



ERASMUS STAFF TRAINING

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PRACTICAL GUIDE



Contents

- ARRIVING IN BRUSSELS 2
- PUBLIC TRANSPORT TICKETS 3
- THE VENUE: HOW TO GET THERE?..... 4
- BELGIUM & BRUSSELS MUST-KNOW 5
- RECOMMENDED SIGHTS 5
- SEPTEMBER EVENTS IN THE CITY 5
- WINING & DINING IN BRUSSELS..... 6
- A FEW WORDS ABOUT... 6
- USEFUL LINKS 6

**Venue: University Foundation: Rue d'Egmont 11 - Félicien Cattier
meeting room (ground floor)
1000 Brussels, Phone: +32/(0)2 545 04 40**

wifi access during the Conference:
guest network, login: guest, password: university

CONTACT WITH THE UNICA OFFICE:
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www.unica-network.eu

ARRIVING IN BRUSSELS

Brussels International Airport, BRU (www.brusselsairport.be) is located in Zaventem, 14 km outside the city centre.

How to reach the city centre from Brussels International Airport:

- **By train:** The airport train station is located below the terminal (basement level-1). Up to 4 trains per hour connect the airport to Brussels North, Brussels Central and Brussels South stations. Information on the schedule of trains can be found on the Belgian Railways website (www.b-rail.be). Enter BRUSSELS AIRPORT as departure station or destination. The first train departs at 5.32 a.m. and the last train at 0.20 a.m.

Buy your ticket at the ticket window or in one of the vending machines before boarding.

- **By bus:** The bus station is located on level 0 – just one floor down from the arrivals hall. The STIB/MIVB Airport Line connects Brussels International Airport to the so-called European quarter (home to the EU institutions). From Monday to Friday until 8 p.m. the Airport Line is operated as an express service with **number 12** and only serves the major stops. On weekdays after 8 pm, and the whole day on Saturday, Sunday and public holidays the Airport Line is operated as a regular service with **number 21**, serving all stops.

All MIVB/STIB buses depart from platform C.

Buy your ticket from the GO ticket vending machines before boarding. The vending machines accept Maestro bank cards, credit cards and coins. Tickets bought from the driver are more expensive.

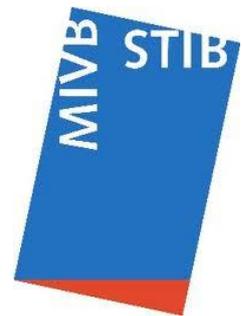
Fares

For 1 journey (purchased outside vehicle): € 4,00

For 1 journey (purchased inside vehicle): € 6,00

More information: www.stib.be. You can visit the mobile website m.stib.be or download the STIB application for iPhone or Android (available in English).

- **By taxi:** Taxis with a taximeter are available in front of the arrivals hall. The fare from the airport to the city centre of Brussels is approximately € 45-50. Licensed taxis can be recognized by the blue and yellow emblem. You are advised to avoid unlicensed taxis!



Brussels South Charleroi Airport, CRL (www.charleroi-airport.com) is located in Charleroi-Gosselies, 66 kilometers south of Brussels. The airport serves low-cost airlines.

How to reach Brussels city centre from Brussels South Charleroi Airport

- **By Brussels City Shuttle** (www.voyages-lelan.be): the shuttle bus connects the airport with Brussels South Railway Station (Bruxelles Midi/Brussel Zuid; the bus stops at the intersection of Rue de France and Rue de l'Instruction). The shuttle bus leaves the airport every 30 minutes. For the bus schedule and fares please visit www.voyages-lelan.be. Buy your ticket online (the sooner you book it, the less you pay) or from a vending machine just outside the airport building.
- **By train:** A bus (TEC bus, line A) links the airport with Charleroi Railway Station. From the station you can take a train to Brussels. (combined fare – bus & train ticket: €13)
- **By taxi:** The fare from the airport to Brussels city centre amounts to approx. 85.00 €



PUBLIC TRANSPORT TICKETS

You can easily purchase public transport tickets in numerous STIB/MIVB **GO ticket vending machines**. The machines operate in French, Dutch, and English, and accept Maestro and credit cards, and coins. The tickets bought from a driver are more expensive.



