

XXI. E D S Winter University 2011
“EUROPEAN AND REGIONAL INTEGRATION-THE ROLE OF YOUTH”

Possibilities for young people in business, politics, science

DRAFT TECHNICAL DETAILS

1.Organisers

The EDS WinterU 2010 (January 31- February 5, 2011) is organized by EDS in co-operation with edH and CDS Belgium, and with kind support of Konrad Adenauer Foundation, Robert Schuman, Hanns Seidel Foundation , International Republican Institute and Centre for European Studies.

Contacts:

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Please contact Secretary General who will help you with your technical requests.

2. Arrival and departure

Arrival and registration of participants is foreseen on Monday, January 31. Departure is foreseen on Saturday, February 5, 2011 after breakfast.

Participants also can arrive on Tuesday, February 1, until 13:00 and leave on Friday, February 4, afternoon.

Arrival and departure of the participants will be in Brussels exclusively.

Please inform your exact arrival and departure times (mean of travel, date, time, place, flight number, passport number!!!)

3. Schengen regime, passports and visa policy

Belgium is a part of Schengen regime. Everybody arriving outside of the EU/Schengen zone from will be controlled at the border.

If you are an EU citizen, it is enough to carry a simple ID with you (or – of course – a traditional old-fashioned passport). Please note that your travel documents (no matter if you are an EU citizen or not) must be valid for six months! Please check them in due time!

Visa and Invitations – please contact EDS Secretary General Ildze Kanepaja no later than January 3, 2011.

4. Travel information

Upon your arrival on Monday, January 31 and February 1 (until 13:00), you will find someone from the organisers waiting for you at your arrival point. (Brussels Zaventem International Airport – see <http://www.brusselsairport.com>).

Transportation to the hotel will be by train/bus and you will be accompanied.

If you arrive later than 13.00 on 1st of February, you will have to take a train or taxi on your own. Train station at Zaventem Airport is located on -2 level, please follow the signs. The one way ticket to Brussels Central Station costs 5,05 EUR. Please purchase your ticket before embarking or you risk paying an amount of 80 EUR.

You Taxis are available directly outside the airport. The normal taxi fare to the city centre is about 35-40 EUR.

We advise you to check www.brusselsairlines.com to search for cheap and good connections. Flight engine www.momondo.com is also a good option to look for your flight.

5. Accommodation

You will be accommodated in NH Hotel Brussels City Centre.

<http://www.nh-hotels.com/nh/en/hotels/belgium/brussels/nh-brussels-city-centre.html?nhagentid=10166&nhsagentid=101660000000>

The costs for accommodation and meals within the programme days will be covered, except alcoholic drinks in some cases. Transport will be provided for listed activities not within walking distance by bus or metro.

6. Participants

Each EDS full member organisation can send 4 delegates, except members of the bureau and working group co-chairs.

Observer and affiliate members can send 3 participants.

Guests can send 1 delegate.

Additional participants per member-organisation can register via ONE registration form per organisation, on the waiting list. After the **registration deadline –January 6 2011**, they will be notified if they can attend the event according to number of available places.

7. Registration

The only possibility to register is by sending the following details to the Secretary General by the well-known **registration form**.

Please state your **name, country, organisation, head of delegation, gender, phone, mail, arrival info and your passport (or ID) number** (necessary for Parliament) AND additionally any **accommodation wishes** if there are some.

When registering it is absolutely necessary to indicate in which **working group** (Policies for Europe / Human Rights / Higher Education) you wish to take part in.

Please note that registrations can be accepted if only they are complete.

Important remark in case of cancellation: If you need to cancel your participation, please inform Secretary General Ildze Kanepaja as soon as possible(January 15 latest!If not, your organisation will have to pay the accommodation costs (the average cost of the hotel room will be counted) and 140 Euro participation fee.

In order to assure the transfers from and to the airport you must send your arrival and departure details.

Registration should be exclusively made by the respective head of delegation!!!

DEADLINE FOR REGISTRATIONS: January 6, 2011!!!

8. Extra days

Participants who want to come earlier or stay longer have to make these arrangements by themselves and at their own expenses.

9. Participation Fee

The participation fee for the Winter University is **140 EUR** per participant.

The **participatin fee shuld be transfered to EDS account until January10** (to be visible on EDS account January 15).

EDS BANK ACCOUNT:

European Democrat Students
IBAN BE35 7340 1590 1137
SWIFT/BIC KREDBEBB
Bank KBC Bank & Insurance
European Parliament (D3-Building)

60 rue wiertz, 1047 Bruxelles, Belgium

Participation fee includes also bank transfer fee (paid by participant).

If your bank transfer exceeds 10 EUR, please provide proof of the payment to EDS Secretary general to find individual solutions.

Check-in and the hand-out of the hotel keys can be made only in the case the participant has paid the complete amount.

Please note that the participation fee is payable with no regard to the number of days you spend in Brussels. **Even if you arrive on the last day or you leave earlier, the fee has to be paid completely!!!** With this step, we want to make sure the EDS member organisations send participants that are willing and able to follow the conference at its whole length. So make sure – in your own interest – that you arrive not later than Tuesday.

If you fail to show up and do not inform Ildze you will be charged the accommodation costs (the average cost of the hotel room will be counted) and 140 euros of participation fee.

10. Currency

Euro is official currency unit in Belgium. No other currency is accepted. Major credit cards (Visa, American Express etc) are accepted. Cash distribution automats are available at almost every corner in Brussels.

11. Expenses

The costs of accommodation, food, programme, transportation and conference material are covered by the organiser. **Any other expenses have to be covered by each participant individually.**

12. Working language

The working language of EDS is English. Therefore all organisations are requested to send participants who have enough knowledge of English language to take part in the meeting in an active way.

13. Weather and clothing

The weather in Brussels in this period is quite cold, approx. around 0 degree Celsius. Please make sure you have adequate clothing with you, including black-tie, formal, smart casual and non-formal dress.

14. Transportation within the city

The transportation will be covered by the organisers. Venues that are not in walking distance will be reached by public transport.

15. Punctuality

We have to stress the absolute need for a severe punctuality as our time schedule is narrow. Punctuality means being on time right at the minute that was announced and not later.

Anybody being late – even 2 minutes – runs the risk of being left behind.

PLEASE NOTE THAT THE TECHNICAL DETAILS AND THE PROGRAMME CAN CHANGE – CHECK BEFORE LEAVING FOR Brussels!!!

Latest update: December 23, 2010