Dear colleagues,

We are looking forward to welcoming you all to Brussels for the ILEP meetings and workshops. Please see below some practical information for your visit:

- **Getting to Brussels**
  
  **By train**
  There is a train to Brussels-midi about every 20 minutes from the Brussels Airport-Zaventem station at the airport. It is located on level -1 of the terminal, at a small distance from the arrivals hall (2nd floor) and the departures hall (3rd floor).

  The travel time to Brussel-midi station is about 20 minutes, and it is then a 15-minute walk from the station to Bedford Hotel. Taxi’s and trams are also available.
Visit the official website of the Belgian Railway Company SNCF (www.belgiantrain.be) to consult the schedules or buy a ticket.

To consult the schedules: go to the dedicated Brussels Airport Zaventem station page and click on the orange button to get real-time information.

To buy a ticket: enter "Brussels Airport" as point of departure or destination on the booking page and select "Standard ticket". You will then be directed to a secure environment to finalise your purchase.

**By Taxi**
Taxis with a taximeter are permanently available at the airport in front of the arrivals hall. The fare from the airport to the Bedford Hotel in Brussels is normally around €45. Licensed taxis can be recognized by the blue and yellow emblem. Travellers are advised to avoid unlicensed taxis!

It takes about 30 min from the airport to the Bedford Hotel, depending on the arrival time and traffic.

The Bedford Hotel only provides a shuttle service from the hotel to the airport (no shuttle service from the airport to the hotel). However, it is possible to call them (+32 2 507 00 00) or send an e-mail (info@hotelbedford.be) the day before your arrival to arrange for a taxi.

- **Accommodation and Venue**
  Damien Foundation has made a group booking at the [Bedford Hotel & Congress Centre](#) (Rue du Midi, 135-137, 1000 Brussels).

All meetings as well as the cocktail reception on the 10th of October will take place at the Bedford Hotel.

- **Overview of the Agenda**

<table>
<thead>
<tr>
<th>AM session</th>
<th>Tuesday 9 Oct</th>
<th>Wednesday 10 Oct</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.00 - 13.00</td>
<td>Panel of People Affected</td>
<td>ITC Meeting</td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.00 - 14.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM session</td>
<td>Panel of People Affected</td>
<td>ITC Meeting</td>
</tr>
<tr>
<td>14.30 - 17.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evening</td>
<td>ITC &amp; Panel dinner Board meeting dinner</td>
<td>Damien Foundation Cocktail reception with Princess Astrid (starts at 15:45)</td>
</tr>
</tbody>
</table>
• **ITC & Panel dinner**
The ITC and Panel of Women and Men Affected by Leprosy are invited to a dinner on Tuesday evening at **Restaurant Vert de Gris** (Rue des Alexiens 63, 1000 Brussels) which is a short 4-minute walk from the Bedford hotel.

• **Damien Museum visit**
The Damien foundation is organising a visit to **Damien Museum** on Wednesday morning. They will cover the costs for transport and entry to the museum. Participants will only have to cover their own personal costs such as lunch, drinks, etc.

All registered participants are requested to meet at the hotel lobby at 08:30. Transport will leave the hotel at 08:45 and return at around 15:00.

• **Cocktail reception**
The Damien Foundation is organising a special cocktail reception in the presence of Her Royal Highness, Princess Astrid of Belgium. The reception will be held on the 8th floor of the Bedford Hotel and you must be there by 15:45 on Wednesday.

All people attending the reception with the princess will need to have a badge. In case you have not already received your badge by Wednesday morning, a staff member of Damien Foundation will be present on the 8th floor at 15:30 to hand it to you. Please note that you will be denied entry to the room unless you have a badge.
There will be a professional photograph from the Damien Foundation (pictures will be shared with ILEP and all who are interested). Participants are allowed to take pictures but without flash. Selfies are not allowed.

Please see below for a more detailed schedule:

15:45: Everyone must be seated at their place in the room at the 8th floor.

15:45: Mr Jean-Pierre Schenkelaars (member of the Damien Foundation Board) and Alex Jaucot will welcome the princess on her arrival at the hotel.

15:55: Princess Astrid will reach the 8th floor and greet Mr Xavier Ortegat (President of the Damien Foundation Board), Geoff Warne, Jan van Berkel, Cairns Smith, Rao Pemmaraju, Paul Saunderson, Mathias Duck and Courtenay Dusenbury.

16:00: Mr Xavier Ortegat will open the meeting and will hand over to Geoff Warne, who will introduce each of the speakers before their presentations.

17:00: End of the presentations. The princess will leave the room for about 5 minutes and participants will go to their respective cocktail table. There will be 9 tables, 4 of which will be specifically dedicated as per the speakers. Mr Schenkelaars and Alex will accompany the princess moving through the 4 tables mentioned below and asking questions.

Table 1 – ILEP CEOs (chaired by Jan van Berkel)
Table 2 – ITC (chaired by Paul Saunderson)
Table 3 – Panel of Women and Men Affected by Leprosy (chaired by Mathias Duck)
Table 4 – GPZL (chaired by Courtenay Dusenbury).

18:00: Princess Astrid will leave.

18:05: Farewell cocktail for Tanya Wood.