


Practical Information Note



Investing in an inclusive and fair future for Europe :
Building inclusive pathways for better digital services

Expert meeting with decision makers from all governmental levels (Meeting code:
BE_EU2024_069)

13 – 14 March 2024

Brussels, Belgium

4 January 2024

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Checklist and deadlines

Date	What to do	How
From January 1 st to March 3 rd	Appoint your Delegation Accreditation Officer (DAO)	Please send name, cell phone number and e-mail address of your DAO to: presidencyEU2024@mi-is.be Please mention the event code BE_EU2024_069
January 22 nd	Opening of the accreditation platform	Online accreditation platform (the link will be sent to the DAO)
January 22 nd	Opening of the accreditation platform	Online accreditation platform for individual participants via https://delegates.belgium24.eu/secured/login . The access code for digital inclusion (13/3 and 14/3) is : BE_EU2024_069.uviwiP3+N8ch
From January 15 th to March 7 th	Register your delegation and fill in all required information (personal details, travel dates and hotel)	Via the online accreditation platform Contact: EU2024helpcenter@diplobel.fed.be and/or presidencyEU2024@mi-is.be
	Send us your questions	

1. General information

The Belgian Presidency of the Council of the European Union has the pleasure to welcome you to Brussels for the **conference on Digital Inclusion : "Building inclusive pathways for better digital services"** and is honoured to convey the following practical information.

The meeting will take place at The Egg, Rue Bara 175, 1070 Brussels (Anderlecht).

This **Practical Information Note (PIN)** contains protocol, logistical and technical information to help you prepare for the meeting. It also includes a list of the information that we kindly ask you to send us before 3rd of March 2024. Any changes to this information will be communicated in due time by the Presidency.

Prior to the event you will further receive access to the Presidency Portal for Informal Events (PPI) where you will find all relevant information for the meeting such as a full programme, a who is who, ...

2. Attendance at the conference, accreditation process and access

Attendance at the conference

Attendance at the conference is free but possible only through the registration website and after accreditation of participants by the organisers. within the registration period for the specific meeting or conference.

To access the accreditation platform, you must create an account with your first name, surname and email address, which will be used as your username. You will then receive an account activation email from the accreditation system. Accreditation will halt on the 7th of March (23:59).

You can access the platform via <https://delegates.belgium24.eu/secured/login>

The access code for the digital inclusion event is :

BE_EU2024_06g.uviwiP3+N8ch

Accreditation

Once you have registered and activated your user account, you will be able to log in to the accreditation platform at any time, allowing you to

- Register for the different sessions or workgroups you wish to attend.
- Check the status of your applications.
- Complete or modify your personal details or those of your organisation.

Accreditation of participants by the organisers is done on the basis on the information that has been provided by the participants through the registration website. Information that is required in order to be able to participate is:

- First Name and Surname (as mentioned on your national ID card).

- Email address (through which we can contact you).
- Organisation (your employer, advocacy group, ...).
- A recent photo (One passport-size colour photograph for your accreditation card).

The information mentioned above will be printed on your badge. Without this information we cannot finalize the accreditation process. All participants will receive a confirmation e-mail after the accreditation process has been completed.

Specific information for Ministerial delegations, the EU Commission and the EU Parliament only

Delegations are kindly asked to appoint a Delegation Accreditation Officer (DAO) who will be responsible for the accreditation of every member of their delegation. Please communicate the name, cell phone number and e-mail address of the DAO to presidencyEU2024@mi-is.be before **Sunday 3rd of March 23:59**. Please mention the event code BE_EU2024_069.

The DAO will receive a link and an access code to the accreditation platform to register the members of their delegation.

We kindly ask you to register at your earliest convenience via the accreditation platform. The online accreditation platform will be open until **Thursday 7th of March at 23:59**.

In case of any difficulties or questions regarding the accreditation, please contact our help centre via EU2024helpcenter@diplobel.fed.be or +32 2 423 26 24 and/or presidencyEU2024@mi-is.be. Please mention the event code BE_EU2024_069.

If you think you are part of a delegation, but don't know if a Delegation Accreditation Officer has been assigned, please contact presidencyEU2024@mi-is.be. Please mention the event code BE_EU2024_069. If no delegation has been created, then you will have to register individually.

