To:

EDF Board Members

National Councils (Full and Observer Members)

Brussels, 20 August 2015

Ref: 015-065/YV-CN-vn

# RE: EDF Board and associate meetings

Dear Colleagues,

It is my pleasure to invite you to the next Board meeting which will take place on 31 October -1 November 2015 at [Hotel Rennaissance Marriot in Brussels](http://www.marriott.co.uk/hotels/travel/brubr-renaissance-brussels-hotel/).

The Board will be preceded by the meetings of the Executive Committee, Finances Committee and Membership and Credential Committee.

In conformity with the EDF Statutes, National Councils (full members and Observers members) who are not represented directly on the Board can send one representative as observer with no voting rights. The chair of the EDF Youth Committee will also participate to the Board as observer. EDF will cover their travel expenses as well as their hotel accommodation.

EDF member organisations can send additional representatives at their own costs (hotel, flight ticket, meal and other costs). In addition, they will pay a participation fee of 70 € (which includes meeting room, coffee break and meals) at the EDF registration desk on Saturday morning. The hotel accommodation will be paid when checking out. The prices for the rooms will be confirmed in the practical details.

The registration is open until 25 September 2015. Please complete the online form at <http://goo.gl/forms/NxD4VFe9KV>.

If you are coming with a Personal Assistant, you also need to fill in her/his registration form online.

For logistic and technical assistance, please contact Virginie.niyonzima@edf-feph.org.

Tel.: 32 2 282 46 00 – fax: 32 2 282 46 09.

# Practical information

## Meetings

1. Board meeting: Rennaissance Marriot Hotel

Saturday, 31 October 2015, 09:00 -18:30

Sunday, 1 November 2015, 09:00-13:00

1. Executive Committee meeting

Thursday, 29 October 2015, 09:00-18:00: Mundo B, rue de l’Industrie 10, 1000 Brussels

Friday, 30 October 2015, 09:00-13:00: Rennaissace Marrriot Hotel

1. Finances Committee meeting

Friday, 29 October 2015, 14:30-16:00: Rennaissance Marriot Hotel

1. Membership and Credential Committee meeting

Friday, 29 October 2015, 16:30-18:00: Rennaissance Marriot Hotel

## Hotel accommodation

The EDF Secretariat has already block-booked hotel rooms for all delegates and will coordinate the booking on the basis of the registration received. Due to the limited capacity of accessible hotel rooms at the meeting venue, delegates will be accommodated in 2 neighbouring hotels (Rennaissance Marriot and Radisson Blue).

Members of the Executive Committee will arrive on 28 October and Board Members on 30th.

Members of the Finances Committee and Membership and Credential Committee need to arrive on 30 October before the meetings.

The rooming list with the name of your hotel will be sent to you 2 weeks before the event.

In order to guarantee your booking, you are requested to register online. After the confirmation, all cancellations will be in charge of the delegate unless a medical certificate is provided.

## Meals and expenses claim

Hotel expenses will be paid directly by EDF on a bed and breakfast basis for all delegates and their personal assistants. Extra costs such as telephone, mini-bar ect. will be in charge of delegates.

Lunch (including vegetarian) will be provided during the meetings. Dinners will not be organised by EDF. Other meal costs will be reimbursed separately on a per-diem basis.

The reimbursement of expenses will be made in line with EDF Guidelines which were adopted at the Board meeting in June 1998.

Expenses claim form and reimbursement guidelines will be sent in the Board documents. Please send your expenses claim form including invoices, bills, boarding passes, train ticket etc.) by post or email to Muriel.davia@edf-feph.org not later than 2 months after the meeting. Please note that reimbursement requests received after February 1st cannot be considered.

## Travel and flight ticket

All participants are invited to make their own travel arrangements upon registration.

We remind you to buy economy tickets where possible. EDF will cover a maximum flight ticket of 400 euros. In case you exceed this amount, you need to contact the EDF Secretariat for agreement before confirming your flights.

## Transport

1. Public transport

From the airport to Place Luxembourg: Buses n° 12 and 21 Brussels City (you take it at level 0 in the airport).

From Place Luxembourg to the airport: Buses n° 12 and 21 Brussels Express Airport

1. EDF will organise an accessible transport from the airport to the hotel and return, for all wheelchair users only. In order to facilitate the pick up, you need to provide the number and the timetable of your flights in the online registration form.
2. Car parking is accessible at Rennaissance Marriot hotel. The reservation is mandatory.

## Interpretation

Simultaneous interpretation will be provided in English, French, International sign. Speech to text will be foreseen.

More detailed information including the agenda and working documents will be available in English on EDF’s “members-only” website.

For any relevant questions, you can send your request to the EDF Director at catherine.naughton@edf-feph.org

I look forward to seeing you in Brussels.

Yours sincerely,



Yannis VARDAKASTANIS

EDF President