

PRACTICAL GUIDE

THIS DOCUMENT CONTAINS SOME GENERAL INFORMATION TO HELP YOU UPON ARRIVAL IN BRUSSELS

1. THE VENUE

All the conference sessions will take place at the Université Saint-Louis - Bruxelles (USL-B, <http://www.usaintlouis.be/>). The University occupies several buildings on 3 streets (both in 1000 Brussels): **Boulevard du Jardin Botanique**, 43 (official address and main door), Rue du Marais 38 - 109 and 119 and Rue de l'Ommegang 6. A parking lot for cars, motorcycles and bicycles is located at the Marais Building 119.

The University is situated in the heart of the capital, some steps away from the Jardin Botanique and from the historical center of Brussels.

Should you have questions about the venue, please contact Loredana Guerriero using this email address: loredana.guerriero@usaintlouis.be

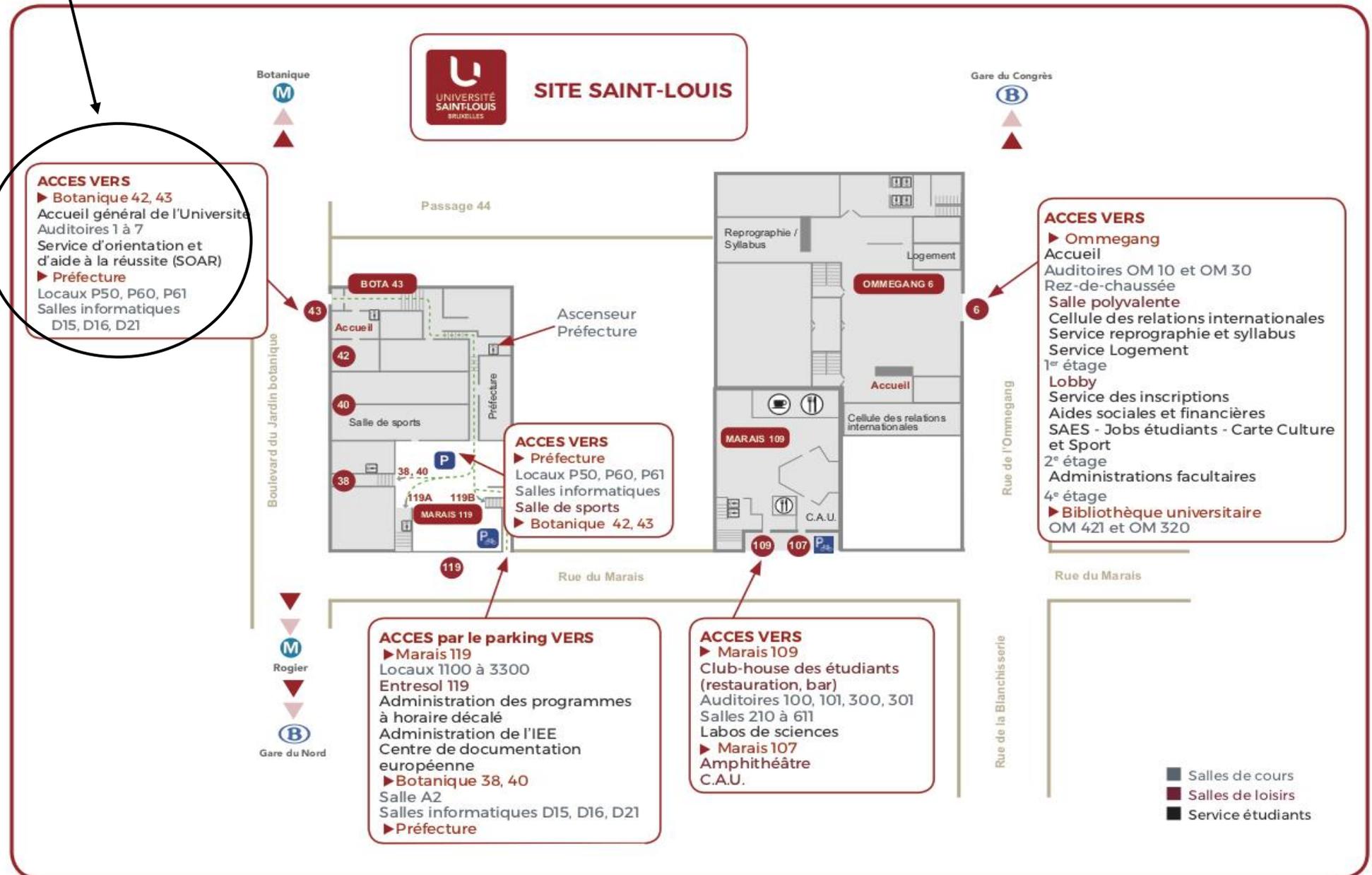
Map of the area



To building BOTANIQUE 43

Rooms 1, 3 & 4

Map of the Université Saint-Louis – Bruxelles



2. YOUR ARRIVAL

⇒ THE AIRPORTS

There are two important international airports for Brussels: **Brussels International Airport – Zaventem** (BIA) and **Brussels-South Charleroi Airport (BSCA)**