Size of the delegation

Delegations of EU Member States Ministers, the European Commissioner and the European Parliament can enrol the Head of delegation plus a maximum of 1 delegate. Requests for a higher number or delegates need to be addressed to presidencyEU2024@mi-is.be.

For delegations of EU Member States Ministers, one national security officer and one private interpreter accompanying the delegation can be added upon request. Requests need to be addressed to presidencyEU2024@mi-is.be before **Sunday 3rd March at 23:59**. Please mention the event code BE_EU2024_069.

Please note that only accredited delegates will have access to the main venue and other official programme venues.

Specific information for speaker(s) or panellist(s)

Speaker(s) and panellist(s) are kindly asked to send in their information sheet before **Sunday 3rd March at 23:59** to presidencyEU2024@mi-is.be. Please mention the event code BE_EU2024_069.

The speaker or panellist will receive a link and an access code to the accreditation platform to register. We kindly ask you to register at your earliest convenience via the accreditation platform. The online accreditation platform will be open until **Thursday 7th of March at 23:59.**

In case of any difficulties or questions regarding the accreditation, please contact our help centre via EU2024helpcenter@diplobel.fed.be or +32 2 423 26 24 and/or presidencyEU2024@mi-is.be. Please mention the event code BE_EU2024_069

Access to The Egg

Pins	The highest level of accreditation, for Heads of Delegation (HoD), grants access to all areas.
Badges	Speakers, panellists and all other participants will receive personalized identification cards according to their position and function.

Badges, or access pins in case of HoD, will be **distributed** when entering the event location (The Egg, Rue Bara 175, 1070 Brussels (Anderlecht).) on Wednesday 13th of March at the start of the conference day (8AM).

Participants who only participate on the 14th of March will be able to receive their badges, or access pins as well at the start of the conference day (8AM) when entering the event location (The Egg, Rue Bara 175, 1070 Brussels (Anderlecht).).

If you lose your badge, please report it immediately to your point of contact (see Annex 1 below) or go to the accreditation desk. The validity of the badge will be immediately terminated, while the organizer will create a new badge upon your request.

Within The Egg, an accreditation desk will be set up at the entrance for delegations (175 Rue Bara, 1070 Brussels (Anderlecht) in case a new badge needs to be issued.

Badges and or pins need to be worn at all time during the event.

All personal information provided during accreditation will be processed only in accordance with EU General Data Protection Regulation (GDPR) obligations. More information about the privacy policy during the Belgian Presidency of the Council of the European Union is available via www.belgium24.eu.

3. Programme

The final programme and documents will be shared as soon as possible via the Presidency Platform for Informal Events (PPI). Once accredited, you will receive a code to access the documents on the platform.

Brief programme overview for Wednesday 13th March 2024 (Day programme)

Time	What
8:00 – 9:00	Arrival of participants and collection of badges Welcome coffee
9:00 – 9:45	Welcome by the Host of the Event and opening Speech by the Minister(s)
9:45 – 10:30	Opening Keynote Speech
10:30 – 11:30	Opening political debate
11:30-12:15	Coffee Break and project pitches 1 Press conference
12:15 – 13:00	Breakout session 1 : "Providing assistance to people in need"
13:00 – 14:00	Lunch and project pitches 2
14:00 – 15:00	Debate
15:15-16:00	Breakout session 2 : "National and local Strategies on digital inclusion"
16:00 – 16:45	Breakout session 3 : "Providing inclusive digital services"
17:00	End of Day 1

Brief programme overview for Wednesday 13th March 2024 (Evening programme)

Heads of Delegation (HoD), speakers and panellists and a number of delegates are invited to join the Minister for a private reception at the City Hall of Brussels van 18:30 'till 21:00. Participation is invitation only. (Check for more information on the accreditation platform or via presidencyEU2024@mi-is.be).

Brief programme overview for Thursday 14th March 2024

Time	What
8:00 – 9:00	Arrival of participants and collection of badges Welcome coffee
9:00 – 9:05	Welcome by the Host of the Event and opening Speech by the Minister(s)
9:05 - 9:50	Opening Keynote Speech
9:50 - 10:50	Debate
10:50 - 11:20	Coffee Break and project pitches 3
11:20 - 12:00	Breakout session 4: "Providing specific assistance to help seekers and help givers alike"
12:00 - 13:00	Lunch and project pitches 4
13:00 - 13:45	Breakout session 5 :
14:00 - 14:45	Breakout session 6 :
15:00-15:30	Round up conclusions and recommendations
15:30	End of conference

If you are late or something unexpected happens, inform your point of contact as soon as possible.

