

ASIA EUROPE PEOPLE'S FORUM 12

SEPTEMBER 29 – 30 & OCTOBER 1, 2018

GHENT, BELGIUM

www.aepf.info | www.facebook.com/asiaeuropepeoplesforum | twitter.com/_aepf

Logistical Note

Dear Participant,

**Welcome to AEPF 12! Please take time to read this note carefully.
It contains practical information about your stay in Ghent, Belgium.**

ARRIVAL IN BRUSSELS

Most participants will arrive at the Brussels National Airport.

For those arriving on Friday, September 28, there will be a team of volunteers to assist you at the airport with directions and tickets.

The train station is at the lowest level (-1) of the airport. You can take a lift, or elevator. There's free Wi-Fi in the airport, but not in the train stations.

If you arrive by train, get off at Brussels Midi/South Station, and change trains to Ghent St-Pieters. For timetables: check the screens in the main hall when you arrive or check beforehand on <https://www.belgiantrain.be/en/home>.

TRANSPORT FROM BRUSSELS AIRPORT TO GHENT AND BACK

There are direct trains (about 2/3 per hour) from Brussels Airport-Zaventem to Ghent St Pieters. You can check the timetable online (<https://www.belgiantrain.be/en/home>), according to your arrival time in Brussel Airport.

People (sponsored by AEPF) who arrive on the 28th will receive a train ticket from the volunteers. For those arriving before or after September 28, tickets can be bought at desk counters or from a ticket machine. A ticket Brussels National Airport- Ghent St Pieters costs 16 Euro.

ARRIVAL IN GHENT

On Friday 28th, there will be another team of volunteers waiting for you in the station at the main income/exit hall, near the ticket counters. They will help you with tickets for transportation within the city of Ghent and can put you on the right train, tram or bus to your hotel.

MONEY and EXCHANGE RATE

The local currency is Euro. US\$ 1 is equivalent to € 0.86

LODGING (for sponsored AEPF-participants only)

For **sponsored** AEPF-participants, we have booked rooms in different hotels.

While all the invitation letters mention IBIS hotel, not all of you will be accommodated there.

Most of the participants will stay in shared rooms (TWIN beds). All rooms have already be allocated and the lists are communicated to the hotels. We have tried to match participants per cluster and per country where possible. It will be possible to interchange rooms within the hotel but this can only be done on arrival. For privacy reasons we are not circulating the hotel lists, if you really want to know beforehand who you will be sharing a room with, please contact us on aepf@11.be

Info about the hotel will be sent to all invited participants who requested a room.
All hotels are located within walking distance OR close-by a tramstop that takes you to the conference venue.
Check in time is 2:00 PM. and check out time is 12:00 noon. Please don't be late in checking out because you will be charged the cost of a full day's charge and this will not be covered by AEPF.

MAIN CONFERENCE VENUE ADDRESS AND MAP

The plenary conference sessions will be held at **Het Pand**, Onderbergen 1, Ghent
Workshops and cluster meetings will take place at Het Pand, Thagaste and Vredeshuis.
<https://www.ugent.be/het-pand/en>
<http://www.thagaste.be/en/home>
<https://stad.gent/vredeshuis>

HOW TO GET TO MAIN CONFERENCE VENUE FROM HOTELS

- From IBIS Dampoort:** nearby Dampoort Train station: bus 3,17, 39 (stop: Korenmarkt)
- From Astoria:** (nearby Gent St Pieters Station) tram 1 or 2 (stop: Oude Houtlei)
- From Lepelbed:** tram 2 or 4 (stop: Oude Houtlei)
- From 13 O'clock Hostel:** walking distance (15 min)
- From Aparthotel Castelnou :** bus 17 and 18 (stop: Korenmarkt)
- From Holiday Inn Gent Expo:** tram 1 (stop: Korte Meer)

HOW TO GET FROM MAIN CONFERENCE VENUE TO CLUSTER EVENT AND OPEN SPACE VENUES

There are 2 extra venues for Open Space and Cluster events.
Most of the workshops will take place in Het Pand; 4 of them will take place in **Thagaste**, Academiestraat 1, 9000 Gent (please take a look at the updated programme on the website) (stop Line 1: Gravensteen – Line 4: Lange Steenstraat)
All cluster meetings take place at the main conference venue except for the following clusters: "Climate Justice" and "Peace and Security": **Vredeshuis**, Sint-Margrietstraat 9, Gent (Line 1 stop Gravensteen) Line 3,17,39 Korenmarkt
We advise you to download an online navigator which functions offline and add the hotels and venues beforehand.

Ghent is a historical city with very nice but mostly cobbled streets; high heels are not advisable.

TIME IN GHENT

Ghent time is GMT +2

ON-SITE REGISTRATION

We will have a pre-registration team in most hotels on Friday, September 28, where you can get your name tag and conference kit from 6 till 9pm.
For those who cannot make it or those who are not staying in the hotels, there will be an on-site registration at Het Pand, starting at 8AM on Saturday, 29th.

ORGANIZATIONAL BANNERS

For those wanting to display their organizational banners/streamers, please provide stands for them, as the venue does not allow anything to be hung on the walls. Both Het Pand and Thagaste are former Monasteries.

MEALS

Breakfast is included in most of the hotel accommodations (except for 13 O' Clock Hostel).
Buffet lunch (sandwiches and soup) and morning and afternoon snacks will be provided during the conference for all participants. There will be a Solidarity Drink (including bites) at the Solidarity Night on September 30.

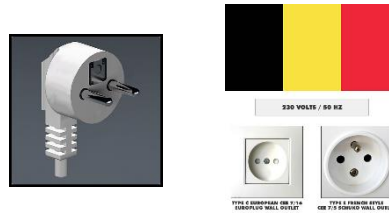
WATER

Tap water in Belgium is safe to drink.

ELECTRICITY, POWER PLUGS and OUTLETS

Electrical current is 220 volts, 50Hz. Power outlets most commonly feature two-prong round or flat sockets. You may want to bring a universal adapter if you have laptops and gadgets that need charging.

The following plug and outlets are used:



COMMUNICATIONS AND WIFI

The international access code for Belgium is +32. The outgoing code is 00 followed by the relevant country code (e.g. 001 for the United States). The hotel rooms and conference venues have free wifi.

LANGUAGE AND TRANSLATION

English will be used throughout the conference. No simultaneous translation will be available.

RECEIPTS

For AEPF covered participants: please prepare to submit a copy (or picture) of your boarding pass and visa fee. Your return boarding pass must be scanned and emailed to aepf@11.be.

In case your train ticket to Ghent was not provided by one of our volunteers, we request you to submit receipts of your local travel to the hotel. We request your organization to cover travel insurance and local transportation in your country, unless prior arrangements were made with AEPF.

WEATHER

Autumn just started in Europe, you can expect windy, cloudy weather, hopefully with some sun, and temperatures of min 5° to 10° and max of 15-17°. Bring an umbrella if you don't like rain.

WHO TO APPROACH/CONTACT FOR INQUIRIES

For inquiries you may reach out to the AEPF 12 Secretariat at these contact numbers:

Kris Vanslambrouck: +32 494 92 83 52 (phone and WhatsApp)
Kathy Bernaerts: +32 476 21 43 31 (phone and WhatsApp)
Raquel Castillo: +63 956 083 16 95 (WhatsApp)

You may also approach our conference volunteers for assistance.

They will be wearing black t-shirts with the logo of 11.11.11.