



2023 EFA

Annual General Meeting & Members' Community Meeting

Practical Information

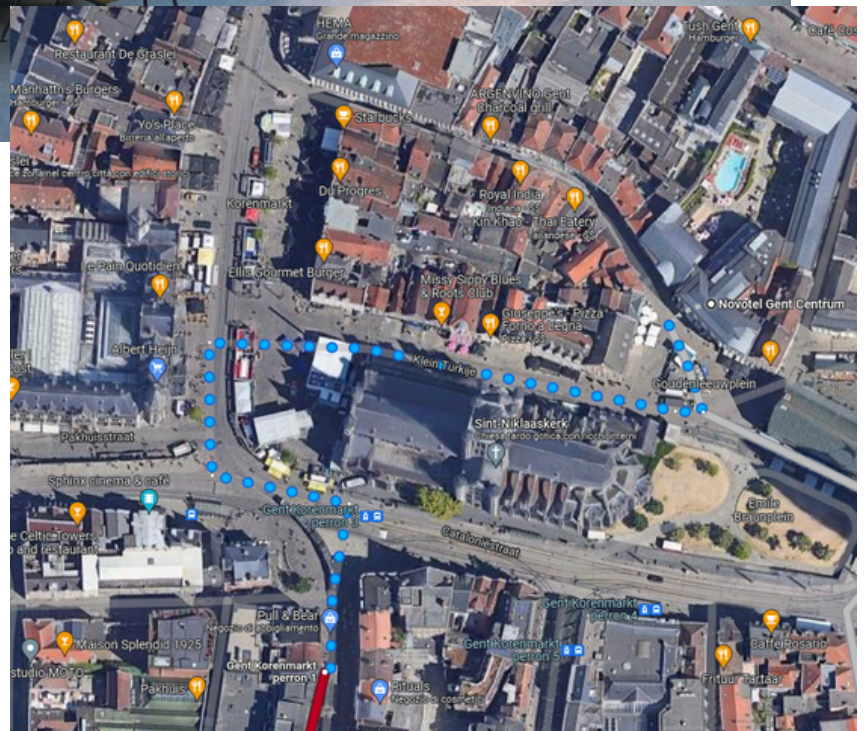
Ghent, Belgium

27-28 April 2023

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Venue Location



How to reach the hotel

The venue is directly connected to Sint Pieters train station by tram line 1, at the stop *Korenmarkt Perron 1*. The connection last around 15 min. If you prefer to walk, it will be 30 min.

Novotel Gent Centrum
Hoogpoort 52, 9000
Ghent
Belgium

Accommodation

During the days of the meeting 27-28 April, EFA will be providing a lunch and coffee breaks. The hotel will be informed and about the dietary requirements specified in the registration forms.



Allergy section

The hotel where the meeting will take place has carpet wool in bedrooms and meeting room, which are thoroughly cleaned everyday.

However, we are prepared to offer other option for accommodation, if you prefer not to have carpet wool in your room.

Amenities:

In the hotel

- Swimming pool
- Car park
- Restaurant
- Fitness centre
- Wi-Fi
- Breakfast
- Bar
- Meeting rooms
- Safe deposit box at reception
- Dry cleaning/ironing
- Iron at reception
- Sauna and Hammam

- Accessible bathroom
- Wake-up call
- Fridge
- Hair Dryer
- Direct dial telephone with voice mail
- Breakfast in bed

In the room

EFA has negotiated an advantageous room group rate for you:

- Single Occupancy EUR 145.00 pr. night

The rates include:

- Buffet breakfast
- Internet access Wi-Fi

We will cover up to two nights' accommodation (single occupancy), including buffet breakfast. Any additional nights, double occupancy and additional services used will be charged on your credit card upon check-out.

Arrival in Ghent

We invite you to book your own roundtrip travel; EFA can only reimburse travel costs to EFA Members up to EUR 350 (flights, train and bus in economy class). The program will start at 9:30 on 27 April, hence you should be in Ghent from the 26th April at least.

EFA will cover up to two night accommodation (26-28 April) at a reserved hotel. Attendance to the full event is expected. You may depart on the 28 after the programme concludes at 12.30.

Reimbursement

For each member association, travel cost (flights, train and bus in economy class) for one delegate will be reimbursed up to EUR 350, unless otherwise agreed on a case by case basis. EFA will also cover up to 2 nights accommodation (26-28 April), if you require more nights, please note that we can arrange that for you, but any additional nights, double occupancy and additional services used will be charged on your credit card upon check-out.

