

European Green Academy | Practical Information Pack

We are happy to welcome you to the European Green Academy in Brussels! This information pack contains all the essential information you need for your stay.

Event Details

Dates: 22-24 November 2024 (the programme on 24 November is for selected young activists only)

Venue: [Maison de la Poste](#), 7 Rue Picard, 1000 Brussels.

Accommodation (for fully funded participants): [Motel One](#), 120 Rue Royale, 1000 Brussels

Contact: For any practical information queries, please write to events@gef.eu.

1. Transportation

From Brussels Central Station to Maison de la Poste

- **By metro:** [Take metro line 5 or 1 from Gare Centrale to Arts-Loi, then metro line 2 or 6 to Ribaucourt or Yser station. Walk 10 minutes to Maison de la Poste.](#)
- **By bike:** Use the Villo bike-sharing system. There are bike stations near both the city centre and Maison de la Poste.

From Brussels Midi Station to Maison de la Poste:

- [From Brussels midi, take metro line 2 or 6 to Yser or Ribaucourt station. Walk 10 minutes to Maison de la Poste.](#)
- **By bike:** Use the Villo bike-sharing system. There are bike stations near both the city centre and Maison de la Poste.

From hotel Motel One to Maison de la Poste

- **By metro:** [Walk to Botanique metro station \(5 minutes\). Take metro line 2 or 6 towards Elisabeth. Get off at Ribaucourt or Yser station and walk 10 minutes to Maison de la Poste.](#)

Payments in public transport:

- You can either buy a (multi-day) ticket on a vending machine in one of the stations or pay contactless with your bankcard.

From the airports to the venue

a) *Brussels Zaventem*

- **By train:** Trains run every 15 minutes from Brussels Airport-Zaventem to Brussels-Central Station. It takes 15-20 minutes for a cost of 10,80 €. The train station is located directly under the Departures Hall at level -1. [From Brussels Central, take metro line 5 or 1 to Arts-Loi, then metro line 2 or 6 to Ribaucourt station. Walk 8 minutes to Maison de la Poste.](#)
- **By bus:** STIB operates buses from Brussels Airport to Trone (Line 12). It takes approx. 30 minutes, and costs 7 €. The bus stop is located just below the Arrivals Hall on level 0. [From Trone, take metro line 2 or 6 to Ribaucourt station. Walk 8 minutes to Maison de la Poste.](#)

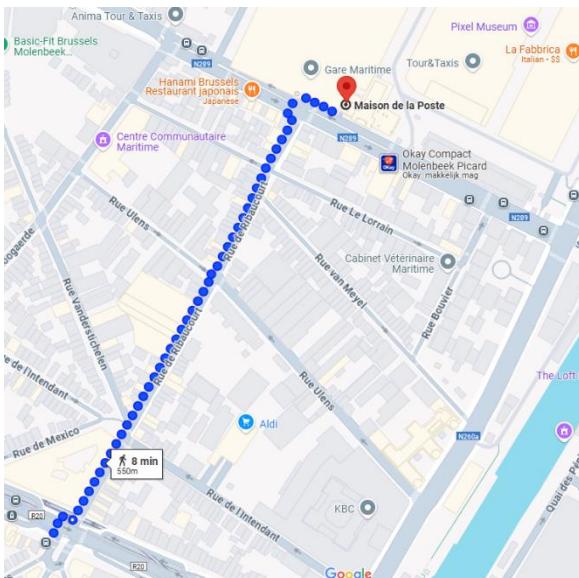
- **By taxi:** It takes approx. 30 minutes for a cost of around 50-60 €. Taxis are available 24/7 outside the terminal.

b) Brussels Charleroi

- **By shuttle bus:** Flibco operates shuttle buses from Charleroi Airport to Brussels Midi station every 30 minutes. It takes approx. 1 hour and costs around 20 €. [From Brussels midi, take metro line 2 or 6 to Ribaucourt station. Walk 8 minutes to Maison de la Poste.](#)
- **By train:** Take the TEC bus from Charleroi Airport to Charleroi-Sud train station, then a train to Brussels Central. It takes approx. 1 hour and 30min and costs 17,40 €. [From Brussels Central, take metro line 5 or 1 to Arts-Loi, then metro line 2 or 6 to Ribaucourt station. Walk 8 minutes to Maison de la Poste.](#)
- **By taxi:** It takes approx. one hour and costs around 140-160 €. Taxis are available outside the terminal.

2. Maison de la Poste

- **Entrance:** The address is 7 Rue Picard. Please use this address for directions as there are multiple entrances to the Tour & Taxis site. The entrance to Maison de la Poste is located on the side when you enter the Gare Maritime building at the Tour & Taxis site in Brussels. It is a bit tucked away but easily accessible. Just follow the signs or ask for directions once you are inside Gare Maritime, and you'll find it.



Map of how to get from Metro Station Ribaucourt to Maison de la Poste.



Entrance to Maison de la Poste – please go via the “Gare Maritime” building.

