

The 8th ASEM Summit

ASEM Senior Officials' Meeting

Brussels, Belgium: 13-15 July, 2010



ADMINISTRATIVE CIRCULAR

Brussels, BELGIUM

June 2010

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1. General information about the event

As announced in the draft Annotated Agenda presented during the Phnom Penh Senior Officials' Meeting, the Brussels Senior Officials' Meeting of 13-15 July is a major step in preparing the practical proceedings for the Summit as well as in preparing the ASEM 8 Summit texts. In addition, the Senior Officials will also be given the opportunity to discuss the ASEM Working Methods; the Second Part of the Statement under §29 of the 9th Hanoi Foreign Ministers' Meeting (future enlargement) as well as exchange views on regional and international issues.

The lunches and the dinner are offered by the Ministry of Foreign Affairs.

2. Date and venues of the event

Date: 13-15 July 2010

Main event venues :

- **Egmont Palace, Rue des Petits Carmes, 1000 Brussels (14 July)**
- **Hôtel de Lalaing, Place Royale, 1000 Brussels (15 July)**

3. Event language

The event language is English

4. Accommodation and Reservations

If they wish, attendees can make reservations at any of the hotel listed below. Bookings and payment should be made directly to the hotel. Participants will be responsible for all individual costs incurred during their stay. The choice is based on value for money rather than on proximity to the venue of the event.

1. Hotel Bloom

Rue Royale 250- 1210 Brussels

Tel: 32 2 220 66 11 – Fax: 32 2 217 84 44

E-mail: info@hotelbloom.com

Website: www.hotelbloom.be

2. The Dominican

Rue Léopold 9 - 1000 Brussels

Tel: 32 2 203 08 80 – Fax: 32 2 203 08 07

E-mail: ["info@thedominican.carlton.be](mailto:info@thedominican.carlton.be)

Website: www.thedominican.be

3. Floris Arlequin Grand Place

Rue de la Fourche 17-19 - 1000 Brussels

Tel: 32 2 514 16 15 – Fax: 32 2 514 22 02

E-mail: arlequin@florishotels.com

Website: www.florishotels.com

4. Ibis Brussels Off Grand Place

Rue Marché-aux-Herbes 100 - 1000 Brussels

Tel : 32 2 514 40 40 – Fax : 32 2 514 50 67

E-mail: H1046@accor.com

Website: www.ibishotel.com

5. Novotel Brussels Centre Tour-Noire

Rue de la Vierge noire 32 - 1000 Brussels

Tel : 32 2 505 50 50 – Fax : 32 2 505 50 00

E-mail: H2122@accor.com

Website: www.novotel.com

6. White Hotel

Avenue Louise 212 - 1050 Brussels

Tel: 32 2 644 29 29 – Fax: 32 2 644 18 78

E-mail: info@thewhitehotel.be

Website: www.thewhitehotel.be

7. Other accommodation

To facilitate the search, participants do have the option to address their request to the following booking companies

- The booking service of the Brussels Tourism Office:

Contact: Inge Smedt – 32 2 563 61 04

is@brusselsbookingdesk.be

- Resotel Company:

Contact: Alice Terweduwe – 32 2 777 01 59 – alice@resotel.be

5. Access and Security

All necessary measures will be taken to ensure the safety of all participants. Badges will be distributed on arrival at the premises on the first day.

Attendees are requested to wear their identification badges at all times to gain access to the meeting venues, meals and other functions, and might be requested to pass through a security gate.

Participants must be aware that parking space is not available on the premises.

6. Liability

The Organizers shall not be liable for personal accidents and losses, or damage to personal property of the registered participants of the event. Participants should make their own arrangements with regard to personal insurance.

7. Entry requirements

Please note that all attendees are subject to Belgian regulations regarding entry into the country. Participants must be in possession of identity or travel documents that are recognized by Belgium. Passports should be valid for at least three months subsequent to their planned period of stay in Belgium.

Participants from a number of countries will, in addition, require visas. The Belgian diplomatic mission responsible for the country of residence will assist participants in accordance with international practice. A confirmation of registration can be issued by the event host upon request. Such requests can be submitted to the ASEM8 desk of the Belgian Federal Public Service of Foreign Affairs through the contact form available on the ASEM8 website (www.asem8.be → Contact → Contact ASEM8 Desk).

8. Transport

Please note that transport and transfers have to be organized by the participants themselves, except for those occasions for which the Organizers have explicitly stated that appropriate means of transport would be provided.

9. Additional information

Should specific assistance be necessary, please address a request to the ASEM desk through the contact form available on the website:

www.asem8.be → Contact → Contact ASEM8 Desk

10. Important telephone numbers

Emergency services: 112

Emergency phone numbers, ASEM8 Desk:

Ms. Kelly Hertenweg – +32/478/803466 or +32/2/5014450

Ms. Ghizlane Menebhi – +32/473/328657 or +32/2/5018390

Mr. Louis-Alfons Nobels - +32/499/315487 or +32/2/5014040

Mr. Tom Vandenkendelaere – +32/479/390557 or +32/2/5014447