Apart from getting single-fare and round trip tickets, you may buy:

- **A 5-journey ticket (€8)** - entitles you to 5 journeys, with a possibility to change between lines, on the STIB-network (except for the NATO-Brussels Airport section of lines 12 and 21).
- **A 10-journey ticket (€14)** – entitles you to 10 journeys, with a possibility to change between lines, on the STIB-network (except for the NATO-Brussels Airport section of lines 12 and 21).
- **A 1-day ticket (€7)** – once validated, allows an unlimited number of journeys on the entire public transport network of trams, buses, trains and the underground within Brussels on the given day until the end of service (except for the NATO-Brussels Airport section of lines 12 and 21).
- **Discover Brussels tickets** (during 24 hours: €7, 48 hours: €13, 72 hours: €17); [This ticket allows an unlimited number of journeys on the entire public transport network of the STIB including your journey from and to the airport with bus lines 12 and 21](#)

TAXIS

Taxis Verts: To order your taxi, call at **+32.(0)2.349.49.49** (service in French, Dutch, and English)
Taxis Verts accept payment by credit cards

- The pick-up fare is currently set at € 2.40 by the Region to ensure a baseline revenue for the driver. The night rate, which is applied between 10 pm and 6 am, is set at € 4.40.

- The price per kilometer is € 1.80 for journeys within the Brussels Capital Region (Fare I) and € 2.70 per km for the part of the journey located outside the region (Fare II) ;

- The waiting price is a cost that starts to run when the taxi is stopped at traffic lights or in traffic, when a taxi in Brussels traveling at a speed below 20 km per hour, the price per kilometer is not applied anymore and the meter automatically switches to the rate of € 0.5 per minute;

Neither the driver nor the passenger can manually change the price of the trip. Official licensed taxi meters are always onboard the vehicles.

IMPORTANT: You should only take taxis with onboard taxi meters. Once arrived at your destination, you can ask for a taxi meter receipt. The receipt will contain details of your trip and can be used as an expense note.

Plan your journey with public transport route planners

In order to plan your journey the venue from any place in the city, we encourage you to use the public transport planners:

