



Professionals in
Humanitarian Assistance
and Protection
Association en formation

ADVANCED PROFESSIONAL TRAININGS ON HUMANITARIAN LAW AND POLICY

*September 20-24, 2010
Brussels, Belgium*

LOGISTICS INFORMATION

CONTACT DETAILS

For questions or concerns regarding the trainings, please contact *Professionals in Humanitarian Assistance and Protection* in Brussels, Belgium, at +32 2 790 88 40 (office phone) or by email at pdptrainings@hpcr.org.

MEETING VENUE

The Brussels 2010 Advanced Professional Trainings on Humanitarian Law and Policy will take place within the premises of the **Club Prince Albert (CPA)**, a military All Ranks Club located at the following address:



20, Rue des Petits Carmes
B-1000 Brussels
Belgium

Tel.: +32 (0)2 501 22 70
Fax: +32 (0)2 512 11 91
Website: www.mil.be/CPA

Upon entering the Club Prince Albert, the meeting room is to your right, at the end of the hallway, in the meeting room **SALLE MADOU**.

ACCOMMODATIONS

The course fee does not cover accommodations during the Advanced Professional Trainings. However, the organizers have obtained a preferential rate at the **Club Prince**

Albert, where a limited number of rooms have been reserved for participants to the trainings.

These rooms are available from 20 to 24 September 2010, at a reduced rate varying according to room size. Rates are per night, including breakfast:

- 80€: single bed
- 90€: twin bed, single occupancy (or 100€ at double occupancy)
- 115€: junior suite, single occupancy (or 125€ at double occupancy)

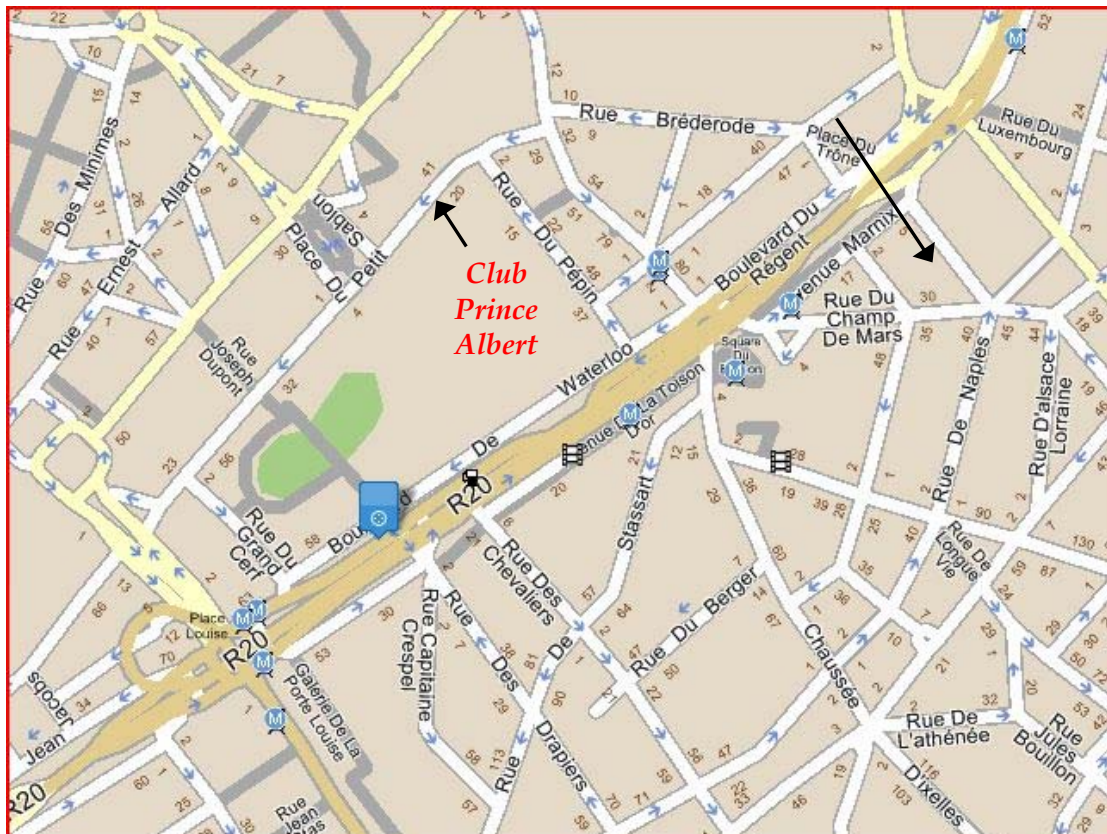
Reservations at the Club Prince Albert need to be made through HPCR International, by filling out the online form available at <http://fs3.formsite.com/hpcr/form933965778/index.html>. Kindly note that reservation requests for periods before 19 September and after 25 September are not guaranteed.

