

The 20th Overseas Countries and Territories · European Union Forum

THE 20TH OCTs·EU FORUM

26-29 FEBRUARY 2024, BRUSSELS/BELGIUM

LOGISTIC INFORMATION

Dear OCT's-EU Forum participants,

We look forward to welcoming you in Brussels as an intense week lies ahead of us.

The following pages contain all the necessary information to assist you in planning your journey. In the meantime, if you still have some questions after reading this document, do not hesitate to contact us.

Wishing you a safe travel, we look forward to meeting you in Brussels.

Best regards,
The OCT-EU Team

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ACCOMMODATION

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ACCOMMODATION

- Sponsored participants are booked at NH Brussels EU Berlaymont Hotel in single room, including breakfast. Upon arrival, please give your name at the reception desk to proceed with your check-in. Personal expenses (minibar, telephone etc.) should be paid separately upon check-out.
- **NH Brussels EU Berlaymont Hotel:** Boulevard Charlemagne 11 - 19, 1000 Brussels
Tel: +32 2 230 33 71.
- Non sponsored participants who wishes to stay at NH Brussels EU Berlaymont Hotel can book their room at the preferential room rate: 170 euros + 4.24 euros city tax.

HOW TO BOOK A ROOM?

- Online 24/7 via the dedicated website: <https://www.nh-hotels.com/en/event/euoct-forum>
- By phone via the hotel reservation department: +32 22734179.
- By Email: reserveringen@nh-hotels.com
- Please use the following Reservation Number to book your room: 126669294.
- **We invite you to book your room as soon as possible. A limited number of rooms are pre-booked until February 11th.**

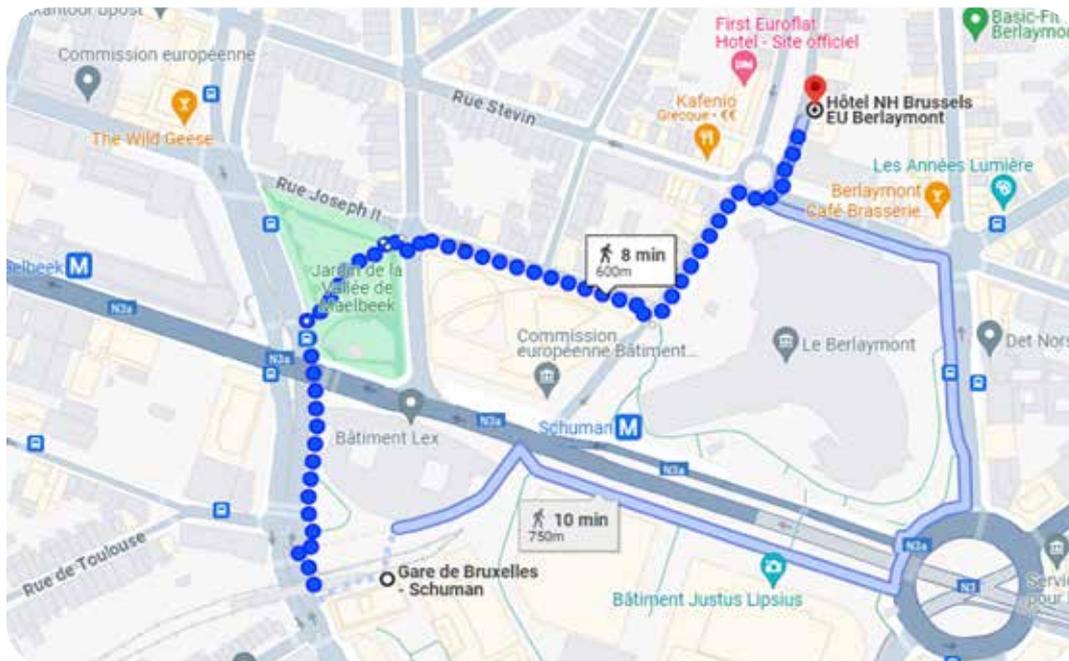


HOW TO REACH YOUR HOTEL FROM THE AIRPORT?

- Please arrange your own transportation from the Airport to the hotel.

