Dear Participants,

We are pleased to provide you with the following logistic information for the “ITC/EU/WBG International Conference on Taxation of Extractive Industries”, which will be held from 9 - 11 September 2014 in Brussels, Belgium. Further information can be found on the conference website: http://go.worldbank.org/QJZ6PYC870

1. REGISTRATION

Participants have to complete an individual registration form in full. The information will be used to build a database for the meeting as well as determine the arrival and departure times of participants to ensure sufficient transportation from and to the airport.

Please complete and send the registration form via email to secretariat@taxcompact.net (copy: taxation-conference@ldk.gr) or via fax to +49 228 24 934-22-162 and +30 210 8196709.

We kindly ask you to include a photo with your registration form. This will be needed for issuing of a ‘delegate’s directory’.

2. CONFERENCE VENUE

The Conference will take place at the SQUARE Brussels Meeting Centre (access at: Rue Coudenberg 3, entrance No. 4). There, all plenary session will be held at the The Arc Auditorium located on the 3rd level.
3. ACCOMODATION

Participants are kindly requested to make their own hotel reservation by directly contacting the hotel.

Our local organizing team has pre-reserved rooms between 8 – 11 September in the Royal Windsor Hotel Grand Place, which is located 5 minutes walking distance from the conference venue.

The negotiated rate per room/night is 164 € (breakfast and internet access in the room included). This rate does not include additional items such as room service, telephone, and laundry which are for participants’ own account.

We recommend you to make your reservation before the 10th August 2014 to the following address http://warwickhotels.com/royal-windsor/ using the rate code EC0809

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Booking requests sent after this date will be based on availability and best available rate.

Hotel Information: ROYAL WINDSOR HOTEL GRAND PLACE, Brussels
Check In Time: 14:00
Check Out Time: 12:00
Address: 5 Rue Duquesnoy, B-1000 Brussels, Belgium
Phone: +32 2 505 55 55
Fax: +32 2 505 5500
Website: http://warwickhotels.com/royal-windsor/

4. VISA REQUIREMENTS/ ENTRY INTO SCHENGEN AREA (BELGIUM)

Please be advised that it is the responsibility of participants to obtain a visa to enter Belgium/Schengen area, if applicable. Please note that visas are generally not obtainable at the point of entry into Belgium.

Participants who need an entry visa are requested to apply for it with a valid passport and the required additional documents at the nearest Belgian mission/representation. Please consult the nearest Belgian Embassy or Consulate for visa application deadlines and documentation required. Ensure that your application is done well in advance. (http://diplomatie.belgium.be/en/services/travel_to_belgium/visa_for_belgium/)

5. INSURANCE

Participants are expected to make their own medical insurance arrangements.

6. ARRIVAL / DEPARTURE INFORMATION

The local organizing team will provide transfer between Brussels Airport (http://www.brusselsairport.be/en/) and the hotel, at the flight arrival and departure, before and after the end of the event.

Participants arriving in Brussels are requested to gather in the Diners Club meeting point located in the arrival area at Brussels Airport, from where they will be collected for transport to the hotel (see map below). Participant’s name will be clearly printed on a name board. Kindly update the local organizing team if there are changes in your travel arrangements.
**Additional transportation options:**

Taxis with a taximeter are permanently available in front of the arrival hall at the airport. The fare from the airport to the city center of Brussels is normally around € 45. Licensed taxis can be recognized by the blue and yellow emblem. Travelers are advised to avoid unlicensed taxis.

7. **CONFERENCE LANGUAGE**

The working language of the conference is English. Simultaneous interpretation in Spanish and French will be provided for the plenary sessions. All presentations and information documents related to the conference will be provided in English.

8. **NAME AND CONTACT OF ORGANIZERS**

Local transport and general requirement on conference venue, hotel and Brussels:

**LDK CONSULTANTS**  
Ms Roula El Kouri  
E: taxation-conference@ldk.gr  
T: +30 210 8196779

Information regarding the program:

**ITC Secretariat**  
Ms Cecilia Kellershohn  
E: secretariat@taxcompact.net  
T: +49 228 24 934-162