

LOGISTICAL NOTE

IATI Members' Assembly Meeting
10-12 September 2019
Brussels, Belgium

Venue

The main venue for the Members' Assembly meetings is the **European Commission VM-2 building**, Rue Van Maerlantstraat 2, 1000 Brussels, Belgium. It is located in the center of Brussels: the nearest Metro Stations are the Maelbeek and the Shuman Station and the nearest train station, the Bruxelles-Shuman. The VM-2 will host the plenary meetings on September 11 and 12, as well as the partner country caucus meeting and introduction to IATI session on September 10.

In addition, on caucus day afternoon, September 10, additional meeting rooms have been made available at the office of the **European Investment Bank**, Rond-point Robert Schuman 6, 1040 Brussels, Belgium for the other caucus meetings.

The two locations are within walking distance, 650 apart with an estimated 9 minute walk from one to the other.

Locations

- 1

European Commission - VM-2 Building
MAIN MEETING VENUE
Rue Van Maerlantstraat 2,
1000 Brussels
Belgium

MAIN VENUE
Partner Country Caucus
Plenary meetings

- 2

European Investment Bank (EIB)
Rond-point Robert Schuman 6,
1040 Brussels
Belgium

CAUCUS VENUE
Only in use during
caucus day, September 10



Badge collection

In order to avoid congestion at the entrance, initial badge collection will take place on September 10 from 12:00 pm to 4:00 pm and on September 11, from 8:00 am to 10:30 am in the lobby of European Commission VM-2 building, Rue Van Maerlantstraat 2, 1000 Brussels. Take note that for security reasons, you will not be allowed inside the meeting venue without a valid conference badge.

Please note that badge collection will take place only at the European Commission VM-2 building during indicated timings.

Security requirements

To gain access to the meeting facilities, only those who registered will be issued badges. Please wear your badges visibly at all times during all conference activities. In addition to your conference badge, please carry your official photo identification at all times.

Please note that all visitors to European Commission premises are required to also register for an e-Pass. Please therefore provide the requested information, including your date of birth and passport or national EU photo ID card number on the [e-Pass registration form](#) by **Wednesday August 21** so that IATI can work with the meeting hosts to facilitate this process centrally.

Do note: If you do not [pre-register for an e-Pass](#), you will need to register in person on the first day you attend meetings in the VM-2 building (VM2, Rue Van Maerlantstraat 2, 1000 Brussels, Belgium), from 8:00 am onwards.

Please allow a minimum of one 30 minutes for e-Pass processing time.

Room capacity is limited on Caucus Day and organisations that have registered more than one attendee for the MA are asked to nominate just one representative for the donors and CSO caucus meeting, and to let us know who that will be (email: mariamo@unops.org).

Please be advised that metal detectors and x-ray equipment are located at entry points to the meeting venue, and that all participants will be screened each time they enter the area. You are advised to only carry necessary items with you to avoid long delays at security checkpoints and to allow for 30 minutes in the morning of the meetings. We apologize for any inconvenience these security measures may cause, and wish to emphasize that they are taken for the security of all those attending the conference.

Meeting arrangements

Refreshments:

Coffee, tea and snacks will be provided during the coffee breaks in the lobby area of the meetings on all days. Lunches on main meeting days (September 11-12) will be served in the main meeting venue, the VM-2 building. Vegetarian options will be available.

Conference Language:

The working language of the Members' Assembly Meeting is English. French interpretation will be provided throughout the main plenary session as per the final programme. All official documents will be provided in English and French.

Internet Access:

Wi-Fi access will be available in the meeting rooms.

Meeting outline

A final agenda for the meeting and papers will be shared two weeks before the meeting. For travel planning purposes, please note that caucus meetings will take place during the afternoon of Tuesday 10th (2.30 - 6.00pm) and formal Members' Assembly meetings from 9am - 5.30 on Wednesday 11th and 9am - 3.30 on Thursday 12th.

Please find a the outlined Agenda and other meeting documents available [here](#).

Welcome Reception

The Government of Belgium has generously offered to host a reception for the attendees of the IATI Members' Assembly on September 11, from 18:00 to 19:30. All registered participants with an official badge are invited.

The reception will be held at the beautiful and ancient [Egmont Palace](#) (Address: Place du Petit Sablon, 8, B-1000 Brussels - 1,8 km distance and 22 minute walk from the main venue, the VM-2 building) - [practical information](#).

The reception is informal cocktail style and offers a unique opportunity to taste some Belgian delicacies. For catering purposes, please confirm your attendance by mail to Marc.PreudHomme@diplobel.fed.be by **September 4** at the latest.

More practical information will follow closer to the meeting date.

Accommodation

Participants are required to make their own arrangements for accommodation.

Entry Visas

Participants are required to make their own arrangements for visas to enter Belgium. For those requiring support, please contact the IATI secretariat E-mail: mariamo@unops.org.

For further questions

If you have any further questions, please do not hesitate to contact the IATI secretariat. E-mail: mariamo@unops.org.