

ASEM 8

Delegate & Media Handbook



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As of 24 September 2010

1. Introduction

Excellencies,
Ladies and Gentlemen,

Dear ASEM friends,

On behalf of my country, I extend a very warm welcome to you in Brussels, the capital city of Belgium and of the European Union. We are honoured and pleased to be the host of this eighth Asia-Europe Meeting and dearly hope it will be the occasion of a fruitful dialogue among the leaders of the 48 ASEM partners.

I also want to express my gratitude to our Head of State, His Majesty King Albert II, for allowing this important meeting between Asia and Europe to take place in the prestigious setting of the Royal Palace.

The proceedings may take much but not all of your time in Brussels, and allow you some moments to discover the splendours of its historical centre. I also invite you to take up the opportunity to visit the impressive exhibition "A Passage to Asia", which is literally a few footsteps away from the official summit venues. It is the first time that works of art of so many Asian countries can be seen in a single exhibition.

This ASEM 8 Delegate & Media Handbook provides you, as a delegation member or as a media representative, with all the necessary practical information regarding the event and with guidelines for ensuring a smooth running of the summit.

I most sincerely wish you a pleasant stay in Belgium.

Yves Leterme
Prime Minister of Belgium

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3. ASEM 8 Summit Program

3.1. Overview

3 October 2010

- 00:00 – 24:00 Arrival of Participants
09:00 – 22:00 Bilateral Meetings

4 October 2010

- 08:00 – 13:00 Bilateral Meetings
15:00 – 16:00 Welcome and Handshake
16:05 – 16:10 Family Photo
16:15 – 16:45 Opening Ceremony
16:45 – 17:00 Coffee & Tea Break
17:00 – 19:00 Session I
19:00 – 19:45 Drink
19:45 – 21:00 Working Dinner

5 October 2010

- 08:30 – 09:30 Breakfast Meeting with AEBF Delegation
09:30 – 11:00 Session II
11:00 – 11:30 Coffee & Tea Break
11:30 – 12:30 Session III
12:30 – 13:30 Reception hosted by His Majesty King Albert II of Belgium
13:30 – 14:45 Working Lunch
14:45 – 15:15 Coffee & Tea Break
15:15 – 16:15 Session IV

16:15 – 16:45 Coffee & Tea Break
16:45 – 17:15 Closing Ceremony
17:30 – 18:00 Coordinators’ Press Conference
18:00 – 20:00 Visit to the exhibition “A Passage to Asia”

End of ASEM 8 Summit

3.2. Details

For ASEM 8 Summit Venues and Diagrams, cf. infra.

3 October 2010

00:00 – 24:00 *Arrival of Participants*

09:00 – 22:00 *Bilateral Meetings*

Venue: Royal Palace (Bilateral Meeting rooms)

Bilateral Meetings take place in accordance with precise arrangements established with the ASEM 8 Summit Host

4 October 2010

08:00 – 13:00 *Bilateral Meetings*

Venue: Royal Palace (Bilateral Meeting rooms)

Bilateral Meetings take place in accordance with precise arrangements established with the ASEM 8 Summit Host

15:00 – 16:00 *Welcome and Handshake*

Venue: Royal Palace (Grande Antichambre & Salon du Penseur)

Arrival at the Royal Palace by motorcade is ensured by the Summit Host in reverse protocol order (personalities highest in protocol arrive last).

Heads of State and Government/Heads of Delegation are guided by the Chief of Protocol of the Belgian Ministry of Foreign Affairs and by the respective Liaison Officers through the main entrance up the stairs to the Grande Antichambre, where they will be welcomed by His Majesty King Albert II of Belgium for the Summit Host, and also by the President of the European Council Herman Van Rompuy, Prime Minister of Belgium Yves Leterme and the President of the European Commission José Manuel Barroso.

Pooled visual media coverage is foreseen.

After the handshake, which should last no more than a minute, Heads of State and Government/Heads of Delegation are guided individually

through the Salon du Penseur to the Grande Galerie for refreshments and coffee.

Delegates with access to the Royal Palace enter through a separate entrance (Cour d'Honneur: left to the main entrance). High-level members of delegation, whispering interpreters, security officers, note-takers, messengers and other delegates are guided to their respective listening and waiting rooms.

Towards the end of the welcoming ceremony, Heads of State and Government/Heads of Delegation are guided to the Salle des Glaces for the Family Photo.

16:05 – 16:10 *Family Photo*

Venue: Royal Palace (Salle des Glaces)

Heads of State and Government/Heads of Delegation take place on the podium, standing on the individual location indicated on the floor by a name sign.

Pooled visual media coverage is foreseen.

After the Family Photo, Heads of State and Government/Heads of Delegation are guided by the respective Liaison Officers to the Salle du Trône for the Opening Ceremony.

The three high-level members of delegation identified by a plain red floater badge are also guided to the Salle du Trône to attend the Opening Ceremony.

16:15 – 16:45 *Opening Ceremony*

Venue: Royal Palace (Salle du Trône)

In addition to the Heads of State and Government/Heads of Delegation, the Opening Ceremony can be attended in the Salle du Trône by three high-level members of each delegation identified by a plain red floater badge (1+3).

ASEM 8 Chair Herman Van Rompuy, President of the European Council, opens the ASEM 8 Summit and offers the following participants to take the floor in the following order:

- H.E. Wen Jiabao, Prime Minister of the People's Republic of China
- H.E. Yves Leterme, Prime Minister of the Kingdom of Belgium
- H.E. Hun Sen, Prime Minister of the Kingdom of Cambodia
- H.E. José Manuel Barroso, President of the European Commission
- H.E. Lee Myung-Bak, President of the Republic of Korea

Pooled visual media coverage is foreseen. The Opening Ceremony is broadcasted to the Palace of the Academies and to the Media Centre.

16:45 – 17:00 *Coffee & Tea Break*

Venue: Royal Palace (Grande Galerie)

Heads of State and Government/Heads of Delegation are invited to the Grande Galerie for the coffee & tea break.

The high-level members of delegation who have attended the Opening Ceremony accompany them to the Grande Galerie for the coffee & tea break. Whispering interpreters are separately introduced in the Grande Galerie.

Heads of State and Government/Heads of Delegation are guided on time to the Salle du Trône for Session I. The high-level members of delegation and the whispering interpreters are guided to their respective listening and waiting rooms.

17:00 – 19:00 *Session I*

Venue: Royal Palace (Salle du Trône)

ASEM 8 Chair Herman Van Rompuy opens the session and offers the floor to the Heads of State and Government/Heads of Delegation in the order determined by the matrix of pre-registered speakers. After the last pre-registered speaker, he conducts a free-flow discussion.

19:00 – 19:45 *Drink*

Venue: Royal Palace (Grande Galerie)

Heads of State and Government/Heads of Delegation are invited to the Grande Galerie for the drink.

The high-level members of delegation waiting in the Salle Empire and the whispering interpreters are invited to join them in the Grande Galerie for the drink.

Heads of State and Government/Heads of Delegation are guided on time to the Salle du Trône for the working dinner. The high-level members of delegation and the whispering interpreters are invited to have dinner in the restaurant located in the garden of the Royal Palace.

19:45 – 21:00 Working Dinner

Venue: Royal Palace (Salle du Trône)

ASEM 8 Chair Herman Van Rompuy opens the working dinner and offers the floor to the Heads of State and Government/Heads of Delegation in the order determined by the matrix of pre-registered speakers. After the last pre-registered speaker, he conducts a free-flow discussion.

For the delegates with access to the Royal Palace, a buffet dinner is served simultaneously at the restaurant in the garden of the Royal Palace.

21:00 End of day one

The Heads of State and Government/Heads of Delegation and delegates with access to the Royal Palace proceed to the Place des Palais to join the motorcades which are lined up, ready to leave the Security Area.

