



## Practical Information for the Participants of the Youth Convention

**PLEASE READ ALL THE INFORMATION CONTAINED IN THIS DOCUMENT CAREFULLY AND  
KEEP IT UNTIL THE END OF THE YOUTH CONVENTION!  
THANK YOU.**

### **1. Travel arrangements and reimbursement**

Participants need to make their own travel arrangements. Travel costs will be reimbursed by the European Youth Forum after the event by bank transfer. In order to be reimbursed the participants must comply with the following rules:

#### ***Means of transportation:***

- Travel within Belgium will not be reimbursed under any circumstances.
- Travel by taxi will not be reimbursed under any circumstances (with the exception of disabled participants, provided prior approval has been given).

For distances of up to 500 km (one way to Brussels), only travel by car, bus or train (2<sup>nd</sup> class, cheapest ticket available) will be reimbursed.

For distances of more than 500 km (one way to Brussels), participants may make use of the cheapest direct flights from the airport closest to their place of residence. Participants must make use of the cheapest fares available (including special fares for students/ young people). In no case will the reimbursement be higher than the applicable APEX fare. APEX tickets require a booking of at least 14 days prior to the travel date and a stay in Brussels that includes the Saturday night (hotel accommodation will be covered in these cases). The European Youth Forum (please see point 6) reserves the right to reimburse only part of the travel costs if participants do not make use of the cheapest options available. In case of doubt, please contact Annette Richter ([convention@youthforum.org](mailto:convention@youthforum.org)) beforehand.

#### ***Required proof and documentation for reimbursements:***

For all travel reimbursements, participants must submit both:

- a duly completed and signed reimbursement form (to be provided)
- a duly completed form indicating all required bank account details (to be provided).

For plane, bus and train tickets both:

- a readable photocopy of the ticket,
- an original invoice or receipt issued by the travel agency or airline /railway company clearly indicating the amount paid and the currency used.

For tickets booked online via the Internet both:

- a printed booking confirmation clearly indicating the travel route, travel dates and price of the ticket,
- the original passenger voucher of the boarding pass (for the route coming to Brussels).

For travel by car both:

- a certificate issued by the railway company indicating the price of a second-class train ticket for the same journey,
- the original petrol receipts.

(will be reimbursed up to the price of an equivalent second-class train ticket)

Reimbursement claims can be made during the Youth Convention in Brussels or may be sent to the European Youth Forum by standard mail for the attention of Annette Richter (Youth Forum, Rue Joseph II 120, B-1000 Brussels) by 31 August 2002.

### ***Travel dates:***

Arrival: Participants who have been nominated by the European Convention members appointed by the European Parliament and the European Commission and those participants chosen by the Chairman and Vice-Chairmen of the Convention are invited to arrive in Brussels on Monday 8 July in the afternoon/ early evening in order to attend an optional preparatory meeting on Tuesday morning. All other participants should arrive in Brussels (airport or main train stations) as early as possible and no later than 13:30 (1:30 pm) on Tuesday 9 July.

Departure: The official programme of the Youth Convention ends on Friday 12 July 18:00 (6 pm). However, optional activities will be offered on Friday evening and on Saturday (visit to Bruges, European Cultural Capital 2002 on Saturday). Participants may therefore choose to leave Friday evening, Saturday morning or evening (hotel check-out by 12:00 noon) or on Sunday (hotel check-out by 12:00 noon).

## **2. Hotel Accommodation**

Hotel accommodation will be provided for all participants in shared double rooms at the

Hotel Renaissance

Rue du Parnasse 19

1050 Brussels

BELGIUM

Phone: 32-2-505 2929

Web: <http://renaissancehotels.com/dpp/PropertyPage.asp?MarshaCode=BRUBR>

The Youth Forum has booked accommodation at this hotel for all officially confirmed participants (and will only pay the cost of the room of these officially confirmed participants). Participants should inform the Youth Forum if they do *not* wish to stay at this hotel. However, it is important to note that accommodation in other hotels will not be reimbursed. The Youth Forum covers only the costs for the double room accommodation with breakfast. All other charges (bar, mini-bar, telephone, pay TV, room service etc.) must be paid by the participants themselves. Subject to availability, single room

accommodation is available at the price of 40 euros per night. Please contact [Anne.Deneayer@youthforum.org](mailto:Anne.Deneayer@youthforum.org) by 1 July if you wish to make use of this.

### 3. Arrival and how to get to the hotel

Participants are reminded that they should arrive at the hotel no later than 14:30, Tuesday 9 July. The Youth Convention itself will take place mainly in the European Parliament (EP) building in the room usually used by the European Convention. For access to the EP, all participants will need badges. These will be issued on Tuesday 9 July between 15:00 and 16:00 (3 pm – 4 pm) at the EP. The EP building is within 5-minute walking distance from the hotel.

From Brussels National Airport ([www.brusselsairport.be](http://www.brusselsairport.be)):

- Follow the bus signs in the airport. The bus station is located below the Arrivals Hall, and can be reached by escalator and lift.
- Take the airport express bus to Brussels (line 12) which leaves every 25 minutes and costs 3 euros one way.
- After about 30 minutes get off the bus at the "Luxembourg B" stop (you will see the European Parliament building on your left).
- Continue in the direction that the bus is heading (with the Parliament to your left) for about 25 meters and Rue du Parnasse where the hotel is located will be on your right.

See <http://www.mappy.co.uk/PlanPerso/AAAA6LP116jAqAEYAAAk8w==/3> for a map.