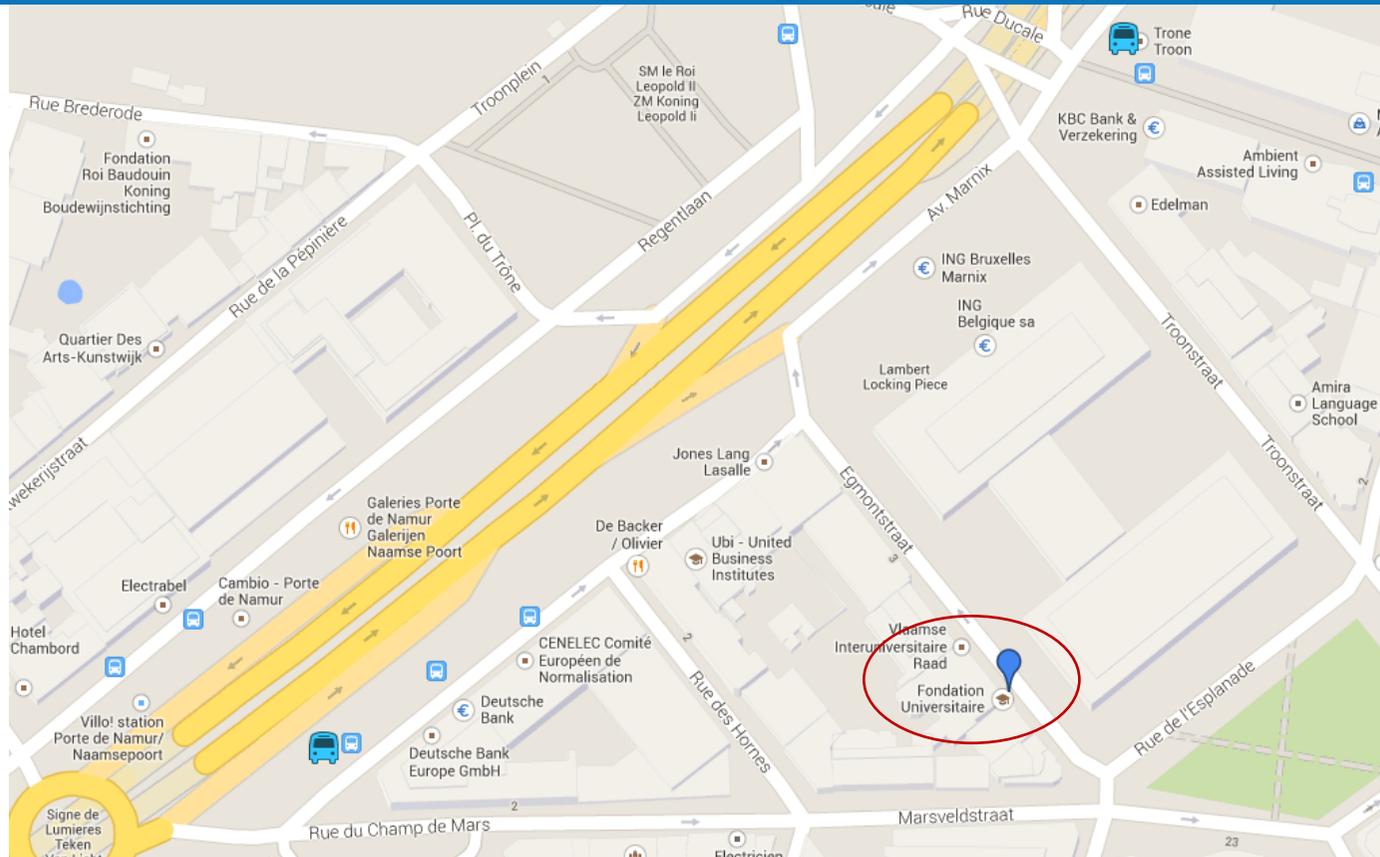
- **Google Maps & Street View** (integrated public transport schedule: www.maps.google.com)
- **STIB/MIVB** (<http://www.stib.be/reisweg-itinaire.html?l=en>)

THE VENUE: HOW TO GET THERE?

University Foundation: Rue d'Egmont 11, 1000 Brussels, Phone: +32/(0)2 545 04 40

Jean Willems Meeting Room

University Foundation is located within a short (200m) walking distance from **TRONE** and **PORTE DE NAMUR Metro Stations (metro lines 2 & 6)** and **TRONE bus stop**. Metro line 2 or 6 at **PORTE DE NAMUR** connects with **GARE DU MIDI** (Brussels South Station) from where you can take the Airport Train to Brussels Zaventem Airport or a bus shuttle to Brussels South-Charleroi Airport.



BELGIUM & BRUSSELS MUST-KNOW

Weather

On average, Brussels has approximately 200 days of rainfall per year, which is more than another "rainy city", London. September can be warm (20°C) but matter how optimistic the weather forecast may be, you should always be prepared for rain in Brussels.

Language

Brussels operates as a bilingual city where both French and Dutch (Flemish) are official languages. Given the location of EU institutions in Brussels, English is widely spoken in shops, pharmacies and banks.

Telephone

To call Belgium you have to dial **0032** + City Area Code (**2** for Brussels if you call to a landline, not necessary for mobile phone numbers) + Number you wish to call.

112 is the national emergency telephone number.

Working Hours: Shops, department stores, pharmacies and banks are open Monday-Saturday from 10:00 am to 6:00 pm. Supermarkets and a smaller number of stores may be opened until 8:00 pm. Few stores are also open on Sundays.



Electricity voltage: Electricity system in Belgium is based on 220V, frequency 50Hz and requires two-pronged wall plugs. If your country uses a different system, you may want to purchase a **travel adapter** in order to be able to use your electronic devices.

