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Information note on <u>**MEETING VENUE AND ADDRESS**</u>

<u>TUESDAY 11 JANUARY</u>
Elewijtcenter
Tervuursesteenweg 564
1982 Elewijt
Belgium
The meeting is scheduled to take place at 10h30 in meeting room 2.

There is transport arranged from the hotel in Brussels to and from Elewijt. The taxi will leave at 9 a.m. at the ITUH (Rue du Roi Albert II, 5 1210 Brussels).
For the persons who come directly from the airport, you can take a taxi from the airport to the Elewijtcenter. If you keep the original invoices, we can pay you back your travel costs.
www.elewijtcenter.be (Metal-union trainingcenter)

<u>WEDNESDAY 12 JANUARY</u> *(!!! Different meeting place!!!)*

International Trade Union House (ITUH)
Rue du Roi Albert II, 5
1210 Brussels
The meeting is scheduled to take place at 9h00 in the meeting room on the 10th floor (EMF). The meeting room is on your right when you leave the elevator.

Lunch and dinner
Lunch and dinner will be foreseen on Tuesday.
Lunch will be foreseen on Wednesday.

Financial arrangements
The travel and accommodation expenses (one per organization) will be covered.

Under the EU project conditions, participants need to provide us with original invoices and documents. These should be sent together with the 'refund form' that will be distributed. Those organizations which are paying their own expenditure as a contribution to the project are requested to send a pro forma invoice of their costs to the ITUC.

Interpretation will be foreseen into English, French and Spanish.

Travel arrangements and reservation of hotel rooms.
A train is leaving from Brussels airport to Brussels-North at regular intervals (more information on the timetable at www.nmbs.be).

If you have indicated on your enrolment form that you wish the ITUC to book you a hotel room, you will be expected at:
Hôtel Le Dôme
Boulevard du Jardin Botanique 9-12-13
1210 Brussels
Belgium Tel: 32 (0) 2 218 06 80
http://www.hotelledome.com/

Participants who did not informed the ITUC are expected to have ensured their own reservations for accommodation.