From Brussels South/ Charleroi Airport (Ryan Air: [www.ryanair.com](http://www.ryanair.com))

Buses to Brussels depart outside the airport 30 minutes after flight arrival. Tickets for the bus may be purchased onboard for 6,20 euros one-way. The bus will take you to the Gare de Midi (South Station) in Brussels. The bus trip takes about 45 minutes. From the Gare de Midi follow the instructions below for arrivals by train.

For arrivals by train ([www.b-rail.be](http://www.b-rail.be))

The Hotel Renaissance is two minutes by foot from the *Bruxelles-Luxembourg* train station (sometimes also called "Bruxelles Quartier Léopold"). However, only a few international trains (coming from the south-west) stop at this station. So you will have to change trains in Brussels or alternatively take a bus. Normally you will arrive at Brussels North (*Bruxelles Nord*) or Brussels South (*Bruxelles Midi*):

*From Bruxelles Midi:* There are trains approximately every 15 minutes that will bring you to Bruxelles-Luxembourg within 20 minutes. Destinations of these trains are *Louvain la Neuve*, *Liers* or *Luxembourg*. If you arrive by train you will not need to buy an additional ticket for these trains. Alternatively you can take the bus line 27 to *Verheyleweghen* outside of the train station and get off at "Luxembourg B" (takes 20 min and costs 1,40 euros). Most people in Brussels speak at least some English and French, so you should not have a problem finding your way if you speak either of these.

*From Bruxelles Nord:* There are trains approximately every 15 minutes that will bring you to Bruxelles-Luxembourg within 10 minutes. Destinations of these trains are *Louvain la Neuve*, *Liers* or *Luxembourg*. If you arrive by train you will not need to buy an additional ticket for these trains. Alternatively you can take the bus line 38 to *Homborch* from the underground bus station and get off at "Luxembourg B" (takes 20 min and costs 1,40 euros).

For arrivals by car:

The hotel is located near the EU institutions in Brussels. If arriving in Brussels by car, follow the signs indicating the city center and as you approach the city centre follow the signs pointing to the European institutions. The hotel can best be reached via Rue de Trèves/ Trierstraat. Please see <http://www.mappy.co.uk/PlanPerso/AAAA6LP116jAqAEYAAk8w==/3> for a map.

#### **4. Website ([www.youth-convention.net](http://www.youth-convention.net))**

A website specially devoted to the Youth Convention will be set up at [www.youth-convention.net](http://www.youth-convention.net). This website will contain background documents, a discussion forum for participants, practical information and more. Please visit it regularly before the event. In the section for participants, a form will be provided which you are asked to fill out (providing information such as your arrival time). You are also invited to post written contributions to the Discussion Forum. In case you do not have Internet access please inform us of this by phone as soon as possible, so we can make sure that you receive the most relevant information by another means.

The user name of the participants section of the website is: poikanen  
Your password for the participants sections is: jovendo

Please keep these passwords for yourself.

You are also invited to make your views on the issues to be discussed at the Youth Convention known to a wider public by contributing to the discussion forum on the EU's futurum website: <http://europa.eu.int/futurum/forum>.

#### **5. Visit to Bruges ([www.brugge2002.be](http://www.brugge2002.be))**

The Foreign Ministry of Belgium is inviting the Youth Convention participants to a free organised visit of Bruges, the Cultural Capital of Europe 2002. Interested participants must register for this trip. Buses for Bruges, probably the most beautiful city in Belgium, will be leaving from the hotel on Saturday 09:00 and return to the hotel at 18:00. More details will be made available on the website ([www.youth-convention.net](http://www.youth-convention.net)).

#### **6. About the European Youth Forum ([www.youthforum.org](http://www.youthforum.org))**

The European Youth Forum is a European umbrella organisation representing 91 federations of youth NGOs active at European and national level. The Youth Forum represents the interests of young people towards the European Union, the Council of Europe and the United Nations.

The Youth Forum is part of the steering group committee for the preparation of the Youth Convention. This committee is chaired by the Convention Secretariat and comprises also representatives from the European Parliament and the European Commission. As such, the Youth Forum has taken on a number of tasks and responsibilities in the practical organisation of the event. The Youth Forum has also put forward candidates for the participants appointed by the European Parliament, the European Commission, the Chairman and the two vice-Chairmen. The selection was, however, the responsibility of these three delegations themselves. The Youth Forum is organising a short (optional) preparatory meeting for the young participants of these delegations (taking place Tuesday morning 9 July).

The Youth Convention (including travel and accommodation costs) is being jointly financed by the European Commission and the European Convention in the form of a grant committed to the Youth Forum, and by the European Parliament in the form of contributions. The Youth Forum is therefore responsible for the proper use of the funding according to the rules of the EU institutions.

## 7. Contact Information

Youth Convention  
C/o European Youth Forum  
Rue Joseph II 120  
B- 1000 Brussels (Belgium)  
Tel: +32 2 230.64.90  
Fax: +32 2 230.21.23  
Email: [convention@youthforum.org](mailto:convention@youthforum.org)

For all questions related to travel and accommodation, please contact Anne Deneyer at  
Tel.: +32 2 286.94.21 or [convention@youthforum.org](mailto:convention@youthforum.org).

For all other questions please contact Annette Richter at  
Tel.: +32 2 286.94.25 or [convention@youthforum.org](mailto:convention@youthforum.org).

***In case of problems or emergencies*** on Monday 8 July or Tuesday 9 July, or during the Youth Convention, please call the general Youth Forum number (+32) 02 230.64.90 or the Belgian mobile phone number (+32) 0476/ 66.66.72.