PUBLIC TRANSPORTATION

- **TRAIN** (about 25 minutes including 8 minutes' walk)
 - Take the airport train located below the terminal (basement level-1).
 - Stop at Schuman Station, travel time is around 15 minutes.
 - From Schumann Station, walk to the hotel (8 minutes).



- Directions from the Airport to the Hotel are available [here](#).
- **Train ticket Fare: One single ticket costs 12.30 euros**, you can pay in cash or with a credit card at the airport Station counter (basement level-1).
- **TAXI**
 - Taxis are also available at the airport: average cost is between 40 to 60 euros depending on traffic.



- If you need to reach the hotel from other locations, please check the city journey planner accessible [here](#).
- We also suggest downloading an offline version of Google maps, as it can always prove useful.

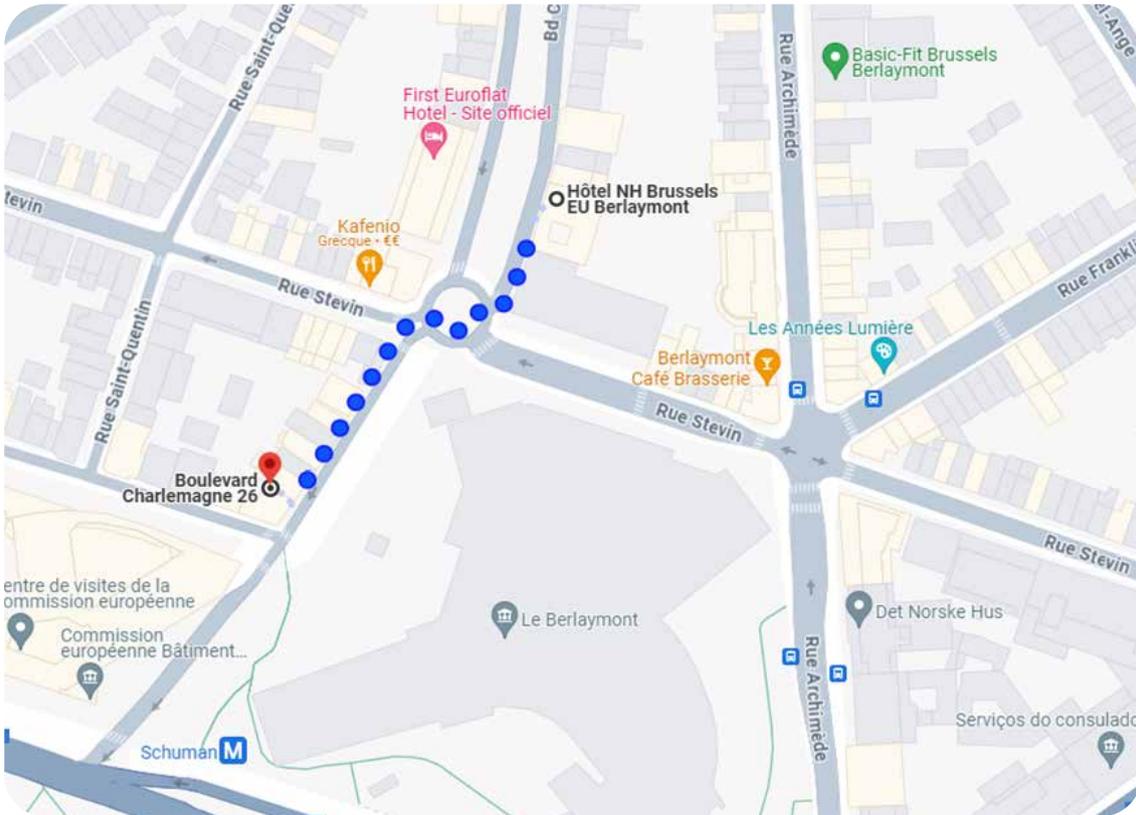
HOW TO STAY CONNECTED IN BRUSSELS?