5 October 2010

08:30 – 09:30 Breakfast Meeting with AEBF Delegation

Venue: Royal Palace (Bilateral Meeting rooms)

The arrival of Heads of State and Government/Heads of Delegation at the Royal Palace (main entrance) by motorcade is ensured by the Summit Host. The protocol order does not apply.

The Heads of State and Government/Heads of Delegation are guided by the Protocol of the Belgian Ministry of Foreign Affairs and the respective Liaison Officers to the meeting rooms. They may be accompanied by whispering interpreters.

The high-level business executives (AEBF), identified by a specific nominative badge, arrive by car in the Security Area, enter the Royal Palace through the main entrance and are accompanied to the meeting rooms by local personnel. Precise arrangements are taken directly with the participants.

The Breakfast Meeting brings together the ASEM Heads of State and Government/Heads of Delegation and high-level business executives for a breakfast meeting in different breakfast lounges. The composition of each meeting is organized in such a way as to include a balanced

composition of Asian, European and new partners political and business leadership.

The Summit Host provides each breakfast lounge with a note-taker.

At the end, the Heads of State and Government/Heads of Delegation are guided by the respective Liaison Officers to the Salle du Trône for Session II.

The high-level business executives (AEBF) are guided to the exit of the Royal Palace by local personnel.

08:30 – 09:30 Arrival of ASEM 8 delegates

Delegates with access to the Royal Palace enter through the main entrance: high-level members of delegation, security officers, note-takers, messengers and other delegates are expected in the respective listening and waiting rooms.

09:30 – 11:00 Session II

Venue: Royal Palace (Salle du Trône)

ASEM 8 Chair Herman Van Rompuy opens the session and offers the floor to the Heads of State and Government/Heads of Delegation in the order determined by the matrix of pre-registered speakers. After the last pre-registered speaker, he conducts a free-flow discussion.

11:00 – 11:30 Coffee & Tea Break

Venue: Royal Palace (Grande Galerie)

Heads of State and Government/Heads of Delegation are invited to the Grande Galerie for the coffee & tea break.

The high-level members of delegation waiting in the Salle Empire and the whispering interpreters are invited to join them in the Grande Galerie for the coffee & tea break.

Heads of State and Government/Heads of Delegation are guided on time to the Salle du Trône for Session III. The high-level members of delegation and the whispering interpreters are guided to their respective listening and waiting rooms.

11:30 – 12:30 Session III

Venue: Royal Palace (Salle du Trône)

ASEM 8 Chair Herman Van Rompuy opens the session and offers the floor to the Heads of State and Government/Heads of Delegation in the order determined by the matrix of pre-registered speakers. After the last pre-registered speaker, he conducts a free-flow discussion.

12:30 – 13:30 *Reception hosted by His Majesty King Albert II of Belgium*

Venue: Royal Palace (Salle des Glaces)

Heads of State and Government/Heads of Delegation are invited to the Salle des Glaces for the reception hosted by His Majesty King Albert II of Belgium. The high-level members of delegation waiting in the Salle Empire and the whispering interpreters are invited to join them in the Salle des Glaces for the reception.

Pooled visual media coverage is foreseen.

Heads of State and Government/Heads of Delegation are guided on time to the Salle du Trône for the working lunch. The high-level members of delegation and the whispering interpreters are invited to have lunch in the restaurant located in the garden of the Royal Palace.

13:30 – 14:45 *Working Lunch*

Venue: Royal Palace (Salle du Trône)

ASEM 8 Chair Herman Van Rompuy opens the working lunch and offers the floor to the Heads of State and Government/Heads of Delegation in the order determined by the matrix of pre-registered speakers. After the last pre-registered speaker, he conducts a free-flow discussion.

For the delegates with access to the Royal Palace, a buffet lunch is served simultaneously at the restaurant in the garden of the Royal Palace.

14:45 – 15:15 *Coffee & Tea Break*

Venue: Royal Palace (Grande Galerie)

Heads of State and Government/Heads of Delegation are invited to the Grande Galerie for the coffee & tea break.

The high-level members of delegation waiting in the Salle Empire and the whispering interpreters are invited to join them in the Grande Galerie for the coffee & tea break.

Heads of State and Government/Heads of Delegation are guided on time to the Salle du Trône for Session IV. The high-level members of

delegation and the whispering interpreters are guided to their respective listening and waiting rooms.

15:15 – 16:15 *Session IV*

Venue: Royal Palace (Salle du Trône)

ASEM 8 Chair Herman Van Rompuy opens the session and offers the floor to the Heads of State and Government/Heads of Delegation in the order determined by the matrix of pre-registered speakers. After the last pre-registered speaker, he conducts a free-flow discussion.

At the closing of this session's discussion, ASEM 8 Chair Herman Van Rompuy will ask for the approval by the ASEM Heads of State and Government/Heads of Delegation of the Chair's Statement and possible additional texts and conclusions.

16:15 – 16:45 *Coffee & Tea Break*

Venue: Royal Palace (Grande Galerie)

Heads of State and Government/Heads of Delegation are invited to the Grande Galerie for the coffee & tea break.

The high-level members of delegation waiting in the Salle Empire and the whispering interpreters are invited to join them in the Grande Galerie for the coffee & tea break.

Heads of State and Government/Heads of Delegation are guided on time to the Salle du Trône for the Closing Ceremony.

The three high-level members of delegation identified by a plain red floater badge are also guided to the Salle du Trône to attend the Closing Ceremony. The whispering interpreters are guided to their waiting room.

16:45 – 17:15 *Closing Ceremony*

Venue: Royal Palace (Salle du Trône)

In addition to the Heads of State and Government/Heads of Delegation, the Closing Ceremony can be attended in the Salle du Trône by three high-level members of each delegation identified by a plain red floater badge (1+3).

Pooled visual media coverage is foreseen. The Closing Ceremony is broadcasted to the Palace of the Academies and to the Media Centre.

ASEM 8 Chair Herman Van Rompuy presents the Chair's Statement and possible additional texts and conclusions. Finally, he offers the floor to the ASEM 9 Summit Host, Prime Minister Bouasone Bouphavanh of the Lao People's Democratic Republic.

17:15 – 17:30 *Transportation to the Media Centre of ASEM Coordinators*

Following personalities

- ASEM 8 Chair and President of the European Council Herman Van Rompuy
- Asian ASEM Coordinator President Lee Myung-Bak of the Republic of Korea
- European ASEM Coordinator and President of the European Commission José Manuel Barroso
- Asian ASEM Coordinator Prime Minister Hun Sen of the Kingdom of Cambodia
- ASEM 8 Host Prime Minister Yves Leterme of the Kingdom of Belgium
- ASEM 9 Host Prime Minister Bouasone Bouphavanh of the Lao People's Democratic Republic

leave the Salle du Trône first. They are guided to the exit of the Royal Palace by the respective Liaison Officers and are taken by car to the Media Centre for the ASEM Coordinators' Press Conference, where they gather in a dedicated lounge and then move into the Gold Hall together.

Members of these delegations with access to the Royal Palace (including high-level members or security officers) follow them to the Media Centre in their dedicated vehicles.

17:20 – 17:45 *Transportation of other delegations*

Other Heads of State and Government/Heads of Delegation are taken by motorcade to the Media Centre or to any other destination they indicate.

17:30 – 18:00 *Coordinators' Press Conference*

Venue: Media Centre (Gold Hall – Square Brussels Meeting Centre)

ASEM 8 Host Prime Minister Yves Leterme of the Kingdom of Belgium introduces the Coordinators' Press Conference.