• Brussels International Airport – Zaventem (BIA)

There are several ways to travel to the city center from the Brussels International Airport (BIA)

By train (SNCB/NMBS): The BIA is located in Zaventem, about 14km away from the center of Brussels. If you choose to arrive by plane at this airport, the easiest way to come to the Brussels Center is **by train**.

When you arrive at BIA, you will find yourself in the arrivals terminal on the 2nd level of the airport building. The airport train station is located below the arrivals terminal, at the basement **level-1**. Up to 4 trains an hour connect the airport to the train stations Brussels North (**Gare du Nord** on the map), Brussels Central (**Gare Centrale**) and Brussels Midi (**Gare du Midi**). No reservations are required.

There are many pictograms at the airport that will help you find your way to the train station. To buy your train ticket, the counters are open from 6.40 AM to 9.50 PM. You can also buy your ticket online here: www.belgiantrain.be/en/. If you buy your tickets online, opt for the following trajectory:

From : BIA: Brussels airport- Zaventem (or Zaventem (airport)) to : Brussels-North.

A one-way ticket costs 8,90 €

To view the plan of the airport: <http://www.brusselsairport.be/en/>

By bus (STIB/MIVB): The bus station is located on level 0 - one floor down from the arrivals hall at the airport - and can be easily reached by using the escalators and elevators in the airport. Centrally located on the bus station there are three platforms. All STIB/MIVB buses depart from platform C.

Comfortable buses operated by the MIVB/STIB run a direct service between the Airport, the European institutions in Brussels and the 2 other main bus (and trains) stations in Brussels City : **Schuman** and **Luxembourg** . This "Airport Line" carries the **number 12**.



The express service 12 only has 7 stops. The European Quarter can be reached via bus stops **Schuman** (connecting to the station and the underground) and **Luxemburg** (also connecting to another station of Brussels City).

Before boarding the bus, you will have to purchase a ticket at one of the **GO ticket machines** located on platform C of the bus station or inside the airport.



There are generally 3 buses per hour. All MIVB/STIB buses depart from platform C.
 For 1 journey (purchased outside the vehicle): 4,50 €
 For 1 journey (purchased inside vehicles): 6,00 €
 (there are also 10 trip cards for 32 €).

By taxi: The most expensive option is to take a taxi. Taxis are only available outside the arrivals hall. The ride to the city will cost you between 30 € and 50 €.

• Brussels-South Charleroi Airport (BSCA)

If you land at Brussels-South Charleroi Airport (BSCA), you will have to travel to Brussels itself by train or by shuttle bus. The BSCA is located some 50 km from Brussels, close to the city of Charleroi.

By train: You can take a “**bulk ticket**” that includes the **Bus Line A** and the train ticket to your destination (such tickets cost 15,50 €. It is possible to buy this ticket at the airport ticket desk). The “bulk ticket” price includes both rail and bus rides.

After landing, you will have to take **bus line A at the airport** to reach the **Charleroi-South train Station B**. This bus ride takes **20 minutes**. Busses run from 5:35 am to 10:35 pm and leave every 30 minutes at the airport). After this bus ride, you have to take the train from: Charleroi-South (**Charleroi-Sud**) to: Brussels-North (**Bruxelles-Nord**).

