

## Draft Logistic Agenda

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### Wednesday, 8<sup>th</sup> December 2010

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Arrival of all participants on Brussels airport. Getting of the hotel Marivaux Hotel Congress & Seminar Centre.

Address of the **hotel**: *for transportation to the hotel please see page 2*  
Boulevard Adolphe Maxlaan 98-1000 Bruxelles / Brussels  
Tel: +32 (0) 2 227 03 00 / Fax: +32 (0) 2 218 06 83

### FOR TRACECA DELEGATES ONLY

Your accommodation is paid by IDEA project, including breakfast. Any extras: mini bar, telephone, dry cleaning, etc., will be paid by you

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### Thursday, 9<sup>th</sup> December 2010

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7:00 – 8.30 Breakfast at the hotel (included in your room rate)

Meeting : TRACECA Traffic Forecast Model

9:00 – 17:00 **Meeting Room** Jacques Tati in The Hotel Marivaux

During the meeting, two coffee breaks and a lunch will be offered.

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### Friday, 10<sup>th</sup> December 2010

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7:00 – 8.30 Breakfast at the hotel (included in your room rate)

Meeting : TRACECA GIS database

9:00 – 16:00 **Meeting Room** Jacques Tati in The Hotel Marivaux

During the meeting, two coffee breaks and a lunch will be offered.

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### Saturday, 11<sup>th</sup> December 2010

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Departure of all participants

### For further questions and details, please contact:

Ms. Ramina Majidova

E-mail: [ramina.idea@gmail.com](mailto:ramina.idea@gmail.com)

Cell phone number (Brussels): +32 4 86097745

**Notices:** Please, keep your boarding passes for inbound flights and hand it to Ms. Ramina Majidova at registration desk. You may have an online check in for your return flights from the hotel (Ms. Ramina Majidova will be happy to assist you with this). If we have your inbound and outbound boarding passes, IDEA expert will reimburse your per diem on site before you leave Brussels. Please, bring with you all documents concerning payments for VISA and Insurance.

## Airport – Hotel Transport Options

**NO TRANSFER IS ARRANGED BETWEEN AIRPORT– HOTEL.** Your options are:

**Airport Infos** Information on the airport : [www.brusselsairport.be](http://www.brusselsairport.be)  
about 12 km northeast of Brussels city center

**By train** The airport railway station is located below the terminal (level -1); up to 4 trains run hourly to Brussels (North, Central and Midi stations); also direct trains to other parts of Belgium.

Railway: to Brussels city center, departure about every 15 mins between 5:00 and 24:00; ride time: about 20 mins; **single ticket: € 2.80** (second class)

**Then take a taxi to the hotel (ca. 15 Euro)**

**By bus** buses leave from level 0 (one floor down from arrivals hall), accessible by escalators and elevators

De Lijn: bus route #272 to Brussels North (railway station),  
departure every 30-60 mins between 5:51 and 22:51;  
ride time: about 45 mins to North station; **single ticket: € 1.80**

**Then take a taxi to the hotel (ca. 15 Euro)**

MIVB/STIB: Airport Line #12 to city center  
departure every 20-30 mins between 6:37 and 22:56  
ride time: 25-35 mins to European Commission (Schuman) **single ticket: € 3**

**Then take a taxi to the hotel (ca. 15 Euro)**

**By taxi** about 45 -65 Euro to the Hotel directly (ride takes 25-30 about mins)

If you have any questions, please contact Ms.Ramina Majidova [ramina.idea@gmail.com](mailto:ramina.idea@gmail.com)