Participants are:

- ASEM 8 Chair and President of the European Council Herman Van Rompuy
- Asian ASEM Coordinator President Lee Myung-Bak of the Republic of Korea
- European ASEM Coordinator and President of the European Commission José Manuel Barroso
- Asian ASEM Coordinator Prime Minister Hun Sen of the Kingdom of Cambodia
- ASEM 9 Host Prime Minister Bouasone Bouphavanh of the Lao People's Democratic Republic

A moderator facilitates the Coordinators' Press Conference. Each of the participants makes a short statement. This is followed by an opportunity for Questions & Answers.

18:15 – 18:30 Transportation to BOZAR of ASEM Coordinators

After the ASEM Coordinators' Press Conference, the ASEM 8 Chair Herman Van Rompuy is taken to BOZAR for a visit to the exhibition "A Passage to Asia".

The Asian ASEM Coordinator (President Lee Myung-Bak of the Republic of Korea), European ASEM Coordinator (President of the European Commission José Manuel Barroso), Asian ASEM Coordinator (Prime Minister Hun Sen of the Kingdom of Cambodia), ASEM 8 Host (Prime Minister Yves Leterme of the Kingdom of Belgium) and ASEM 9 Host (Prime Minister Bouasone Bouphavanh of the Lao People's Democratic Republic) are taken to BOZAR or to any other destination they indicate.

17:45 – 18:00 Transportation to BOZAR of other delegations

The Heads of State and Government/Heads of Delegation who have expressed their interest in visiting the exhibition "A Passage to Asia" and their high-level members of delegation present in the Royal Palace are taken by motorcade to BOZAR, Centre for Fine Arts of Brussels, from their current location.

18:00 – 20:00 Visit to the exhibition "A Passage to Asia"

Venue: BOZAR, Centre for Fine Arts of Brussels

His Royal Highness Prince Philippe and Her Royal Highness Princess Mathilde welcome the Heads of State and Government/Heads of Delegation and their partners in the Royal Salon of BOZAR as from 18:00, where a welcome drink is offered.

The guided visit to the exhibition "A Passage to Asia" is planned to start at 18:30. Both English- and French-speaking guides will be available.

A farewell reception is offered after the visit at 19:00. No speeches or farewell words are pronounced.

The end of the visit is expected at 20:00.

End of ASEM 8 Summit

4. ASEM 8 Summit Arrangements

4.1. Basic Rules

Access to the **Royal Palace** is open to the Heads of State and Government/Heads of Delegation, to up to six accompanying delegates and to duly authorized interpreters.

All sessions (including Opening and Closing Ceremony, working dinner and working lunch) take place in the *Salle du Trône*. Only Heads of State and Government/Heads of Delegation wearing the lapel pin have access to the summit table itself.

Following rooms inside the Royal Palace are intended as listening and waiting rooms for the accompanying delegates during the summit:

- *Salle Empire*: a listening room for up to four high-level members of each delegation who are designated to take part in coffee & tea breaks, drink and the reception hosted by His Majesty King Albert II of Belgium. These should include the three members designated to attend the Opening and Closing Ceremonies.
- *Salon de musique*: a listening room for one note-taker for each delegation.
- *Salon des Maréchaux, Salon Bleu and Salon Louis XIV*: waiting rooms for one security officer or personal assistant for each delegation.
- *Salon des Ambassadeurs*: a waiting room for one messenger for each delegation and authorized interpreters.

The messenger is the only member of the delegation who may be called inside the Salle du Trône and is given access to the Head of State and Government/Head of Delegation during the closed sessions, the working dinner and the working lunch.

Up to twelve members of each delegation have access to the **Palace of the Academies**, where the delegations' working space is located.

Members of delegation having access to the Palace of the Academies are able to follow the Opening and Closing Ceremonies and the working sessions on screen in the two dedicated rooms: Auditoire Baron Lacquet (capacity of 140 attendees) and the Grand Auditoire (capacity of 246 attendees).

In addition, up to ten members of each delegation have access to the **Media Centre** (Square – Brussels Meeting Centre).

For **more details** on accreditation format, badge colors, distribution of badges and floater badges, cf. infra: Delegate Guide > Accreditation.

Smoking is prohibited inside all official ASEM 8 Summit venues.

4.2. Interpretation

A single interpretation regime applies throughout the ASEM 8 Summit.

Simultaneous interpretation is provided at the Opening and Closing Ceremonies, for all working sessions, including working dinner and working lunch.

Regarding **European Union languages**, interpretation of all languages is provided into French, Dutch, German, English, Italian and Spanish. This is the standard interpretation regime chosen by the Belgian Presidency of the Council of the European Union for all meetings outside the Council's premises.

Regarding interpretation into **non-EU languages**, interpretation into Chinese, Japanese, Khmer, Korean, Russian and Vietnamese is foreseen.

At the reception hosted by His Majesty King Albert II, at the drink, at all coffee & tea breaks and at the Breakfast Meeting with the AEBF delegation, Heads of State and Government/Heads of Delegation may be accompanied by **whispering interpreters**.

No interpretation is provided for **bilateral meetings** on Sunday 3 October and Monday 4 October by the Summit Host. Interpreters taken along by delegations must be listed among the participants to a bilateral meeting in advance (for more details, cf. infra: ASEM 8 Summit Arrangements > Bilateral Meetings).

4.3. Dress Code

Business attire is required.

No distinction is made between the Opening and Closing Ceremonies, the working sessions, working dinner, working lunch or the reception hosted by His Majesty King Albert II of Belgium.

4.4. Speaking Arrangements

Following speaking arrangements apply in the course of the working sessions, the working dinner and the working lunch of the ASEM 8 Summit.

- **Each session** of the Summit is conceptually **divided into two parts**: a first part where Heads of State and Government/Heads of Delegation take the floor on the basis of the matrix of pre-registered speakers. The second part is open for a free-flow discussion managed by the Chair.

- **Speaker allocated time** – be it as pre-registered speaker or in the free-flow discussion – is **strictly limited to 5 minutes**. Brevity of interventions helps the participation of the largest number and contributes considerably to the dynamism of the discussion.

Heads of State and Government/Heads of Delegation request for the floor by lifting their name plate.

The 5-minute-rule is to be strictly respected. Attention is drawn on the possibility, which the Summit Host will facilitate, to distribute in the meeting room hard copies of potentially longer interventions. Also, upon request, the distribution of full-length interventions can be organized towards delegations and media outside the meeting room.

4.5. *Bilateral Meetings*

Formal bilateral meetings are **facilitated and hosted** in the Royal Palace ahead of the start of the ASEM 8 Summit. Rooms are available for bilateral meetings at the level of Heads of State and Government/Heads of Delegation at the Royal Palace on **Sunday 3 October** (09:00 – 22:00) and on **Monday 4 October** (08:00 – 13:00).

With the exception of the Head of State and Government/Head of Delegation, who will wear the same lapel pin as for the ASEM 8 Summit itself, delegates taking part in bilateral meetings are issued **orange-white floater badges**, which should be displayed **in combination with their personal and non-transferable nominative ASEM 8 badge**. Both badges together grant access to the Royal Palace. Delegates taking part in bilateral meetings must be registered in advance as members of the ASEM 8 Summit delegation even if they do not plan to access the venues during the summit itself.

No interpretation is provided. Interpreters taken along by delegations must be listed among the participants to a bilateral meeting in advance.

The presence of **media** covering the bilateral meetings is allowed. Media representatives must display the yellow nominative ASEM 8 media badge (cf. infra: Media Guide) in combination with the orange-white floater badge for bilateral meetings. They must be **announced under the precise arrangements** established with the ASEM 8 Summit Host.

The delegation's stay in the Royal Palace is authorized for the **duration of the bilateral meeting** or meetings only. For safety reasons, **the number of participants** to a bilateral meeting may have to be limited according to the maximum capacity of the allocated room.