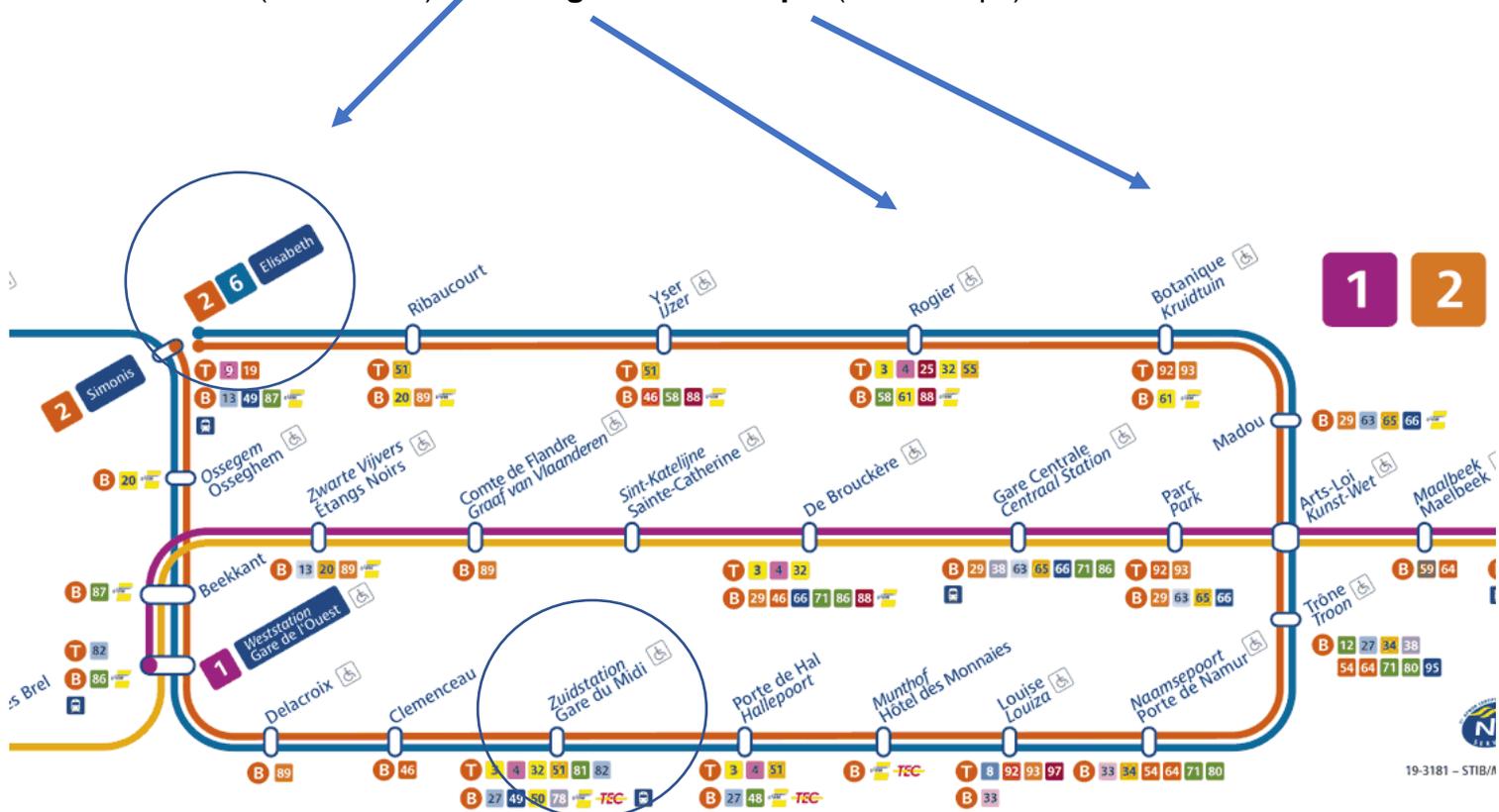
All information concerning Belgian trains, including timetable can be found here: www.belgiantrain.be/en/

By Shuttle bus: The Company **Flibco** has a **shuttle bus** service that connects Charleroi Airport and Brussels, leaving the airport every 30 minutes. The journey takes **an hour** and the bus stops in Bruxelles-Midi (Brussels-South railway station, in rue de France).

A one-way journey will **cost** €17 and a return ticket costs €34. You can purchase the ticket in the airport terminal or on the bus. If you buy the ticket **online**, this is as low as €14.20 per journey. If you opt for the Flibco shuttle bus, we recommend you to buy your ticket in advance.

Once you arrive in Brussels-South (**Bruxelles-Midi**), you can take the following options to travel to the University :

- take the **metro** line **2 & 6**, direction **Elisabeth (via Rogier)**. from the stop **Gare du Midi (Zuidstation)** to **Rogier** or **Botanique** (8 or 9 stops) :

