

**Practical Information for Participants of
Third ITU-T FG-DPM meeting
20-23 February 2018**



Venue of the FG-DPM meeting

Open & Agile Smart Cities (OASC)

Pleinlaan 9, 1050 Brussels, Belgium

QHHQ/1st floor

Meeting Room “Weber” and “Mead”

Venue contact details

Address: Pleinlaan 9, 1050 Brussels

Tel.: 0032 498 111 594 (Lea Hemetsberger/OASC)

E-mail: lea@oascities.org (Lea Hemetsberger/OASC)



1. Meeting Venue

The **third [FG-DPM](#) meeting** will take place at Open & Agile Smart Cities (OASC) (Pleinlaan 9, 1050 Brussels, Belgium) on **20-23 February 2018** which will be preceded by the **1st [ITU Workshop on Data Processing and Management for IoT and Smart Cities & Communities](#)** which will take place at European Commission (Avenue de Beaulieu 25, 1160 Auderghem, Brussels, Belgium) on **19 February 2018**.

2. Transportation

A pick-up from and to the airport **is not provided** by the host. Reasonably priced local transportation is available at the airport.

Airport – City Centre (Grand Place)

Easiest/Fastest way is to take the train from “Brussels Airport Zaventem” to “Gare Central/Centraalstation”. Walking distance (5 minutes) to Grand Place.

City Centre – Venue

The venue address is Pleinlaan 9, 1050 Brussels

Getting there; all options around 30 minutes, Buses normally longer during rush hours:

- **Train:** S8, Direction “Ottignies” from Gare Central to “Etterbeek Gare”
(Attention: Tickets sold by NMBS/SNCB, Metrotickets are not valid in the train).
- **Metro:** Line 5, Direction Hermann-Debroux; Stop Delta (10 Minutes walk) or Stop “Petillon” and change into Tram 7 Direction “Vanderkindere”/ Tram 25 Direction “Boondael”; Stop “Etterbeek Gare”.
- **Metro:** Line 1, Direction “Stokkel”, Change at “Montgomery” into Tram 7 Direction “Vanderkindere”/ Tram 25 Direction “Boondael”; Stop “Etterbeek Gare”.
- **Bus:** **Line 71**, Direction Delta, Stop “Elsene Fraiteur”; **Line 95** Direction Wiener, Stop: “Etterbeek Gare”

Airport – Venue

Train: From “Brussels Airport Zaventem” to “Etterbeek” (Direction Brain L’alleud)

3. Accommodation

Participants should book their own accommodation directly with the hotel of choice. No special pricing is available, but Brussels has a vast offering of hotels and apartments in all price ranges, available on common booking platforms.

4. Visa requirements and entry permits

A valid passport and a visa are required to enter Belgium.

All requests for letter of invitation for visa purposes must be addressed to Dr Davor Meersman by e-mail: info@oascities.org with copy to ITU: tsbfgdpm@itu.int, bearing the words “**Letter of support for visa**” as subject and should be sent before the deadline of **20 January 2018**.

Note: the email should also include as attachments the form (see Annex 1) duly completed specifying the name as written in the passport, date of birth, passport number, dates of issue and

expiry of the passport of the individual(s) for whom the visa(s) is/are requested, scanned copy of the passport and a copy of the notification of confirmation of registration for the ITU-T Workshop and FG-DPM.

5. General Information

Brussels is the capital of Belgium and headquarters of the European Union and the North Atlantic Treaty Organization (N.A.T.O.). It is an international financial centre and home to the European headquarters of over two thousand multinationals. Brussels offers high-calibre scientific resources and has flexible economic infrastructures that have enabled it to keep pace with the great technological changes of the 21st century.