All expenses have to be justified by original receipts, sent together with the EFA reimbursement form which will be provided closer to the date of the event, unless you have agreed with us that you can invoice for the cost. The sooner you send the expense claim the sooner it will be reimbursed. In any case, expenses need to be sent within the accounting year. We strive always to pay within 20 days. If you need a quick reimbursement, we will prepare a online form easy to complete where you can attach receipts and submit it, but we still need the originals by post:

The European Federation of Allergy and Airways Diseases Patients' Associations (EFA)

35 Rue du Congrès
1000 Brussels
Belgium



Travelling to Belgium

COVID 19

All information, developments, and advice about Belgium and COVID-19 can be found at the website of the [info-Coronavirus.be](https://www.info-coronavirus.be).

Travel Requirements

Foreign nationals who visit Belgium must carry valid travel documents or identity cards that are accepted for border crossing. Please note that residence permits are not valid documents for travelling across borders.

In order to be valid, a travel document or identity card, of non-EEA (European Economic Area) /EFTA (European Free Trade Association) citizens, must:

- be valid at least 3 months beyond the departure date
- have been issued in the last 10 years
- a visa – if you are subject to the Belgian visa regime

Visas may be granted for business trips, tourism, private reasons (family and friends), official visits, short-term studies, and for political, scientific, cultural, sports, or religious events. If you are applying for a visa, please notify EFA as soon as possible so that we can support you in the process.

USEFUL LINKS

- [EU/EEA embassies and consulates - Your Europe \(europa.eu\)](https://europa.eu)
- [Embassies and consulates | FPS Foreign Affairs, Foreign Trade and Development Cooperation \(belgium.be\)](https://belgium.be)

Travel Insurance

We would like to invite you to also contract your individual travel insurance to protect you from:

- Cancellation of flight due to unforeseen circumstances and emergency
- Flight cost associated with delays or emergencies
- Health and other personal emergencies
- Medical attention while travelling

Travel insurance and COVID medical insurance is normally offered with your flight and if you haven't selected during your flight booking, you can do so online when you are checking-in your flight.

Getting around Ghent

Public Transports

As one of the main urban areas of Belgium, Ghent offers both trams and buses operated by De Lijn, and available day and night. You can plan your trip in their website (<https://www.delijn.be/en/routeplanner/>) or mobile app available on App stores.

If you choose to explore Ghent by public transports, De Lijn webpage offers a Tickets section, where you can find all tickets fares and select the best option for you.

Some information about Ghent

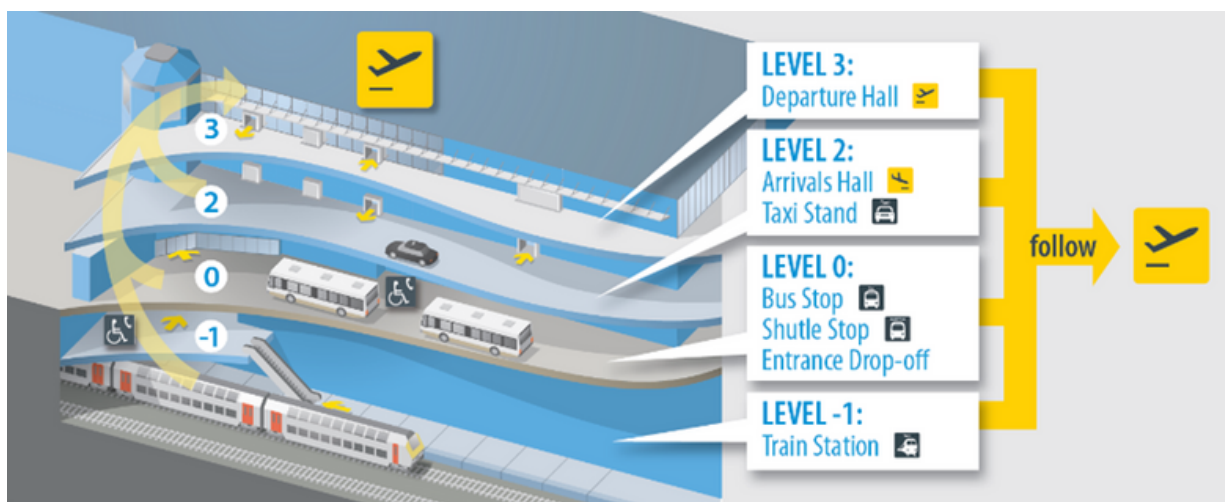
At less than one hour from Brussels, Ghent offers a calm and pedestrian-friendly city. As both a international touristic and academic destination, the city centre will fascinate you with its channels, indie shops, and museums. During your spare time, you can visit one of the many museums of the city, visit the *Castle of the Counts*, and drive across the channels, and see the city under another perspective! For further information, visit: <https://visit.gent.be/en> .