More **opportunities for informal bilateral contacts** exist during the welcome drink after the handshake, all the coffee & tea breaks, the drink

before the working dinner and the reception hosted by His Majesty King Albert II of Belgium in the Grande Galerie. No specific rooms are available for this purpose. No other members of delegation than the ones having access to the Royal Palace are able to be present during these informal bilateral contacts.

Bilateral meetings **during the summit's sessions** themselves are **not encouraged**.

5. Partner Program

Participation in the partner program is open to the partner of each Head of State and Government/Head of Delegation and maximum one accompanying person.

Transportation between the hotels and the Egmont Palace (official meeting point) should be organized by the Embassies in Brussels. Transportation between the Egmont Palace and the venues mentioned in the official Partner Program are organized by the ASEM 8 Summit Host and take place by luxury coach.

4 October 2010

Arrival of Heads of State and Government/Heads of Delegation and partners

14:30	Gathering at the Egmont Palace
14:40	Departure to the Royal Castle of Laeken
15:00	Welcome by Her Majesty Queen Paola of Belgium Royal Castle of Laeken
15:10 – 16:10	Visit of the Royal Greenhouses (the wintergarden) Royal Castle of Laeken
16:15	Departure to Atelier de Parfumerie Guy Delforge (Namur)
17:15 – 18:30	Welcome, visual movie of the factory and guided tour Atelier de Parfumerie Guy Delforge (Namur)
18:30	Departure to the Ecole Hôtelière Provinciale de Namur
18:45 – 19:30	Welcome by the Governor Introduction by the Director Demonstration and guided tour of the kitchen Ecole Hôtelière Provinciale de Namur
19:30 – 21:00	Informal dinner Ecole Hôtelière Provinciale de Namur
21:10	Departure to the Egmont Palace (Brussels)
22:10	Arrival at the Egmont Palace (Brussels) Departure by Embassy cars to the hotels

5 October 2010

- 09:10 Gathering at the Egmont Palace
- 09:15 Departure to BOZAR, Centre for Fine Arts of Brussels
- 09:30 – 10:40 Welcome and guided tour at the exhibition 'A Passage to Asia'
BOZAR, Centre for Fine Arts of Brussels
- 10:45 Departure to the leather craft Maroquinerie "Delvaux"
- 11:00 – 12:55 Welcome and guided tour at the atelier – workshop
Maroquinerie "Delvaux" (Brussels)
- 13:00 – 14:10 Lunch and demonstration of chocolate dessert
Maroquinerie "Delvaux" (Brussels)
- 14:15 - 14:55 Departure to Royal Manufacture of Tapestries "De Wit"
- 15:00 – 16:25 Welcome and guided tour Tapestries "De Wit"
Royal Manufacture of Tapestries "De Wit" (Mechelen)
- 16:30 Departure to the Egmont Palace (Brussels)
- 17:15 Arrival at the Egmont Palace (Brussels)
Departure by Embassy cars

6. Senior Officials' Meeting

The ASEM Coordinators' Meeting (2 October 2010) and the ASEM Senior Officials' Meeting (3 October 2010) take place on the ASEM 8 Summit's eve in Brussels.

2 October 2010: ASEM Coordinators' Meeting & Debriefing

The ASEM Coordinators' Meeting & Debriefing take place at:

Kasteel Hertoginnedal – Château de Val-Duchesse
Hertoginnedallaan, 4, Avenue Valduchesse
1160 Brussels

Program:

- 13:45 Arrival of ASEM Coordinators' Delegations
Belgium, European Commission, Republic of Korea, Cambodia
- 14:00 ASEM Coordinators' Meeting (Baron Room)
(Please note that no observers are expected at this meeting)
- 16:00 End of the ASEM Coordinators' Meeting
- 16:15 Arrival of the new ASEM Partners' Delegations
Russian Federation, Australia, New Zealand
- 16:30 Debriefing for the new ASEM Partners by Belgium (Baron Room)
(Please note that no observers are expected at this meeting)
- 17:30 End of the Debriefing

3 October 2010: ASEM Senior Officials' Meeting

The ASEM Senior Officials' Meeting takes place at:

Egmont Palace
Kleine Zavel, 8bis, Place du Petit Sablon
1000 Brussels

Opening hours: 07:45 – 19:30
Expected format of delegations: 1+2

Program:

- 7:45 Access to the premises

- 8:00 Bilateral meeting possibilities
- 9:00 Meetings of the Regional Groups
- 9:00 – 10:30 European Senior Officials’ Group (Arenberg Room)
- 9:00 – 9:30 ASEAN Senior Officials’ Group (Orange Room)
- 9:00 – 9:30 NESAS Senior Officials’ Group (Blue Room)
- 9:30 – 10:30 Asian Senior Officials’ Group (Orange Room)
- 10:30 Coffee & Tea Break (Salon des Tapisseries)
- 11:00 Plenary Session (Arenberg Room)
- 13:00 Lunch offered by the Ministry of Foreign Affairs
(Galerie de Glaces)
- 14:00 Plenary Session (continued) (Arenberg Room)
- 16:00 Coffee & Tea Break (Salon des Tapisseries)
- 16:30 Plenary Session (continued) (Arenberg Room)
- 18:30 End of the Plenary Session & End of the Senior Officials’ Meeting
- 19:30 End of bilateral meeting possibilities

Bilateral meetings

Meeting rooms on the premises of the Egmont Palace are made available for bilateral meetings between ASEM Senior Officials. There are up to five meeting rooms with a capacity between 4 and 60 people available from 8:00 until 19:30 on the day of the Senior Officials’ Meeting.

7. Delegate Guide

7.1. Delegations Facilities

Each delegation has at its disposal a **working space** at the **Palace of the Academies**. Each room is equipped with desk(s), external telephone line(s), a fax/printer machine and a limited number of personal computers with internet access. Connections for own PCs are also available.

Delegation premises also include photocopying and paper shredding facilities for common use. These facilities are at the delegations' disposal free of charge.

Address: Palace of the Academies
Hertogsstraat, 1, Rue Ducale
1000 Brussels

Opening hours: Sunday 3 October 08:00 – 22:00
Monday 4 October 08:00 – 22:00
Tuesday 5 October 08:00 – 18:00

The **IT helpdesk** can be contacted on +32 (0) 2 204 31 54 (internal 3154).

7.2. Accommodation

Each delegation has been invited to book a **sufficient number of hotel rooms** at any of the top-rated Brussels hotels.

The Summit Host takes charge for each delegation of a maximum of three rooms for two nights, with breakfast. Those rooms include a Suite for the Head of State and Government/Head of Delegation, plus two standard rooms. The **accommodation costs** of the other delegates, as well as additional costs – also for the 3 rooms mentioned above –, function rooms and cost of no shows will not be covered by the Summit Host.

Please refer to earlier specific correspondence for settlement.

7.3. Accreditation

Delegations are asked to register at the latest **by 24 September 2010** using the **online accreditation system** at <https://delegations.eutrio.be>. For security reasons the user name and password necessary to access the accreditation website have been provided in printed version to the Embassies to the Kingdom of Belgium.

Heads of State and Government/Heads of Delegation receive a lapel pin that gives **unlimited access** to the Security Area and to the official summit venues.

Official members of delegation are issued a **personal and non-transferable nominative ASEM 8 Summit badge**. Each delegation can obtain up to 50 of them. However, please note that this badge alone **does not allow access** to the Security Area.

A **combination** of this personal and non-transferable nominative badge with a **transferable colored floater badge** is necessary to access the Security Area for the summit activities, including for bilateral meetings in the Royal Palace prior to the start of the summit.