- Like the Parisian arrondissements and the London boroughs, every Brussels commune is designated by a specific postcode: 1050 for Ixelles, 1180 for Uccle, etc.
- The Brussels-Capital region consists of 19 communes: Anderlecht (1070), Auderghem (1160), Berchem-Sainte-Agathe (1082), Bruxelles-Ville (1000 and 1020), Etterbeek (1040), Evere (1140), Forest (1190), Ganshoren (1083), Ixelles (1050), Jette (1090), Koekelberg (1081), Molenbeek-Saint-Jean (1080), Saint-Gilles (1060), Saint-Josse-Ten-Noode (1210), Schaerbeek (1030), Uccle (1180), Watermael-Boitsfort (1170), Woluwe-Saint-Lambert (1200) and Woluwe-Saint-Pierre (1150).
- The conurbation covers a total surface area of 16,179 ha.
- The population has around 1.1 million inhabitants. Roughly 30% of the city's total population is foreign.
- The city's green spaces (parks - woods - forest) account for 11.4% of the region's territory.
- The time is GMT +1 in winter GMT + 2 in summer
- Brussels has a temperate, maritime climate.
- The average winter temperature is $\pm 3^{\circ}\text{Celsius}$ ($\pm 37^{\circ}\text{Fahrenheit}$).
- Brussels's central boulevards are 15 m above sea level, Place Madou is 52 m above sea level, and the area between Forest and Duden parks is 100 m above sea level.
- A motorway ring road (RING) has been built roughly 6 km from the centre of Brussels to make both transit and entry into the city easier.

Coffee breaks

The coffee breaks will be provided during the FG-DPM meeting.

Time zone

It is Central European Time (GMT/UTC + 1 hour).

Weather

In February, average temperatures in Brussels range between 0°C and 7°C.

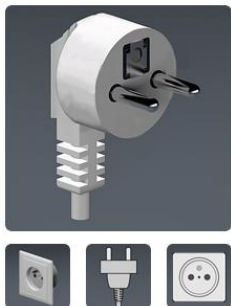
The expected temperatures during the events are:

19 Feb 2018	20 Feb 2018	21 Feb 2018	22 Feb 2018	23 Feb 2018
Average	Average	Average	Average	Average

High:6°C	High:7°C	High:7°C	High:7°C	High:7°C
Low:0°C	Low:0°C	Low:0°C	Low:0°C	Low:0°C

Voltage and power plug

The standard voltage in Belgium is 230V/50Hz. It is used Plug Type E (see example below).



Medical Services

Hôpital Etterbeek-Ixelles / Ziekenhuis Etterbeek-Elsene

Address: Rue Jean Paquot 63, 1050 Ixelles

Phone: 02 641 41 11

Emergency Services

Emergency Services (24-hours): 112 (European Emergency Call)

Police: 101

Fire: 100

Ambulance: 100

Currency and Credit cards

Currency: Euro (€)

Credit cards: Are almost everywhere accepted (VISA, Master Card); American Express is not everywhere accepted

Currency exchange: ATM machines/ DME Change, Rue du Marché aux Herbes 23, 1000 Bruxelles (City Center) / Euro Gold; Rue de la Bourse 30-32, 1000 Bruxelles (city Center) / Travelex (Airport)/ Sometimes also at the hotel.

Telephone calls

Country Code is +32

Area code for Brussels (landlines) is 2

Smoking policy

Smoking is prohibited in all bars, restaurants, theatres, museums and other public places have designated areas for smoking (please follow the signs).

Tipping

Generally, a tip/service fee is already included for waiters, cleaners etc. So tipping is not necessary.

6. Tourist information

A full overview can be found here: <https://visit.brussels/en/lists/top-20>

7. Host contact person details

For any further information you may require from the Host or any other support, please contact:

Mrs: Lea Hemetsberger

Mobile: 0032 498 111 594

Email: lea@oascities.org

Annex 1

LETTER OF INVITATION FOR VISA REQUEST
for 1st ITU Workshop on Data Processing and Management for IoT and Smart Cities & Communities and
third FG-DPM meeting

(Brussels, Belgium, 19-23 February 2018)

(Deadline for sending this form is 20 January 2018)

[Note: Visa approval might take time. Please send your request as soon as possible]

Please use **CAPITAL** letters.

Surname & first name(s):	
Gender:	
Position:	
Organization:	
Address:	
Telephone:	
Fax:	
Nationality:	
Passport number:	
Date of issue:	
Place of issue:	
Date of expiry:	
Country & city where you will obtain the visa:	
Date of birth:	
Place of birth:	
Date of arrival:	
Date of departure:	

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