RECOMMENDED SIGHTS

- **Grand-Place** in Brussels is a remarkably homogeneous body of public and private buildings, dating mainly from the late 17th century. The architecture provides a vivid illustration of the level of social and cultural life of the period in this important political and commercial centre. The Grand Place was named by UNESCO as a World Heritage Site in 1998 and voted the most beautiful square in Europe in 2010.
- **Galleries Saint Hubert** - designed in 1847, were the first commercial galleries in Europe and remain probably the most elegant; the 200-metre-long street of shops is covered by a glass dome.
- **Parlamentarium** (Willy Brandt Building, Rue Wiertz 60/ Wiertzstraat 60) The European Parliament's Visitors' Centre. Dynamic, interactive multimedia displays guide visitors through the journey of European integration.

SEPTEMBER EVENTS IN THE CITY

- The [Belgian Beer Weekend](#), 5-7 September 2014
- The [Belgian Comic Strip Festival](#), 5-7 September 2014
- [Design September](#) (throughout the month of September)
- September is also the month of **Eat! Brussels Festival** - [find out more....](#)

WINING & DINING IN BRUSSELS

- **Arcadi** (Rue d'Arenberg/ Arenberglaan 1B, next to Galleries St Hubert, reservation: +32 2 511 33 43)- is a charming mid-range restaurant situated at the end of Galleries St Hubert. Although it offers a varied menu, the reason the restaurant regulars go there is its selection of over 30 savory, both sweet and salty, pies (*tartes*). Stop by at Arcadi after shopping in Galleries St Hubert for a slice of *tarte framboise meringue* (raspberry meringue pie) or *tarte forestière* (wild mushroom pie).
- **Chez Léon** (Rue des Bouchers/Beenhouwersstraat 1, reservation: +32 2 513 04 26) – mid-range restaurant at the end of Brussels' famous dining street, Rue des Bouchers. It offers quick service at any time of the day and serves traditional Belgian dishes at affordable prices, which is not so common in this tourist area of the city. If you would like to try mussels with a pint of Belgian beer, Chez Léon is an excellent choice.
- **La Mort Subite** (Rue Montagne-aux-Herbes Potagères/Warmoesberg 7, reservation: +32 2 513 13 18 – a perfect place for your first Belgian beer tasting. The place's wood paneling, high ceilings, big marble pillars and mirrored walls will make you feel as if you have just been transported back in time. One of Belgium's brews took its name after this bar, although despite the name's meaning ('sudden death'), the beer is not that strong ☺

A FEW WORDS ABOUT...

...BRUSSELS - A CAPITAL OF MANY THINGS

- **a capital of Belgium:** Brussels has grown from a 10th-century fortress town founded by a descendant of Charlemagne into a metropolis of more than one million inhabitants
- **a capital of Europe:** Brussels serves as capital of the European Union, hosting the major political institutions of the Union.
- **a capital of chocolate:** Ever since the Brussels chocolatier Jean Neuhaus invented the praline 100 years ago, the city has been at the forefront of the chocolate business.
- **a capital of beer:** Belgium produces more than 1,000 varieties of beers, and many come with customized glasses in which only that type may be served. Try the real sour gueuze beer: it gets its unique taste from a natural brewing process that is typical for the area around Brussels. If you have time, pay a visit to Cantillon Gueuze brewery!
- **a capital of waffles:** Brussels waffles can be easily differentiated from Liège waffles by their regular shape: they are also crispy and light whereas the latter are denser and sweeter.
- **a capital of... French fries!** Despite their name, the origin of French fries is actually attributed to Belgium. Being probably the most popular forms of "street food", you will find French fries in Brussels on every step of the way: you can get them at fast food stands or in small fast-food restaurants called "friterie" or "frituur". They are served with a large variety of sauces: from "traditional" ketchup and mayonnaise to *samurai*, *cocktail*, and *andalouse*.

USEFUL LINKS

- Brussels International Airport: www.brusselsairport.be
- Brussels South Charleroi Airport: www.charleroi-airport.com
- Belgian Railways: www.b-rail.be
- Public transport in Brussels: www.stib.be
- Taxis: www.taxisverts.be ; phone: +32 (0)2 349 49 49
- Google Maps & Street View: www.maps.google.com
- Weather in Brussels (in English): <http://www.bbc.co.uk/weather/2800866>