



INFO PACK 1 (guests hotel Chambord)

AC2 – GA – 60 years / 15-16th May 2018

Please note that if you received this message, this means you will be accommodated at the hotel Chambord (group 1)

1/ AGENDA

14th May: Arrival of most of the COFACE delegates

Check-in at Hotel Chambord or at Aqua Hotel Brussels, according to the info pack you have received.

15th May: Administrative Council meeting 2 + 60th anniversary

09.00-12.30: Building a European Digital Family Lab @ Gezinsbond

12.30-13.30: Lunch @ Gezinsbond

13.30-16.30: AC meeting @ Gezinsbond

17.30-22.00: COFACE 60th anniversary @ Mundo-B

16th May:

9.30-15.30: General Assembly @ Hotel Chambord

2/ ACCOMMODATION: HOTEL CHAMBORD (group 1)



Please note that COFACE has already booked and paid in advance the rooms for its members at the Hotel Chambord (Rue de Namur 82, Brussels, 1000 Belgium, metro station Porte de Namur, lines 2 & 6). Contact: Filali Achraf, phone: +3225489982, email: reservation@hotel-chambord.be.

3/ TRANSPORT

1- From the airport to the hotel:

a/ by train + metro: The airport train station is located below the terminal (basement level-1). There are some trains to Brussels Luxembourg station (European Parliament) or Brussels Midi station around every 15 minutes.

- if you arrive at Brussels Luxembourg station, then you can walk until the hotel (13 minutes by foot), map [here](#).

- if you arrive at Brussels Midi station, then you can take the metro (lines 2 or 6, direction Elisabeth, 4 stops until Porte de Namur). You can plan your trip [here](#) (STIB).

b/ By taxi: We encourage you to walk and use public transport. We reimburse taxi transport under the following conditions:

- 1) If you travel to/from the airport to the meeting venue or hotel between 22h and 6h
- 2) If there is no public transport available (e.g. strike)
- 3) If you can justify the use of taxi for other reasons (illness, reduced mobility...)

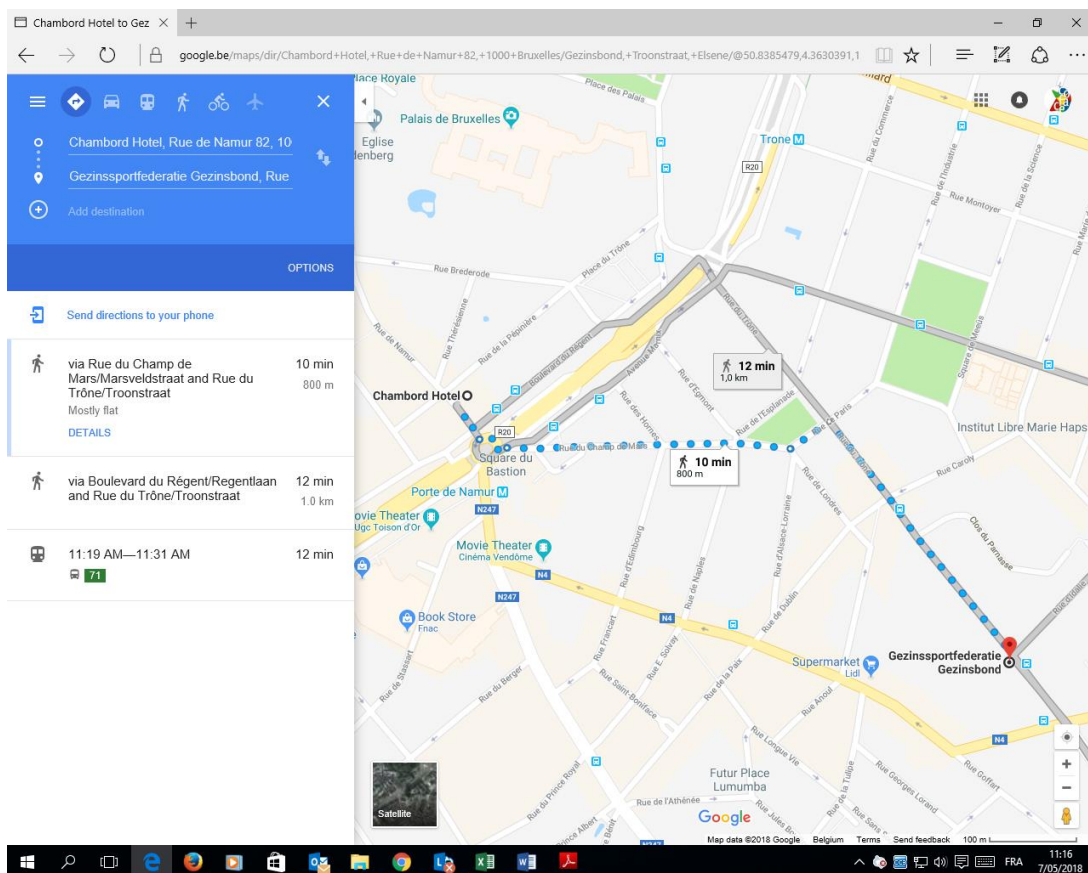
2- From the Brussels Midi station to the hotel: you can take the metro (lines 2 or 6, direction Elisabeth, 4 stops until Porte de Namur). You can plan your trip [here](#) (STIB).

4/ MEETING VENUES

1/ Gezinsbond (rue du Trône 125, 1050 Brussels): AC2 meeting

The Flemish Family Association “Gezinsbond” will welcome our Administrative Council meeting on the whole Tuesday (from 09.00 to 16.30).