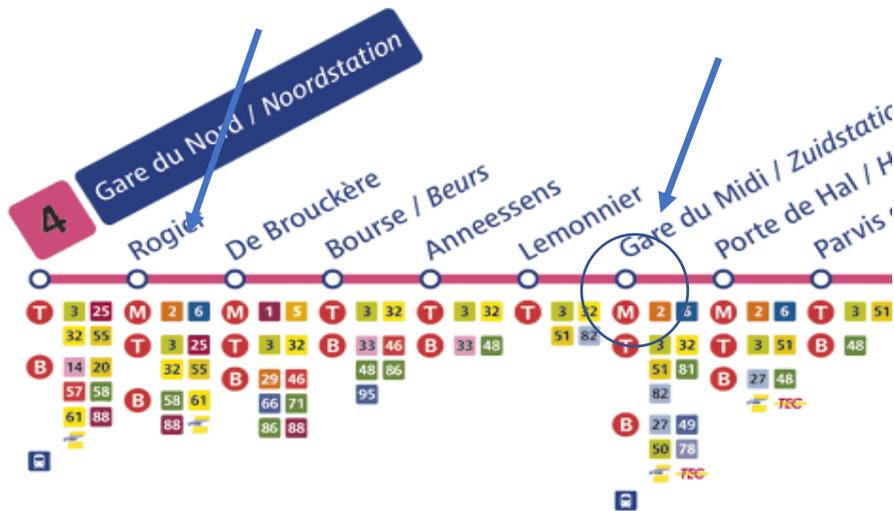


- take the **tram** way : **Line 3** direction **Esplanade** or **Line 4** direction **Gare du Nord** (5 stops). They both stops in **Rogier** metro line station.

3



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- take a train that connects to the other station **Bruxelles-Nord**.

The shuttle bus is the easiest way to travel between Brussels and the BSCA Airport. If you take the **shuttle bus** back to Charleroi Airport, we recommend that you arrive at least 15 minutes in advance to make sure you have a seat. You may, of course, book your ticket in advance just to be sure (see: <https://www.flibco.com/en>).

Every 30 min a shuttle leaves at the airport to take you to the Brussels railway station (Bruxelles-Midi).

A single fare costs 13€ and a return fare costs 22€. Shuttle tickets are sold inside the airport terminal (counter n° 1), you can also buy your tickets on the Internet: <https://www.flibco.com/en>

The trip takes about one hour.

For more information: <http://www.charleroi-airport.com> or call +32 71 25 12 11

By Taxi: You will find that most **taxi** companies advertise that a taxi from Charleroi Airport to Brussels city centre **costs approximately** 80 € - 90 €. However, it will normally cost you over 100€, especially on your way from Brussels to Charleroi.

⇒ ***The Train Stations in Brussels***

SNCB: Société Nationale des Chemins de fer belges / **NMBS:** Nationale Maatschappij der Belgische Spoorwegen www.belgiantrain.be

National traffic: 7 a.m. - 9.15 p.m.

International traffic and reservations, Eurostar; TGV, Thalys Info: 8 a.m. - 8 p.m.; WE: 9 a.m. - 5.30 p.m.)

There are five main stations serving the Brussels-Capital Region.

- **South Station** (Bruxelles-Midi / *Zuidstation*): rue de France 2 - 1070 Brussels
For London: Eurostar
For Paris: Thalys
For France: TGV
- **Central Station** (Bruxelles-Central) : Carrefour de l'Europe 2 - 1000 Brussels
- **North Station (Bruxelles-Nord)** rue du Progrès 85 - 1210 Brussels
For Amsterdam (and the one to arrive to the University)
- **Luxembourg Station** place du Luxembourg - 1040 Brussels
For Luxembourg
- **Schuman Station** Rond-point Schuman - 1040 Brussels
Serves European institutions.

[Trainline](#) is a one-stop shop for train and coach travel.

There are many trains going from Bruxelles-Midi to Bruxelles-Nord. If you have a train ticket, you don't have to pay extra to travel between the stations of the city. The train ticket includes the possibility to travel from one station of Brussels City to another.

For all information concerning passenger transport in Belgium and abroad, T (0)2 528 28 28

3. LOCAL TRANSPORT IN BRUSSELS

⇒ *Buses, trams and metros*

Buses, trams and metros in Brussels are provided by **STIB** (MIVB in Dutch) and include metro lines, tramways and bus lines. The Brussels public transport system is connected to Google Maps.

You can find all the prices and the different tickets [here](#).

If you buy it at STIB's sales points (BOOTIK-KIOSK-GO and machine), it will cost you 2,10€. If you buy it on the bus or tram itself, it will cost you 2,50 €.

Depending on the length of your stay in Brussels and your wish to visit the city and use public transport, you can buy “**JUMP**” tickets at reduced prices:

- 5 rides: 8 €.
- 10 rides: 14 €.

Alternatively, you can “**JUMP**” ticket for **24h** (7.50 €), **48h** (14 €) **72h** (18 €). These tickets allow for an unlimited number of rides. They include your journey from and to the Brussels International airport with lines 12 during the period of the ticket.