Rules on access to summit venues

The **access to summit venues** is available to a limited number of members of delegation as follows:

- For access specifically to the **Royal Palace (Red zone)**, which hosts the meetings between Heads of State and Government/Heads of Delegation:
 - 1 lapel pin for the Head of State and Government/Head of Delegation
 - 6 transferable red-white floater badges for members of delegation. These are either marked 'D' for delegates, or 'S' for (maximum 1) security officer, or 'M' for (maximum 1) messenger. The three high-level members of delegation designated to take part in the Opening and Closing Ceremonies have to wear, in addition, the specific plain red floater badge.
 - If confirmed by the Summit Host, a limited number of transferable red-white floater badges for authorized interpreters of the delegation (badges marked by the letter 'I')
- For access specifically to the **Palace of the Academies (Blue zone)**, which accommodates the office space for the delegations:
 - 12 transferable blue-white floater badges for members of delegation (badges identified by the letter 'D'), among which maximum 3 security officers (badges identified by the letter 'S');
- For access specifically to the **Square Brussels Meeting Centre (Yellow zone)**, where the Media Centre is located and which hosts national and international press:
 - 10 transferable yellow-white floater badges for the press service of the delegation.

The Red, Blue and Yellow zones are **all located in the Security Area**.

Delegation members wearing **red-white floater** badges have access also to the Blue and Yellow zone. Delegation members wearing **blue-white floater** badges have access also to the Yellow zone. Delegation members wearing **yellow-white floater** badges have access only to the Yellow zone.

While lapel pins and non-transferable nominative badges are strictly for personal use and cannot be exchanged, the **red-white, blue-white and yellow-white badges** allocated to each delegation may be **exchanged among members of the same delegation** to be able to access in succession the various summit venues. Please note that all floater badge exchanges among delegates must take place **outside the premises for which the floater badges apply**.

Lapel pins, badges and floater badges must be **carried visibly** at all times in the Security Area and within the summit venues. Please note that delegates and media representatives may be requested to produce a **proof of identity** (national passport or ID card) at any time while in the Security Area.

Any **staff member of the ASEM partner Embassies** in Brussels who would need access to the Security Area around the Royal Palace and the Palace of the Academies must be registered as a member of the ASEM 8 delegation. He must also wear a personal and non-transferable nominative badge in combination with a red-white, blue-white or yellow-white floater badge to gain access to the Security Area.

Weapon permits and/or authorizations for radiofrequencies for **armed security officers** (badges marked 'S') accompanying Heads of State and Government/Heads of Delegation should be requested from the Protocol Division of the Belgian Ministry of Foreign Affairs through diplomatic channels ahead of the ASEM 8 Summit.

During the summit's proceedings, access for **media representatives** to the Royal Palace is possible only via audiovisual groups, for specific events of the program and under supervision of the Summit Host Press Service. **Group cards are issued in each case (for more details, cf. infra: Media Guide).**

Distribution of the lapel pin, badges and floater badges

Lapel pins for the Heads of State and Government/Heads of Delegation and for their respective partners are **distributed** by each delegation's Liaison Officer upon arrival in Belgium prior to the summit.

Badges and floater badges for the delegations are **distributed** through the bilateral Embassies in Brussels or by each delegation's Liaison Officer upon arrival in Belgium prior to the summit, depending on the wishes of the Embassy concerned.

Last-minute accreditation badges can be collected during the summit at the Accreditation Lounge of the Egmont Palace (Kleine Zavel, 8bis, Place du Petit Sablon), located within 500 meters from the entrance of the Security Area.

In case of **loss of a personal and non-transferable nominative badge**, the delegate who lost his/her badge should go to the Accreditation Lounge where a new badge can be issued upon reporting the loss to a police officer present at the Accreditation Lounge.

Please note that **under no circumstances** additional red-white, blue-white, yellow-white or plain red floater badges will be issued in addition to the original quotas allocated to the delegations.

7.4. Arrival and Departure Procedures

- Airport

Representatives of the Protocol of the Belgian Ministry of Foreign Affairs and Liaison Officers will be at the **Brussels International Airport** to welcome and bid farewell to the Heads of State and Government/Heads of Delegation and the delegations.

Arrival and departure by commercial flights

Delegations are requested to communicate their flight numbers and arrival/departure time by September 25 to Nicolas.Gerard@diplobel.fed.be.

Upon arrival and departure, access to **VIP facilities** at the airport is reserved for the Head of State and Government/Head of Delegation and 6 delegation members (preferably those being granted a red-white floater badge).

A **motorcade** is organized for the Head of State and Government/Head of Delegation and 6 delegation members (preferably those granted a red-white floater badge) between airport and hotel. One Embassy car can be inserted into the motorcade.

Remaining **delegation members** proceed upon arrival to the airport exit through customs and luggage collection area, before being welcomed by the Mobility Team for their transportation to the respective hotels. For departure, delegation members should be present at the airport 2 hours before scheduled take-off to complete all formalities.

For further details on procedures:

Tom.Goris@brusselsairport.be

+32 (0)2 753 68 09

For further details on VIP facilities:

Sylvie.Wuiame@brusselsairport.be

+32 (0)2 753 45 04

Danielle.Piens@diplobel.fed.be

+32 (0)2 501 86 57

Arrival and departure by government flights

Request for **diplomatic clearance** should be sent by September 25 by verbal note to the Direction of International Transportation Policy at the Belgian Ministry of Foreign Affairs, with copy (preferably by e-mail) to Nicolas.Gerard@diplobel.fed.be.

Detailed information on the number and type of aircraft(s), flight plan on arrival and departure, total number and list of passengers and number of luggage should be sent by September 25 to Nicolas.Gerard@diplobel.fed.be.

Allocation of **parking space** for aircrafts is done by the airport authorities of the Summit Host, according to type and arrival schedule of aircrafts.

For further details on procedures:

Tom.Goris@brusselsairport.be

+32 (0)2 753 68 09

Anne.Blume@abelag.be

+32 (0)2 720 58 80

A **motorcade** is organized for the Head of State and Government/Head of Delegation and 6 delegation members (preferably those granted a red-white floater badge) between airport and hotel. One Embassy car has access to the tarmac for welcoming and can be inserted into the motorcade. Remaining **delegation members** are transported to hotels by coach.

Each delegation arriving from a **non-Schengen country** should appoint an immigration coordinator. Upon arrival, the immigration coordinator presents all passports to the immigration authorities. Passports are returned to the immigration coordinator after completion of entry formalities.

For departure, delegation members should be present at the airport 2 hours before scheduled take-off to complete all formalities.

General contact: Brussels International Airport: Tel: 0900 700 00

- **Railway stations**

Representatives of the Protocol of the Belgian Ministry of Foreign Affairs and Liaison Officers are present at the **Gare du Midi** to welcome Heads of State and Government/Heads of Delegation travelling by train (Thalys/Eurostar).

Delegations are requested to communicate their **train schedules** (arrival and departure) by September 25 to Nicolas.Gerard@diplobel.fed.be.

If needed, access to a **VIP lounge** can be organized.

A **motorcade** is organized for the Head of State and Government/Head of Delegation and 6 delegation members (preferably those granted a red-white floater badge) between train station and hotel. One Embassy car can be inserted into the motorcade.

For further details:

Frankie.Christiaens@b-rail.be

+32 (0)2 224 58 21

7.5. *Transportation*

From arrival until departure of the Head of State and Government/Head of Delegation, official delegations to the ASEM 8 Summit are provided with **ground transportation** (VIP-car for Heads of State and Government/Heads of Delegation, minivans or buses for the delegation) **between the airport or the railway station, the respective hotels and the official summit venues** consistent with the official summit program.

Only the **vehicles provided by the Summit Host** are allowed to participate in the **motorcades** between hotels and the Royal Palace.