We encourage participants who wish to reserve a room at the Club Prince Albert to do so at their earliest convenience, as there are only a limited number of rooms available.

Amenities at the Club Prince Albert include:

- Furnished, non-smoking, non air-conditioned bedrooms with a television, telephone, and individual bathroom
- Linens, blanket, pillows, towels and bathrobes
- Wireless Internet Access (some rooms may not have wireless Internet, but Internet and computers are available in the Tea Room on the ground floor)
- Mini-bar
- Laundry service

Map locating the Club Prince Albert:



Other hotels close to the training venue:

HILTON BRUSSELS HOTEL
38, Boulevard de Waterloo
B-1000 Brussels
Tel: +32 (0)2 504 1111
Fax: +32 (0)2 504 2111
www1.hilton.com/en_US/hi/hotel/BRUHITW-Hilton-Brussels-hotel/index.do

HOTEL EUROSTARS SABLON
2-8, Rue de la Paille
B-1000 Brussels
Tel. +32(0)2 513 6040
www.eurostarshotels.com/EurostarsSablon

NH HOTEL DU GRAND SABLON
2-4, Rue Bodenbroek
B-1000 Brussels
Tel. +32(0)2 518 1100
www.nh-hotels.com/Brussels

HOTEL CHAMBORD
82, Rue de Namur
B-1000 Brussels
Tel. +32(0)2 548 9910
www.hotel-chambord.be

Reservations at any of the above hotels are to be made directly by the participant. All are located within short walking distance to the Club Prince Albert.

TRAVEL INFORMATION

From Brussels International Airport to Club Prince Albert (14.5km):

By Taxi

Depending on traffic, taxis take 20 to 40 minutes from the airport to the Sablon area, and cost approximately 35-40€ one-way.

By Train & Subway

Trains to Brussels city centre leave the airport four times an hour, and take 30 minutes to reach *Brussels South Station (Bruxelles-Midi/Brussel-Zuid)*. The cost of a train ticket to Brussels is 5.05€ one-way.

From *Brussels South Station*, take the subway Line 2 (Orange line) or Line 6 (Blue line) in the direction of *Simonis (Elizabeth)*, and alight at *Porte de Namur/Naamsepoort* station (the 4th stop from Brussels South station). Subway journey takes approx. 7 minutes. Subway tickets are sold in all subway stations.

From Brussels South station (2.7km to Club Prince Albert):

By Subway

The closest subway station to the Club Prince Albert is *Porte de Namur/Naamsepoort*, reachable via subway Line 2 (Orange line) and Line 6 (Blue line).

By Tram

Trams 94 and 92 stop at *Petit Sablon*, closest tram stop to the Club Prince Albert.

By Bus

Buses 34, 64 and 80 stop at *Porte de Namur/Naamsepoort*, and buses 27 and 95 stop at *Petit Sablon*. Both stops are within close walking distance to the Club Prince Albert.

For more information on Brussels' public transportation, please visit www.stib.be for subway, tram and bus information, or www.sncb.be for train information.

If driving, please be advised that free parking in Brussels is extremely scarce, especially in the neighbourhood of the Club Prince Albert.

