

# PRO-STEP Final Conference

## 23-24 October 2017, Brussels

Dear Participant,

Thank you for your registration for the Pro-Step Final Conference organized on 23-24 October 2017 in Brussels.

You will find below some useful information on travel, accommodation, etc.

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### 1. Timing

The conference will start on 23 October at 12.30 with lunch and will end on 24 October at 13.00 with a networking event.

### 2. Venue and Accommodation

The conference will be hosted at Hotel Pullman Brussels Centre Midi, Place Victor Horta 1, 1060 Brussels. If you are a member of: Patient Organisations, Non-Profit Organisations or public entities, EPF will arrange and cover accommodation costs following indications in the form. Representatives of For-Profit Organisations and companies are kindly asked to book their own accommodation and travel.

### 3. Transport

- From Brussels National Airport to the Hotel

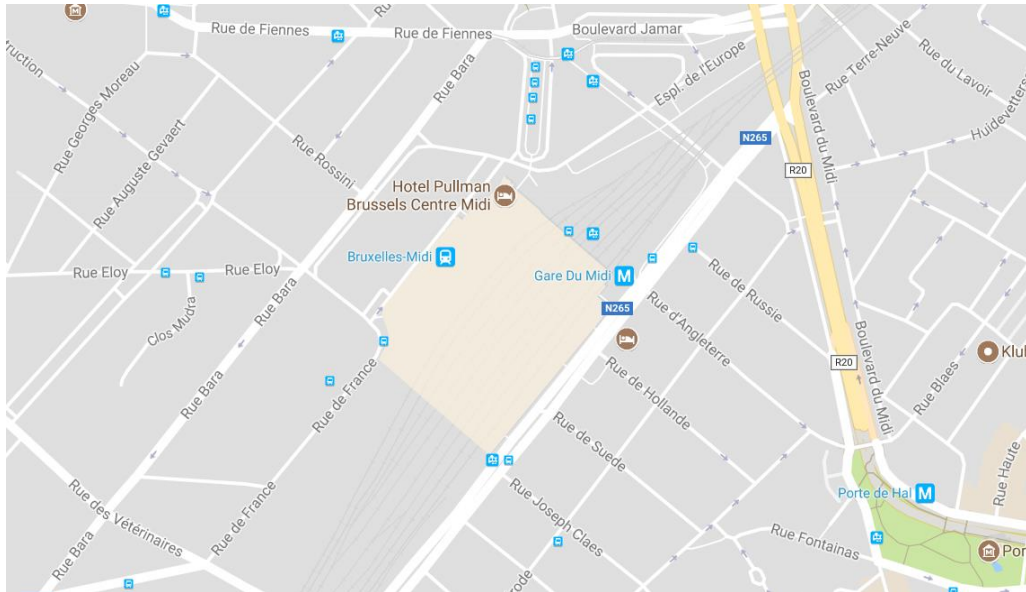
There are direct trains from Brussels National Airport to Brussels Midi (every 10-15 minutes). The hotel is located in the enclosure of the Brussels Midi train station - entrance from both inside and outside the station. The journey takes around 25 minutes.

For more information about Brussels National Airport click [here](#).

- From Brussels South Charleroi Airport to the Hotel

There are shuttle buses every 30 minutes from Brussels South Charleroi Airport to Brussels Midi railway station (the bus stop is located at the junction of rue de France and rue de l'Instruction). The journey takes around one hour.

For more information about Brussels South Charleroi Airport click [here](#).



#### 4. Travel

The booking will be done by the participant itself via Egencia (EPF travel agency) and will be charged directly to EPF. Only travels booked via EPF travel agency will be covered. If you cannot book your travel via travel agency – please contact EPF. Please see below how to book your travel.

##### How to book your travel?

1. Please click on the following link: [www.egencia.be](http://www.egencia.be) to access EPF travel agency online platform. In case of problems please contact Egencia customer service at +32 2 400 15 26 (office hours) or sent an email to: [customer\\_service@egencia.be](mailto:customer_service@egencia.be).
2. If you already have an account, use your user name and password.
3. If you don't, sign in (top right corner on the welcome page).
4. Enter your email address (the one you have provided in your registration form):  
Password is: **ABC\*2017**  
For security reasons you will be asked to modify your password during your first connection.
5. **Please check your profile before booking your ticket.**
6. You will then access our travel agency online platform. Please make your travel booking.
7. Budget and costing codes are pre-filled.
8. EPF will approve the booking
9. A confirmation will be sent and you will receive your e-ticket.

##### Any questions?

Don't hesitate to contact Anna Trzcińska at [anna.trzcinska@eu-patient.eu](mailto:anna.trzcinska@eu-patient.eu)  
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