Transportation of luggage between airport/railway station and hotels is arranged by the Summit Host for the Head of State and Government/Head of Delegation and the members of delegation arriving together. Luggage of the Head of State and Government/Head of Delegation and the 6 delegation members leaving the airport in a motorcade should be taken on board or stored in a separate container. Each delegation appoints a luggage coordinator who will help the Summit Host's services handling transportation of luggage.

Transportation of delegation members is organized between hotels and summit venues: the Summit Host provides a shuttle bus service between the respective hotels and the entrance of the Security Area. Timetables are made available in the hotel lobbies.

Limited parking space for Embassy cars is available close to the entrance to the Security Area. **Access** to the Security Area around the Royal Palace is **not allowed for Embassy cars**.

Should any **public transportation** in Brussels/Belgium be needed, useful information can be consulted here:

- Taxi (*Taxi Verts*): +32 (0)2 349 49 49
- Taxi (*Taxi Bleus*): +32 (0)2 268 00 00
- Metro, buses and trams: www.mivb.be or www.stib.be
- Train: www.b-rail.be

7.6. Security

Security matters related to the ASEM 8 Summit are taken care of by a Task Force headed by:

Mr. Alain Lefèvre
Alain.Lefevre@ibz.fgov.be
+32 (0)477 31 53 06

7.7. Liaison Officers

Each delegation is provided with a Liaison Officer. He/she is the primary contact person for all enquiries, has all the necessary information and is available to the delegation during the entire summit proceedings.

The Liaison Officer can be reached permanently by mobile phone.

Mobile phone numbers of Liaison Officers will figure in annex of the hard copy of the Delegate & Media Handbook.

7.8. Medical Services

Medical Services on the summit premises are available at:

Royal Palace: +32 (0) 2 510 51 11 (internal 5111)
Palace of the Academies: +32 (0) 2 204 31 30 (internal 3130)

General emergency number: 112

For minor medical enquiries you can also contact your Liaison Officer or your hotel reception. Delegations are responsible for any extra expenses arising from special medical services.

Medicines are sold only at pharmacies ("apothek" in Dutch; "pharmacie" in French).

7.9. Lost Property

All lost property enquiries should be directed to the **Liaison Officer**.

7.10. General Information about Belgium

Because Belgium is the birthplace of a painters movement called surrealism, it is sometimes called Europe's most eccentric country. Yet it is **centrally**

located in Europe, at the crossroads of the United Kingdom, the Netherlands, Germany, Luxembourg and France.

Thanks to its geographical location, Belgium has become a **key economic partner and transportation hub** in the European Union. Belgium is also home to **major political institutions**, the European Union in the first place. Others, such as the North Atlantic Treaty Organization, the World Customs Organizations or the Energy Charter Secretariat have all established their headquarters here.

Quality of life in every aspect is of paramount importance to the Belgians: a socially corrected market economy, a vibrant participatory democracy with extensive devolution of political responsibility in favor of the regional and local institutions and a strong tradition of respect for individual human rights. In addition, and not to forget, Belgians are sensitive to fine food, designers' clothes, flourishing arts and a sense for architecture and interior decoration.

The most enjoyable **cities** not to be missed are:

- Antwerp: built on the River Scheldt, Antwerp is the 2nd largest city in Belgium. It is home to one of the world's most important ports, is a leading diamond centre and the home of the Flemish painter Rubens.
- Bruges: nicknamed 'Venice of the North', Bruges is one of the most visited old towns of Europe, drawing in tourists from all over the world. Its magnificent canals provide a setting for unforgettable boat rides.
- Brussels: Brussels is the capital of Belgium. It is known for its squares, monuments and magnificent museums. The impressive main square (Grand-Place) with the town hall and surroundings is one of the finest in the world.
- Ghent: Ghent, too, has some fine historical monuments, such as the medieval castle of the Counts of Flanders. The city hosts many research centers linked to its University, among which some are famous for their pioneering role in biotechnologies.
- Liège: the town of Liège sits proudly at the confluence of the rivers Meuse and Ourthe. It boasts several historical monuments, including the famous Palace of Prince-Bishops. Cradle of modern steel industry, its university is a center of technological engineering in air and space research.
- Namur: bordering the river Meuse, Namur is set in a stunning valley landscape. Enjoy a tour of its citadel and the castles, abbeys and churches of the region.

Useful information:

- Government: federal parliamentary democracy under a constitutional monarchy (His Majesty King Albert II)
- Surface area: 30 528 square kilometers
- Population: 10 414 336 inhabitants (July 2009 est.)
- National languages: Dutch, French and German
- Capital: Brussels

- Currency: euro (€)
- Time zone: GMT + 1 hour
- Climate: temperate; mild winters, cool summers
- Weather forecasts: www.meteo.be
- Telephone: country code +32
- Weights and measures: metric system
- Domestic electricity: 220-230 volts; plugs for electrical appliances are of the two-pin continental European standard
- Smoking is prohibited on public transportation and generally inside public buildings and other places open to the public. It is permitted in bars, but not in restaurants. Specific smoking areas are sometimes made available in public places.
- Useful websites: www.belgium.be
www.eutrio.be
www.ase8.be
www.ase8.be/about-belgium

www.brusselsinternational.be
www.tourist-attractions.be

7.11. Liability

The organization is not liable for personal accidents or for loss or damage to the personal property of registered delegates. Delegates should make their own arrangements with respect to personal and to luggage insurance.

8. Media Guide

8.1. Accreditation

Only duly accredited members of the press are issued a personal and non-transferable **yellow nominative ASEM 8 Summit media badge** and are permitted **access to the Media Centre**.

Members of the press may be requested to produce a **proof of identity** (national passport or ID card) at any time. Badges must be carried visibly to allow access to the Media Centre and **remain visible** at all times.

For media representatives who do not benefit from a permanent accreditation badge for the Belgian Presidency of the Council of the European Union, registration for ASEM 8 Summit media accreditation should be made at the latest by 24 September 2010 via the website of the Belgian Presidency of the Council of the European Union (www.eutrio.be).

ASEM 8 Summit media badges for members of the press having registered online are **available for collection** at the following times:

Accreditation Desk of the ASEM 8 Summit Host / Belgian presidency of the Council of the European Union (Kleine Zavel, 8bis, Place du Petit Sablon in 1000 Brussels) on:

Wednesday 29 September	13:00 – 16:00
Thursday 30 September	13:00 – 16:00
Friday 1 October	13:00 – 16:00

Media Accreditation Desk, located in Square – Brussels Meeting Centre (Ravensteinstraat, 2, Rue Ravenstein in 1000 Brussels) on:

Saturday 2 October	11:00 – 14:00
Sunday 3 October	12:00 – 21:00
Monday 4 October	07:00 – 18:00
Tuesday 5 October	07:00 – 18:00

Lost badges should be reported immediately to the Press Office of the Ministry of Foreign Affairs (presse@diplobel.fed.be).

For more information about media accreditation, please contact:

Xavier Burre
Tel: +32 (0) 2 501 32 35
Mobile: +32 (0) 474 86 60 01
E-mail: xavier.burre@diplobel.fed.be

Frida Heremans
Tel: +32 (0) 2 501 80 43
Mobile: +32 (0) 477 99 47 31

E-mail: frida.heremans@diplobel.fed.be

Veerle Van Bever
Tel: +32 (0) 2 501 84 07
Mobile: +32 (0) 477 99 48 77
E-mail: veerle.vanbever@diplobel.fed.be

8.2. *Media Centre*

The Media Centre of the ASEM 8 Summit is located in **Square - Brussels Meeting Centre** (Mont des Arts, 1000 Brussels).