It takes 10 minutes by foot from the hotel Chambord to go there, map [here](#).



2/ Mundo-B (rue d'Edimbourg 26, 1050 Brussels): COFACE 60th anniversary

We will organize our 60th anniversary (cocktail from 17.30 to 20.00 with some external guests from Brussels and dinner only for the COFACE members from 20.00 to 22.00) in the main hall of **Mundo-B**, which is a project launched by a group of NGOs who wished to ecologically renovate a building in the center of Brussels in order to install their offices there as well as shared meeting rooms, organic catering, a didactic natural garden, etc.

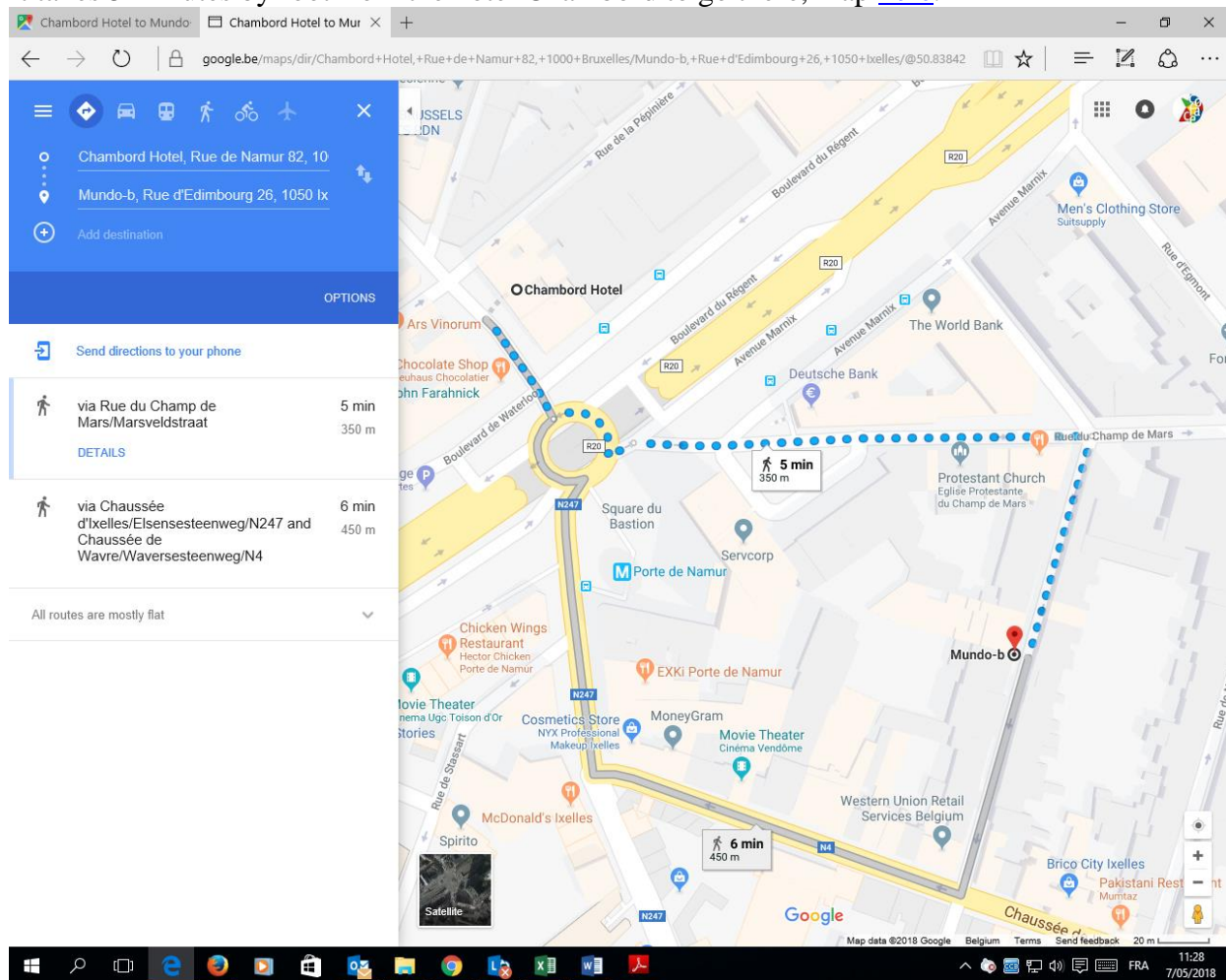
To find more info about **Mundo-B**: http://www.mundo-b.org/en/About_us/Mundo_b/

More info on the **60th anniversary** here: <http://www.coface-eu.org/60-anniversary/>

60th anniversary dress code: casual smart.



It takes 5 minutes by foot from the hotel Chambord to go there, map [here](#).



3/ Hotel Chambord (rue de Namur 82, 1000 Brussels): General Assembly

The General Assembly will take place at the Hotel Chambord on Wednesday 16th May from 9.30 to 15.30. Most of the participants (group 1) will be accommodated over there (see **item 2 above**, page 1).

5/ REIMBURSEMENTS

Please send us by regular postal service to the address of the COFACE Secretariat the expenses form you will receive dated and signed, as well as **the original documentary proofs (boarding cards of your flight, transport tickets...)** before the 16th of June 2018. Unjustified amounts will not be refunded (minibar, telephone expenses...).

6/ CONTACTS

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