Getting to Ghent

Located at the centre of Europe, Ghent is accessible by air, train, bus, car and ferry.

Brussels has two airports:

- Brussels-National Airport or Zaventem is about 66 km from the city centre of Ghent. From the airport, you can reach Ghent by a direct train, which takes 55 minutes and costs 16,70€ (standard fare) for a single ticket. A return ticket to the airport costs 33,40€. You will find the train station directly under the Departure and Arrival Halls of the airport (level -1). The escalator or lift will take you directly to the platform (or into the airport). You can also reach Ghent with a shuttle bus in 55 min. Buses go every 1-2 hours, from 5:15 to 23:45. Information on the airport and how to get there can be found here (<https://www.flibco.com/fr>).



- Brussels South Charleroi Airport is located about 110 km from the city centre of Ghent. From the airport, you can reach the city centre by a Shuttle bus, which takes approximately 1 hour 25 minutes and costs 16.20€ per way. Information on the airport and how to get there can be found here (<https://www.flibco.com/fr>).

Facts about Belgium

Currency	Euro (€)	Credit cards and debit cards from major banks are accepted for payments. These cards can also be used for cash withdrawals in ATMs. It is also possible to exchange foreign currencies and travel checks into Euros.
Time	CEST	Belgium time is one (1) hour ahead of Greenwich Mean Time (GMT +1)
Languages	Dutch, French, German	Given Ghent is a international student city and tourist destination, English is widely spoken.
Electricity	220v	The plug/socket system is a two pin round pronged plug used across much of Europe.

Weather

April is considered the driest month of the year for Belgian standard, but you can experience a widely variable weather typical from the Benelux. . Generally, the temperature averages from a minimum of 6°C to a maximum of 15°C. The sun will start showing itself, although remember to bring the umbrella, just in case! Medium/light weight clothing is recommended plus rainwear. For that week, it forecast:

Min Temperature	6 °C
Max Temperature	17°C
Chance of Rain	60%
Rainy Days	<5

Clothing & Footwear

We recommend that you bring clothing that is comfortable for Ghent, such as waterproof coats, comfortable walking shoes, and layers as the temperature can vary throughout the day and from one day to the next.

Safety and Security

In general, traveling to Ghent is very safe, but tourists should be alert, not to carry a lot of cash, close cars if they rent them and be careful in crowded places.

In public transport, it's safe enough if you watch your pockets. Taxi is a reliable and convenient way to get around.

The risk of Pickpockets is high in Ghent. It is especially unsafe on the railway stations and crowded places. You should keep an eye on your belongings.

The city is a bit of a risk of scam, and tourists are advised to buy tickets to tourist attractions in licensed places. Avoid strangers who are trying to talk to you on the street by offering something.

If you hold citizenship from an EU country, you can access Belgium's healthcare services by using a European Health Insurance Card, issued in your home country. More information can be found [here](#).

If you do not hold citizenship from an EU country, you may need to take out appropriate travel insurance to cover any medical bills or appointments if necessary, during your stay in Belgium.

Police, Fire and Ambulance number: 112

112 is a number available everywhere in the EU, free of charge, and can be called via a landline or a mobile.

Medications

Please bring with you all the medication and health devices you will need for the visit.

Currency, credit cards and banks

The monetary unit of Belgium is the EURO (€). As a method of payment, credit and debit card are widely used. Some places might charge a fee when accepting foreign credit cards as payment.

While credit/debit cards are very popular, there are still many places in Ghent that do not accept credit cards. Since you can never be sure which places these are, be sure to always carry a small amount of cash. For quick withdrawal on credit and debit cards, banks will usually have an ATM machine opened 24/7.

Most banks are open from 09:00 to 16:00/16:30 Mondays to Fridays, and a few are open on Saturdays. Many smaller branches close for an hour at lunch time (usually 13:00 to 14:00). Some banks also offer late night hours on Thursday's until 18:00.

Tipping

Service and VAT are invariably included in prices in Belgium and tipping is never required. However, if you are very pleased with the provided service, Belgians are generally not offended if they are offered a tip, including tour guides.

See you in Belgium!

Emergency contacts



EFA CONTACT DETAILS IN
BELGIUM

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