Opening hours:	Sunday 3 October	12:00 – 24:00
	Monday 4 October	07:00 – 24:00
	Tuesday 5 October	07:00 – 24:00

The **main entrance** of the Media Centre is located in the Glass Cube at the Mont des Arts (downstairs). It is the only entrance available to the press and to the delegates. No access is possible from Coudenberg.

More information can be found on the website: www.square-brussels.com

For all **questions** concerning press groups, logistics, interview rooms, briefing rooms and general information, please turn to the **Media Information Desk**. It is located in the Media Centre (level -2) at the entrance of Grand hall 1 and Grand hall 2.

Working spaces:

Working spaces for the press are located on level -2 in Grand Hall 1 and Grand Hall 2. The Media Information Desk is located at the entrance of these two halls.

The Media Centre offers all **facilities** required for media coverage of the ASEM 8 Summit. Media representatives are provided with a working area as well as 59 separate booths for radio and TV (Grand Hall 1), 10 separate offices for press agencies (Grand Hall 2), an IT support desk (Grand Hall 2), cloakroom and lockers (Registration Hall).

The **media working area** comprises 10 desktop computers, a wireless zone, printing, copying and other facilities. Telephone and high speed internet access is provided at all times free of charge.

The images taken by the host broadcaster and information about the program or the Media Centre are disseminated to the media via wall screens in the Media Centre.

The **audiovisual booths** must be reserved on a "first requested, first served" basis via the European Broadcasting Union (EBU/UER):

EBU Television:

Dounia Wolteche

Tel: +32 (0) 474 67 39 11

E-mail: bookings@eurovision.net

EBU Radio:

Sophia Elalaoui

Tel: + 41 (0) 22 717 26 19

E-mail: alaoui@ebu.ch

The **offices for press agencies** must be reserved on a "first requested, first served" basis at the Media Information Desk.

Eugène Crijns

Tel: +32 (0) 2 501 35 81

Mobile: +32 (0) 477 99 46 42

E-mail: eugene.crijns@diplobel.fed.be

8.3. Contact Persons

A list of **contact persons** will figure in the hard copy of the ASEM 8 Delegate & Media Handbook.

8.4. ASEM Coordinators' Press Conference

The Coordinators' Press Conference of the ASEM 8 Summit takes place on 5 October at 17:30 in the **Gold Hall** (level -1) of the Media Centre.

ASEM 8 Host Prime Minister Yves Leterme of the Kingdom of Belgium introduces the Coordinators' Press Conference.

Participants are:

- ASEM 8 Chair and President of the European Council Herman Van Rompuy
- Asian ASEM Coordinator President Lee Myung-Bak of the Republic of Korea
- European ASEM Coordinator and President of the European Commission José Manuel Barroso
- Asian ASEM Coordinator Prime Minister Hun Sen of the Kingdom of Cambodia
- ASEM 9 Host Prime Minister Bouasone Bouphavanh of the Lao People's Democratic Republic

A moderator facilitates the Coordinators' Press Conference. Each of the participants makes a short statement. This is followed by an opportunity for Questions & Answers.

8.5. *Media Program & Groups*

The ASEM 8 Summit takes place in the Royal Palace in Brussels. Since space inside the Royal Palace is limited and access is restricted, **access to photo and film opportunities** (hereafter events) must be **arranged on a group card basis** and in advance.

Thus, **participation** in an audiovisual group is limited to the media in possession of both the **yellow nominative ASEM 8 Summit media badge** and a **group card** dedicated to the event concerned. Each **group card** is valid for one person only and for one event only.

The **coverage of the bilateral meetings** ahead of the summit is subject to the precise arrangements established with the Summit Host. Interested media must display the yellow nominative ASEM 8 media badge in combination with the **orange-white floater badge** for bilateral meetings (for more details on bilateral meetings, cf. ASEM 8 Summit Arrangements > Bilateral Meetings).

The participants of each group need to gather **in advance** at the Group Meeting Point (the different group meeting points will be indicated and will be displayed on the screens within the Media Centre).

Audiovisual groups are identified per event as listed below:

Monday 4 October

15:00 – 16:00	Arrival of the Heads of State and Government/Heads of Delegation (<i>Place des Palais</i>) Pooled visual media coverage (GROUP A)
15:00 – 16:15	Partners visit to the Royal Greenhouses in Laeken Pooled visual media coverage (GROUP B)
15:00 – 16:00	Welcome and Handshake (<i>Grande Antichambre</i>) Pooled visual media coverage (GROUP C)
16:05 – 16:10	Family Photo (<i>Salle des Glaces</i>) Pooled visual media coverage (GROUP D)
16:15 – 16:45	Opening Ceremony (<i>Salle du Trône</i>) Pooled visual media coverage (GROUP E)

19:45 – 21:00 **Working dinner (*Salle du Trône*)**
Only host broadcaster and host photographer

Tuesday 5 October

8:30 – 9:30 **Breakfast Meeting with AEBF Delegation**
Only host broadcaster and host photographer

12:30 – 13:30 **Reception hosted by His Majesty King Albert II of Belgium (*Salle des Glaces*)**
Pooled visual media coverage (GROUP F)

13:30 – 14:45 **Working dinner (*Salle du Trône*)**
Only host broadcaster and host photographer

16:45 – 17:15 **Closing Ceremony (*Salle du Trône*)**
Pooled visual media coverage (GROUP G)

17:30 – 18:00 **Coordinators' Press Conference (*Media Centre*)**
Unrestricted coverage

17:45 – 20:00 **Visit of Heads of State and Government/Heads of Delegation to BOZAR, Brussels Centre for Fine Arts**
The exhibition "A Passage to Asia" throws light on 2,500 years of exchanges between Asia and Europe via a selection of over 300 supreme objects. The works of art form part of the cultural heritage of the 16 Asian countries participating in the ASEM 8 Summit.
Only host broadcaster and host photographer

Indicated times are subject to last minute changes.

8.6. Briefing and Interview Rooms

20 **national briefing rooms** with different capacities (from 35 to 500 seats) are available on the first, second and third floor of the Media Centre. Reservations for these rooms can be made for 1 hour on a "first requested, first served" basis at the Media Information Desk.

Sitting corners for separate interviews are available on level -1 and on the first, second and third floor.

Reservations for these corners can be made on a "first requested, first served" basis at the Media Information Desk or in advance via:

Veerle Van Bever
Tel: +32 (0) 2 501 84 07

Mobile: +32 (0) 477 99 48 77
E-mail: veerle.vanbever@diplobel.fed.be

8.7. Stand-up Positions

The live stand-up positions will be either on the **terrace** (access via the Glass entrance) for external views or in the **Media Centre** (Grand Hall 2).

The live stand-up positions will be managed and allocated by the Press Office of the Ministry of Foreign Affairs of Belgium.

Veerle Van Bever
Tel: +32 (0) 2 501 84 07
Mobile: +32 (0) 477 99 48 77
E-mail: veerle.vanbever@diplobel.fed.be

8.8. Host Broadcaster's Desk

Alfacam will act as host broadcaster and provides technical support for radio and television networks on request. All host broadcaster footage (arrivals, doorsteps, family photo) can be downloaded in broadcast quality (MP4 – 16/9 format) on www.eutrio.be. The Coordinators' Press Conference is transmitted live on www.eutrio.be and is also available in broadcast quality within a few hours after the event.

The **Host Broadcaster's Desk** is located in the Media Centre (Grand Hall 1).

For more information concerning the range of services provided by the host broadcaster, please contact:

Rebekka Vreven
Mobile: +32 (0) 485 94 15 03
E-mail: rebekka.vreven@alfacam.com

8.9. Host Photographer

The host photographer of the ASEM 8 Summit is **Belga Agency**.

