

**EQUINET High-Level Legal Seminar**

**01 – 02 July 2010,  
Institute for the Equality of Women and Men  
Brussels, Belgium**





### **Equinet travel costs coverage and reimbursements:**

It is the policy of Equinet to cover the costs incurred during its events by participants coming from effective member or observer organizations. In order to control flight costs, Equinet will reimburse participants' flights up to a maximum of 350 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 350 EURO, **please contact the Equinet Secretariat** for assistance.

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 case of ceiling trespassing because of late booking, the Secretariat will cap the reimbursement at 350 Euro.

Given the financing constraints faced by Equinet, reimbursements are effectively processed after reception of the last installment of the 2010 Grant from the European Commission (around March-April 2011).

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

Reimbursement forms have to be submitted as soon as possible after the end of the seminar and **no later than 1 August 2010** to be taken into account. Equinet reserves the right to disregard any form received after this deadline.

You will find a blank reimbursement form on the webpage dedicated to the seminar on the Equinet website.

#### **Finding cheap flights:**

[www.skyscanner.net](http://www.skyscanner.net) is a good place to look for cheap flights. Low-cost airlines like Ryanair fly to Brussels Charleroi Airport.



## FLYING TO BRUSSELS

### **Brussels Airports:**

The Brussels region is served by two international airports

#### **1. The Brussels International Airport (Zaventem)**

Located in the municipality of Zaventem (10 km away from downtown Brussels), it is the main Belgian airport and well connected to any major city in Europe.

Web Homepage: <http://www.brusselsairport.be/>

#### **Coming from/to the airport**



#### **Train**

The airport train station is located below the terminal (basement level-1). Up to 4 trains an hour connect the airport to Brussels North, Brussels Central and Brussels Midi stations. Moreover there are direct train services to the East, South and West of Belgium.

Information on the schedules of all Belgian and international train services can be found on the Belgian Railways website. Enter BRUXELLES NAT AIRPORT as departure station or destination.

[Belgian Railways Website](#)

## 2. Brussels South Charleroi Airport

The second Belgian airport for international flights, it is mainly served by low-cost airlines (Ryanair, Wizzair...). It lies 40 km away from Brussels.

Web Homepage: <http://www.bsca-ict.be/bsca/>

### Coming from/to the airport



#### Bus shuttles

A coach runs from the airport to Brussels-South railway station every 45 minutes, 20 times a day, taking one hour. (Note that the Brussels-South train station is in Brussels unlike Brussels-South airport which is in Charleroi.) The ticket office is just outside arrivals and the coach picks up just outside the building.



#### Train

Local TEC buses run between the airport and Charleroi train station. These buses leave the airport every 30 minutes on weekdays and every hour in the weekend and take approximately 18 minutes to get to Charleroi train station.

A special bus (Airport Express - A) will take you to Charleroi-South train station. A combined ticket bus + train to any Belgian train station can be bought in the terminal.

Information on the schedules of all Belgian and international train services can be found on the Belgian Railways website. Enter CHARLEROI SUD as departure station or destination.

[Belgian Railways Website](#)

Participants can claim local transport costs incurred in their home-country and in Belgium back to Equinet using the Equinet reimbursement form. Any expense claimed needs to be justifiable, reasonable and documented by original evidence (receipts, tickets...).

***Participants are strongly encouraged to use public transportation whenever available!***



## MEETING VENUE

### **The Institute for the Equality of Women and Men**

The Belgian Institute for the Equality of Women and Men will be hosting the Equinet legal seminar in their premises.

Institut pour l'égalité des femmes et des hommes  
1 Rue Ernest Blerot  
1070 Bruxelles  
Tél: 02/233 42 65



The premises of the Institute are located inside the building of the Federal Public Service for Employment, Labour and Social consultation. It lies just **next to Brussels Midi (Southern) train Station**. Security enforcement in this building is very strict. Once inside, people will not be allowed to come out before the end of the meeting day. Participants will be required to wear their badges at all time inside the building. For smokers, an equipped smoking room will be made accessible throughout the day.

You should exit the **Brussels Midi train Station** via the *Place Horta/Horta Plein* exit, just after the Thalys and Eurostar terminals. Please refer to the following map (please use the satellite view for more clarity):

<http://maps.google.fr/maps/ms?ie=UTF8&hl=fr&msa=0&msid=105943348439612665725.0004863edc815d6dce2bd&t=h&z=19>

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## ACCOMMODATION

Equinet is currently negotiating a group booking in a suitable hotel for participants coming from its Member/Observer organizations. Further information will be made available as soon as possible on the website of the event and via email.

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## **SUBSISTENCE**

It is Equinet's policy to cover the subsistence costs incurred by participants coming from effective member or observer organization during its events. Lunches will be provided on both days of the seminar and a dinner will also be held on the first evening of the training (see below).

Any other subsistence cost that participants have incurred on the occasion of the training can be claimed using the Equinet reimbursement form. Expenses have to be justified, reasonable and documented by related **original** evidence.



## **DINNER**

As is traditional, Equinet will hold a dinner on the first evening (1 July) of the event. This is the perfect occasion for participants to network and get to know one another in a relaxed and friendly atmosphere. The exact place and time will be communicated at a later date. Please make sure to register and to communicate any dietary requirement on your registration form.



## **CONTACT DETAILS / NUMBERS**

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