- **Smoking:** Maison de la Poste has a strict no smoking policy, which includes the patios of the venue. If you wish to smoke, please do so outside the Tour & Taxis building.
- **History:** Maison de la Poste originally opened as 'Hôtel de l'Administration,' functioning as the administrative centre for telephone and telegraph services at Tour & Taxis in the early 20th century. In the 1970s, it transitioned into a post office, adopting the name 'Hôtel de la Poste.' By the 1990s, it had transformed into a popular nightclub. Since the 2000s, it is a venue for both private and public events.

3. Catering

- **Lunch and dinner:** Provided at the venue – all catering will be **vegan and vegetarian**. Please note that on Friday evening a reception is offered in lieu of dinner (appetizers & snacks).
- **Coffee & snack breaks:** Regular coffee breaks will be provided throughout the Academy.
- Special dietary requirements can be accommodated; please inform us by Monday 11 November at the very latest via your registration confirmation form or events@gef.eu.
- **Breakfast:** For fully funded participants and speakers staying in hotel Motel One, breakfast will be served from 6.00 to 10.00 on Friday, from 7.00 to 11.00 on the weekend.

4. Programme

The full programme is available on [our website](#). Please note that we are updating this on a regular basis.

We ask you to please be on time for each of the sessions out of respect for our wonderful speakers and as to not delay the Academy programme.

5. Young Activists

For the Young Activists taking part in the Training Day on Sunday, 24 November, we will create a community WhatsApp group just for you! This group is a space where you can:

- **Connect with fellow activists:** Meet other young activists and exchange experiences, motivations, and ideas!
- **Plan to meet:** You can organise informal meetups and explore Brussels together!
- **Share resources:** Post articles, videos, and other resources that can help inspire and inform your activism. Learn from each other!
- **Stay updated:** Receive updates about the Training Day schedule, any changes, and additional activities. Ensure you don't miss out on any important information!

You will be informed about the WhatsApp group via email.

6. Sustainability

We are committed to making our event as sustainable as possible. For the catering and the accommodation, we have chosen environmentally conscious partners. We also strongly encourage all participants to consider sustainable travel options to reduce our collective carbon footprint.

- **Catering:** At our event, all food will be vegan and vegetarian, provided by Coeur Catering. To learn more about their sustainability policy, you can read [here](#).
- **Accommodation:** Motel One has multiple sustainability certifications, including Green Key and LEED. Click [here](#) to read about their sustainability commitments.
- **Travel:** We encourage participants to prioritise sustainable travel options. For additional information, please refer to our [financial conditions and guidelines](#).

7. Safe spaces policy

The Green European Foundation is committed to providing an environment that is free of harassment and discrimination and that is a safe space for all participants, speakers, staff and venue personnel. Adherence to this policy is a mandatory criterion for attendance.

Please click [here](#) to read the full safe spaces policy.

Your **point of contact** for safe spaces is **Eliza Popper** (she/her):

- eliza.popper@gef.eu
- +32 484 14 00 39

8. Accessibility

- Maison de la Poste is fully accessible for people using wheelchairs.
- For those who need a place to rest, or for some peace and quiet, the **Living Room** on the 1st floor is designated for this purpose.
- If you have any specific accessibility needs, please inform us please inform us by Monday 11 November at the very latest via your registration confirmation form or events@gef.eu.
- Regular breaks are essential for accessibility purposes, and we encourage all participants to take breaks as needed.
- Additionally, our staff, volunteers, and safe spaces points of contact will be readily available to help should you require any assistance during the event.

9. Useful channels and apps

- [STIB-MIVB](#): For public transport information and tickets.
- [Villo](#): For bike-sharing services.
- [Visit Brussels](#): For tourist information and events.

10. Communications

- Please be aware that there will be filming and photography during the event. If you do not wish to be filmed or photographed, kindly inform us by Monday 11 November by sending an email to events@gef.eu. We will ensure your preferences are respected. During the event, you can refer to a staff member or one of our volunteers to ensure your request is respected.
- If you post about the Academy on social media, make sure to use the #EGA2024 hashtag!

11. Emergency contacts

- **Local emergency number:** 112
- **Nearest hospital:** CHU Saint-Pierre, Rue Haute 322, 1000 Brussels

12. What to do in Brussels

Brussels is a vibrant and dynamic city. Here are a few things to do in Brussels during your free time outside of the Academy:

- a) **See the sights:** Explore the city center and some of its national landmarks:
 - **Grand Place:** The main square of Brussels, it is known for its historic and beautiful architecture. It's a UNESCO World Heritage site and a must-see.
 - **Manneken Pis:** A small and quirky, but famous statue that has become a symbol of Brussels. It's a fun and iconic spot to visit.

- **Atomium:** One of Brussels' landmark sights, this iconic structure also houses a museum and offers a great view of the city.
- b) **EU Institutions:** If you are curious to learn more about the EU institutions, you are in the right place:
 - **Schuman area:** See the European Commission, the Council, and the European External Action Service. This area is the heart of the EU's administrative operations.
 - **Place du Luxembourg:** See the European Parliament and visit its museum for free. It's a great way to understand the workings of the EU.
- c) **Other Tips:**
 - **Museums:** Consider visiting museums like the **Magritte Museum** or the **Royal Museums of Fine Arts** for a dose of culture and history.
 - **Food:** Don't miss out on trying Belgian waffles and fries!