 1 April 2008 from 17:30 in the exhibition hall. This reception (free for all participants) offers you the chance to spend more time meeting and discussing with the exhibitors.

### INTERNET

There is a cyber café at the venue which provides internet access, printing and copying facilities and a fax machine. Free wi-fi access will also be available at the venue.

### LANGUAGE

Belgium has three official languages: French, Dutch and German. French predominates in the south, Dutch in the north. Brussels is bilingual (85% French, 15% Dutch). German is spoken along parts of Belgium's eastern border. English is also widely spoken and understood.

**EXHIBITION OPENING HOURS****Monday 31 March 2008**

10:00 - 17:00

followed by Beer Reception at 17:00 - 18:00

**Tuesday 1 April 2008**

09:00 - 17:30

followed by Exhibition Reception at 17:30 - 19:00

**Wednesday 2 April 2008**

09:00 - 17:00

followed by Prosecco Party at 17:00 - 18:00

**Thursday 3 April 2008**

09:00 - 14:00

**LOST AND FOUND**

On the metro, buses and trams:

Av. de Toison d'Or/ Guldevlieslaan 15

1050 Brussels

Monday to Friday 08:30-16:30

Tel: +32 2 515 23 94

[www.stib.irisnet.be](http://www.stib.irisnet.be)

On the public highway:

Brussels Central Police Office

Rue de Marche-au-Charbon/Kolenmarkt 30

1000 Brussels

Tel: +32 2 279 79 79, +32 2 279 83 20

**MONEY**

The unit of currency in Belgium is the Euro (€).

**PARKING**

There is parking available at the venue at a cost of 4€/day.

**POST AND TELECOMMUNICATIONS**

The international access code for Belgium is 0032. The city/area code for Brussels is 02. It is necessary to remove the 0 from the city area code when using the international prefix. The outgoing code is 00 followed by the relevant country code (e.g. 0044 for the United Kingdom).

**POSTERS**

A dedicated poster session will take place from 14:00 - 15:30 on Tuesday 1 April 2008. All poster presenters are requested to be at their poster at this time to present and discuss with delegates.

All posters must be removed on Thursday 3 April, before 16:00, otherwise they will be discarded.

**PRESS**

The press conference will be held in the press room after the opening session, on Monday 31 March at

12:30. A fully-equipped Press Room will be at the disposal of journalists throughout the conference. Computers, refreshments, background information and press packs will be available.

**PROCEEDINGS**

Proceedings containing all relevant information, papers, presentations, photos and videos will be dispatched to all conference delegates following the conference (in May 2008).

**PUBLIC TRANSPORT**

The public transport stop for Brussels Expo is **HEYSEL**. Metro, tram and bus systems serve the city. Brussels' public transport is operated by STIB/MIVB. Tickets are available from metro stations, STIB/MIVB "Bootiks", selected newsagents and Tourism Information Centres. Free metro maps are available from metro stations, Tourist Information Centres and Brussels International Airport.

STIB/MIVB website: [www.stib.be](http://www.stib.be)**TAXI**

For information about taxis in the Brussels Capital Region:

Tel: 0800 14 795

[www.taxi.irisnet.be](http://www.taxi.irisnet.be)[www.brusselstaxi.be](http://www.brusselstaxi.be)

To book a taxi (English language service available):

Taxi Vert

Tel: +32 2 349 44 55

[www.taxis.be](http://www.taxis.be)

Average cost/km is 1.23€ within Brussels and 2.46€ outside the 19 Brussels communes. Pick-up charge is 2.40€ during the day and 4.40€ at night. Fares are displayed on the meter and include service. Tips are left at your discretion.

A taxi from the airport to Brussels Expo will cost around 20€.

**TIME ZONE**

Belgium is GMT + 1 in winter and GMT + 2 in summer.

**WEATHER**

Brussels has a temperate, maritime climate. The average temperature in summer is 16° Celsius (60° Fahrenheit). The average winter temperature is 3° Celsius (37° Fahrenheit). Bring an umbrella! For a weather forecast:

[www.meteo.be](http://www.meteo.be)