Media representatives can make full use of their **free photo service**. A selection of photographs taken by the host photographer is published on the website of the Belgian presidency of the Council of the European Union (in high quality): www.eutrio.be.

The photos may be downloaded in print quality, free of charge.

8.10. Website

Complete information on accreditation, meeting venues as well as any changes to the ASEM 8 Delegate & Media Handbook can be found on the **ASEM 8** website (www.asem8.be) or on the website of the **Belgian presidency of the Council of the European Union** (www.eutrio.be).

Press releases and documents related to the content of the ASEM 8 Summit as well as up-to-date information and news, will be posted on these websites as well.

8.11. Restaurant

The Media Centre serves **cold meals and beverages** on 3, 4 and 5 October throughout the duration of the meetings in Grand Hall 1 (level -2).

Hot meals are served at the restaurant (Panoramic Hall and Hall 400 – level 4).

Opening hours:

Sunday 3 October 2010

Grand Hall 1 and 2: Snacks and sandwiches: 12:00 – 24:00

Monday 4 October 2010

Grand Hall 1 and 2: Snacks and sandwiches: 07:00 – 24:00

Hall 400 and Panoramic Hall: Hot meals: 11:00 – 15:00

Hall 400 and Panoramic Hall: Hot and cold meal buffet: 17:00 – 20:30

Tuesday 5 October 2010

Grand Hall 1 and 2: Snacks and sandwiches: 07:00 – 24:00

Hall 400 and Panoramic Hall: Hot and cold meal buffet: 11:00 – 15:00

8.12. Other services

Medical service

A medical service is located near the **media working area**.

Lockers

Lockers are available near the reception desk in the registration hall (at the main entrance).

Cash dispenser

A cash dispenser is situated outside the Media Centre near the main entrance.

Lost property

Lost property may be retrieved from the reception desk at the main entrance. Except in cases where it could be held directly responsible, the Ministry of Foreign Affairs shall not be liable for the disappearance of any items belonging to members of the press during the ASEM 8 Summit. We recommend that you use the lockers provided.

9. ASEM 8 Summit Venues and Diagrams

The ASEM 8 Summit takes place on the historical premises of the Royal Palace in Brussels. Additional venues for the summit are the adjacent Palace of the Academies (office space for delegations) and Square - Brussels Meeting Centre (the Media Centre).

Smoking is prohibited inside all official ASEM 8 Summit venues.

9.1. Bird's View of ASEM 8 Venues

Detailed plans and diagrams will figure in the **hard copy** of the ASEM 8 Delegate & Media Handbook.

9.2. Royal Palace

The Royal Palace of Belgium is one of the most prestigious monuments of the Belgian capital. Standing opposite the Parliament building on the other side of the Royal Park, the Royal Palace symbolizes the Belgian constitutional monarchy. It is where **His Majesty the King** exercises his prerogatives as Head of State, where he grants audiences and deals with state affairs.

The "**Salle du Trône**" (Throne Room) was built during the reign of King Leopold II. It contains bas-reliefs by Auguste Rodin, representing eight economic activities of Belgium during the 19th century (industry, mining, metallurgy, textile industry, commerce, agriculture, cattle breeding and hunting). The "Scheldt" and the "Meuse", symbols of Flanders and Wallonia respectively, were carved by Thomas Vinçotte and embellish the top of the doors. Oak and exotic wood parquet, as well as bronze and gilded chandeliers give the solemn room an imposing appearance.

The "**Grande Galerie**" (Grand Hall) is an ideal room for holding banquets and receptions. This state room was built during the reign of Leopold II. The paintings on the ceiling, works by Léon-Charles Cardon, were inspired from the Louvre and Versailles. They evoke Dawn, Morning, Day and Dusk.

The construction of the "**Salle des Glaces**" (Mirror Room) was started during the reign of Leopold II. The walls are decorated with marble and copper. King Albert I had the work completed, placing mirrors on the walls, which were originally intended to accommodate allegorical scenes evoking Africa. On the initiative of Her Majesty the Queen and through the good offices of the government's building agency "Régie des Bâtiments - Regie der Gebouwen", the ceiling was decorated in 2002 with a work of art called 'Heaven of Delight'. This project by the artist Jan Fabre is composed by more than a million jewel beetle carapaces.

- Handshake Ceremony (Royal Palace, Grande Antichambre)

Detailed plans and diagrams will figure in the **hard copy** of the ASEM 8 Delegate & Media Handbook.

- Family Photo (Royal Palace, Salle des Glaces)

Detailed plans and diagrams will figure in the **hard copy** of the ASEM 8 Delegate & Media Handbook.

- Seating Arrangement (Royal Palace, Salle du Trône)

Detailed plans and diagrams will figure in the **hard copy** of the ASEM 8 Delegate & Media Handbook.

9.3. Palace of the Academies

The **Palace of the Academies** and its handsome stables were built between 1823 and 1828 for Prince **William of Orange** in recognition of his efficient action on the battlefield of Waterloo. It is the joint work of two architects, Charles Vander Straeten (1771-1834) and Tilman-François Suys (1783-1861).

Prince William of Orange and Princess Anna Pavlovna (1795-1865), sister of tsars Alexander I and Nicholas I occupied the palace when the Belgian Revolution of September 1830, forcing them to flee to the Netherlands.

From 1830 to 1839 the palace was under sequestration by the **newborn Belgian state**, and a detailed inventory was drawn up. The public was allowed to tour the palace, and its interiors were considered the most sumptuous that had ever been seen in Belgium. An agreement of 5 November 1842 ceded the structure formally and definitively to the State of Belgium, while the contents, accepted as the personal belongings of Prince William of Orange, were shipped to his Palace in Soestdijk (the Netherlands).

After housing the 1st Regiment of Chasseurs-Carabiniers (1848-52) and having been refused by the Duke of Brabant (the future King Leopold II of Belgium) when offered him in 1853, the palace remained in use for public festivities. The architect Gustave De Man, member of the Académie Royale de Belgique, was entrusted with transformations, finished in 1862, which fitted the building to house the Musée Moderne.

By a royal decree of 30 April 1876, the palace was put **at the disposal of the Belgian scientific academies**.

Detailed plans and diagrams will figure in the **hard copy** of the ASEM 8 Delegate & Media Handbook.

9.4. SQUARE - Brussels Meeting Centre

SQUARE provides its guests with the latest amenities - from auditoria and exhibition space, to business technology and audio-visual equipment. All this is in a modern ambience. For such a centrally located venue, the 13.500m² meeting space at SQUARE is generous. Beautifully appointed and comfortable, with the latest high-tech equipment on hand, SQUARE has carefully created an atmosphere that balances **function, inspiration and serenity**.

SQUARE is housed in the extensive **former "Palais des Congrès"**, an elegant, architecturally significant building originally constructed for the 1958 World Expo. Many of the original features, including expansive murals by Paul Delvaux, René Magritte and Louis van Lint, have been carefully restored and are now juxtaposed with contemporary design conceived by a team of leading European designers.

With its amazing views over the Brussels skyline, SQUARE is likely to instigate the mind to strive for greater heights and ambition.

Detailed plans and diagrams will figure in the **hard copy** of the ASEM 8 Delegate & Media Handbook.

9.5. BOZAR, Brussels Centre for Fine Arts

Detailed plans and diagrams will figure in the **hard copy** of the ASEM 8 Delegate & Media Handbook.

10. Contact Lists

10.1. Liaison Officers

Contact information of Liaison Officers will figure in the **hard copy** of the ASEM 8 Delegate & Media Handbook.

10.2. ASEM Partner Embassies in Brussels

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AUSTRIA

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BELGIUM (*Ministry of Foreign Affairs*)

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BRUNEI DARUSSALAM

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BULGARIA

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CAMBODIA

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CYPRUS

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CHINA

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