- You can find public Wi-Fi at Brussels airport, train stations and most of the metro stations. You will need to register with your phone number to get access to the internet.
- During the event Wi-Fi will be available in the entire building to all participants.
- You can also buy an e-SIM on [Holafly](#) or [Airalo](#).
- Note that e-SIM doesn't work on all devices, there is a list of compatible devices on each website. Please check carefully before buying.

VENUES

THE MEETINGS WILL BE HELD IN TWO DIFFERENT LOCATIONS

- **NH BRUSSELS EU BERLAYMONT HOTEL**
BOULEVARD CHARLEMAGNE 11 - 19, 1000 BRUXELLES
 - February 26-27: Trilateral Meetings.
 - February 27 afternoon: Thematic Workshop on Global Gateway Investment agenda - Regional Integration of OCTs and Investment.
 - February 28: The OCTA Ministerial Conference.
- **EUROPEAN COMMISSION**
BERLAYMONT BUILDING
 - The best way to get to the Welcome Centre of the Berlaymont is through "Boulevard Charlemagne" where you will be greeted.
 - Directions from the NH Berlaymont Hotel to the Berlaymont are available [here](#).
 - February 29: The 20th OCTs-EU Forum.



Walk from the NH Hotel to the European Commission, Berlaymont Building



ACCESSIBILITY NOTICE: To gain access to the Berlaymont building, all participants are required to present their personal identification document, which was used for registration (e.g., ID/Passport/Driving License, etc.). This requirement excludes participants holding accreditation for entry.

SOCIAL ACTIVITIES

OCTA GALA DINNER

- The OCTA Chair (Greenland) will host a Gala dinner on Wednesday February 28.
- **Location:** NH Brussels EU Berlaymont Hotel.
- **Time:** 19h00-21h30.
- This event is invitation-only.

GALA RECEPTION

- The European Commission will host a Gala Reception on Thursday February 29.
- **Location:** Château Sainte-Anne, Rue du Vieux Moulin 103, 1160 Auderghem.
- **Time:** From 19h30 to 22h30.
- Transportation will be available by bus from NH Brussels EU Berlaymont Hotel:
 - **Departure Time:** 19h00.
 - **Return time:** 22h30.
- This event is invitation-only.



MEALS

- Coffee breaks will be available for all participants throughout the four days.
- Lunch will be provided during the OCTA ministerial on Wednesday, February 28, and during the EU-OCT Forum on Thursday, February 29.
- Other meals are self-organised and covered by the daily allowances, for sponsored participants.

DAILY ALLOWANCES

- Daily allowances will be handed in cash at the Secretariat room from Monday 26 to Wednesday 28 February.
- Daily allowances cover local transportation and self-organised lunches or dinners.
- The daily rate will be communicated at a later stage. It is based on the overnights spent in Brussels for a maximum of 5 nights.

PLEASE RETAIN all your boarding passes and submit them at the secretariat upon arrival or share them electronically via email if they are in digital format.

The Secretariat room will be open from 9h00 to 18h00 from Monday 26 to Wednesday 28 February at the NH Berlaymont venue.

WHAT TO PACK WHILE PREPARING FOR YOUR TRIP? _____

- **Currency:** The currency of Belgium is the Euro. Other currencies are not accepted, so be sure to change dollars, etc. at one of the currency exchange offices located at the airport or throughout the city. Major providers such as American Express, MasterCard, Visa, Cirrus, and Maestro are widely accepted at major restaurants, stores and hotels in Belgium. However, not all smaller stores and grocery shops will accept your card.
- **Weather:** February in Belgium is winter time and it is usually cold and rainy, but the weather can change fast. We recommend that you check the weather forecast [here](#) before your flights and pack your clothes accordingly.
- Electricity plugs in Belgium are type E and C, make sure you bring a travel plug adapter if needed.



Type E



Type C

YOU NEED ASSISTANCE?

- If you encounter any issues during your trip (such as flight delays or missed connections), please inform us. Stay accessible as airlines will send you notifications via email or mobile phone.
- Please contact **Caroline Vilos + 30 69 74 35 17 95** or **Olivier Ludo + 33 7 86 49 42 00** via **WhatsApp**.
- If you have any questions or need further information regarding your participation in this meeting, please feel free to reach out to us.

20th

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