COURSE FEE

The cost of the Core Professional Training on Humanitarian Law and Policy is 900€ per participant, and 600€ for the Thematic Workshop on Accountability, Enforcement and International Humanitarian Law. These fees cover all meals (see *Meals* below) provided during the training as well as tuition and course materials.

Kindly note that the course fees do not include accommodations nor travel expenses. Payment of the course fee balance must be received no later than five (5) weeks prior to the start of the course (16 August 2010) otherwise your spot may be forfeited to applicants on our waiting list. For additional payment information, please refer to your acceptance letter or visit our website at www.hpcr.org/professional_development.html.

CANCELLATION POLICY

In case of cancellation *prior to the payment deadline* (16 August 2010), applicants may opt to participate in an alternative training session at a later date (availability permitting) or to receive a refund of their course fee, minus any associated bank fees.

If an admitted applicant chooses to withdraw *after the payment deadline* (16 August 2010) no refund will be given.

MEALS

Coffee Breaks

Coffee will be available at the training venue every morning before the start of the day's sessions. It will be also be served mid-morning and mid-afternoon as per the training agenda.

Lunches

Lunches are included in the training course fee and will be held in the lunch restaurant of the Club Prince Albert.

Opening Dinner on Monday 20 September 2010

A formal opening dinner will be served at the end of the first day of the Core training, and is included in the course fee. All participants are encouraged to attend. *Registration to the dinner can be made via the logistics form online: <http://fs3.formsite.com/hpcr/form933965778/index.html>.* If there is valid reason for cancellation at the last minute, please inform us so that the necessary arrangements can be made.

Light Dinner on Tuesday 21 September 2010

A light dinner will be served at the Club Prince Albert before the screening of the movie scheduled in the agenda on this day.

OTHER USEFUL INFORMATION

Computer Services

A laptop computer with Internet access will be provided for the participants during the training sessions. Participants also have access to the computers with Internet in the Tea Room at the Club Prince Albert.

Climate

The Belgian climate is variable. Mid-September should be warm, with the average high temperature at approximately 26°C (78.8°F) and average low at 15°C (59°F), and with occasional rain showers. We advise packing a sweater and lightweight jacket to ensure your comfort for cooler evenings.

Attire

Casual dress is appropriate for all training activities. However, more formal attire (no jeans or tee shirt) is recommended for the dinners organized during the training week. **For the formal opening dinner on Monday 20 September, a jacket and tie are required by the Club Prince Albert.**

Surrounding Area of Training Venue

The Club Prince Albert is within walking distance from the heart of Brussels city, the *Grand Place*. Within immediate vicinity of the Club Prince Albert are the *Porte de Namur* and *Place Louise* commercial areas with shopping, restaurants, bars and movie theatre, as well as the *Place du Sablon*, a popular square with restaurants, cafés, and antique shops.

GENERAL SCHEDULE

ADVANCED PROFESSIONAL TRAININGS ON HUMANITARIAN LAW AND POLICY

September 20-24, 2010

Core Professional Training on Humanitarian Law and Policy

Monday, September 20

8:15 - 9:00 Welcome Coffee and Registration
9:00 - 17:45 Sessions Day One
18:30 Opening Dinner

Tuesday, September 21

8:30 - 9:00 Coffee
9:00 - 17:30 Sessions Day Two
17:45 - 20:00 Film Screening (light dinner will be served)

Wednesday, September 22

8:30 - 9:00 Coffee
9:00 - 17:30 Sessions Day Three
17:30 Core Training Closing

Thematic Workshop on Accountability, Enforcement and International Humanitarian Law

Thursday, September 23

8:15 - 9:00 Welcome Coffee and Registration
9:00 - 18:00 Sessions Day One
19:00 Dinner

Friday, September 24

8:30 - 9:00 Coffee
9:00 - 17:00 Sessions Day Two
17:00 Thematic Workshop Closing

A detailed agenda is available on HPCR International's website.