For the *JUMP tickets* it is important to validate them at the beginning of your ride, at each crossover between trams and buses, and at the entrance of the tube station. One-ride tickets can be used for one hour on several trams, buses and metros.

There is also a system of night buses, that navigate the city: **NOCTIS buses** ride on weekends (Fridays and Saturdays) from midnight until 3 AM. There is a special line **N71** that rides only on Thursdays, also from midnight until 3 AM.

As you have seen on the map of the Université Saint-Louis - Bruxelles, there are two underground stations close to the University: **Botanique** and **Rogier**. You will find underground maps here: <http://www.stib.be/netplan-plan-reseau.html?l=en>

The entire public transport system is also connected to Google Maps.

⇒ *Taxis*

There are different companies running in Brussels:

- **Taxis verts**: +32 2 349.49.49 www.taxisverts.be
- **Taxis bleus**: +32 2 268.00.00 www.taxisbleus.be

There's also a free app available on the [Apple Store](#) & [Android system](#)

There is a basic pick-up charge: 2,40€ from 6h to 22h and 4,40€ from 22h to 6h, the kilometer will cost you between 1,23€ and 1,35€.

There is also a collective taxi service, named **COLLECTO**. This is a taxi ride-sharing service, available 24/7 between 11 pm and 6 am in the Bruxelles-Capitale region.

- **Collecto:** +32 2 800 36 36

This service is organised by the Brussels-Capital Region and that group up to 4 passengers wishing to travel together into the same direction. COLLECTO is very flexible: you step in at one of the [200 pick-up places](#) located at the STIB stops marked by a specific sign and you step out wherever you want within the Brussels Capital Region. The COLLECTO service is available 7 days a week between 23:00 and 6:00 am, every hour or half hour (23:00, 23.30, 24:00, 00.30... last departure at 6:00 am). The fixed prices per person are 5 € for the STIB card holders ; 6 € for the other clients. (more information: <http://www.taxisverts.be/en/collecto-service/>)



4. BANKS AND SHOPS

The banks are generally open from Monday to Friday between 9 AM and 4 PM (some to 4.30 PM), and some are even open on Saturday mornings.

You can easily pay by credit card, but sometimes a minimum amount will be required. If you lose your credit card or if it's stolen, you can call at any moment:

American Express: +32 2 676 21 21 Diners Club: +32 2 206 97 00

Visa, Eurocard and standard debit card (Maestro card): +32 70 344 34

Most shops are open from 9 AM to 6 PM (some even to 7 PM) from Monday to Saturday. Some are closed for lunch (12 AM to 2 PM).

Next to the University, you will find the shopping Mall City 2, and the main shopping street of Brussels, the rue Neuve.

5. HOTELS

There are some reasonably priced hotels in the vicinity of the USL-B. You will find a list of some of them here:

Hotel Click on the name to visit the website	Adresses	Phones number s
Les écrins	Rue du Rouleau,15 - 1000 Bruxelles → at the time of booking (by email or telephone), mention that you are coming for an event at the University Saint-Louis - Brussels to benefit from preferential rates (that you would pay on arrival or via your credit card).	+32.2.219.36.57
La Madeleine	Rue de la Montagne 20-22 - 1000 Brussel,	+32 2 513 29 73
Hôtel Marivaux	Boulevard Adolphe Max 98 B - 1000 Bruxelles → at the time of booking (by email or telephone), mention that you are coming for an event at the University Saint-Louis - Brussels to benefit from preferential rates (that you would pay on arrival or via your credit card).	+32.2.227.03.00
Queen Anne	Boulevard Emile Jacqmain 110	+32 2 217 16 00
Motel One	Rue Royale 120 - 1000 Bruxelles	+32 2 209 61 10
Best Western	Rue Royale 160 - 1000 Bruxelles	0 800 1 6776
Villa Royale Hotel	Rue Royale 195 - 1000 Bruxelles	+32.2.226.04.60
NH Collection Brussels	Boulevard Adolph Max 7 – 1000 Bruxelles	
Crowne Plaza	Rue Ginestre 3 – 1000 Bruxelles	

Here is another list, containing other hotels (without specific fares) close to the University:

Max Hotel	http://www.maxhotel.be/ - 1
Hôtel Siru	http://www.hotelsiru.com/
Hôtel IBIS – Grand Place	http://www.ibishotel.com/gb/hotel-1046-ibis-brussels-off-grand--place/index.shtml
Youth hostel Jacques Brel	http://www.lesaubergesdejeunesse.be/article320?lang=en