4. Transportation

Public transportation to and from the centre of Brussels

By Plane

From **Brussels Airport** there is a fast, direct connection to the main Brussels railway stations: Brussels North, Brussels Central and Brussels South. (The event venue is located at a 10 minute walk from the Brussels South Station).

There is a direct train every 15 minutes in both directions to and from Brussels Airport. You arrive in the centre of Brussels in just 17 minutes. The second class ticket price for travel between the airport and the Brussels Zone is €10,60 per trip and €21,20 for a return trip.

From elsewhere in Belgium you can download following applications to check schedules and book tickets:

- Train: <https://www.belgiantrain.be/en>
- Bus: [MIVB Airport Line | Brussels Airport](#)

The links above are also useful if you are travelling from elsewhere in Belgium.

The **Brussels South Airport** (Charleroi), is situated 55km south of Brussels and is served by most low-cost airlines. There are several ways to get to Brussels and back.

Shuttle bus services such as Flibco connect the airport with the capital every 30 minutes. The journey takes one hour and the bus stops at the Brussels South Railway station.

A combined bus and train journey from the airport to the Brussels South Railway Station is another possibility. From the station, take the bus (Line A) to Charleroi Train Station and from there take a train to Brussels South Railway Station. The bus connects the airport and the station every 30 minutes.

By Train

Brussels South Railway Station (Bruxelles-Midi) serves as the International Railway station for the capital and has direct links with the Eurostar trains to and from London, Paris, Lille, Amsterdam and Köln or with the ICE trains to and from Köln, Frankfurt, Berlin and more.

For more information on these trains, please check following websites:

- Eurostar trains : <https://www.eurostar.com/>
- ICE Trains : <https://www.bahn.com/>

Specific information for delegations

Regarding transportation, the Belgian Presidency will apply the same practice as for the *formal* Council meetings taking place in Brussels. As such, for the arrival and transportation of delegations on Belgian soil, the Presidency will resort to the existing fleet of the diplomatic missions and European institutions in Brussels¹. All diplomatic missions in Brussels have been briefed by the Presidency. This decision favours a sustainable approach

¹ Exceptionally, escorted motorcades will be provided, depending on the threat analysis of the Belgian National Crisis Center. Delegations will be informed upfront.

and limits the mobilization of a superfluous fleet of vehicles. See "[Meeting venue and access](#)" regarding your arrival at the meeting.

For any query regarding transport, we invite you to call +32 2 423 26 24 or send an e-mail to EU2024helpcenter@diplobel.fed.be. Please always mention the meeting code BE_EU2024_069.

Arrival and departure

All delegations are kindly asked to provide their arrival and departure details **on the accreditation platform as soon as possible**.

The following information is essential; nevertheless, detailed instructions are provided on the accreditation platform during the registration process:

- for delegations arriving by car: date and time of arrival in Brussels
- for delegations arriving by plane in Belgium:
 - commercial flight – flight number and airline, date and time of arrival and airport; or
 - special flight - airline and aircraft registration number; date and time of arrival and airport (Abelag / ExecuJet, Aviapartner, Melsbroek)
- for delegations arriving by train: date and time of arrival in Brussels and railway station.

Check-in for both the inbound and outbound journey must be carried out by the delegation itself or someone appointed by the delegation, in accordance with the time frame indicated by the airline/railway company.

Important: In addition to enrolment in the Presidency accreditation platform (see "[Accreditation](#)"), it is important to inform the Belgian authorities of any high-level visit through the usual channels. This procedure is well known to the embassies and representations based in Brussels, and has been recently reiterated by the Presidency. An official visit needs to be announced via a Verbal Note to visits.protocol@diplobel.fed.be.

Beyond the arrival and departure details (place, date, time, flight/train number, place and address of the stay), please contact your representation regarding the following information:

- Composition of the delegation
- Weapon permit request (if applicable)
- Radio frequency request (if applicable)
- Overflight authorization (if needed)
- Use of VIP lounge at Brussels National Airport, to be requested by the representation (if needed)

As standard practice during working visits to Belgium, please note that Protocol Foreign Affairs will not be present upon arrival or departure.

All the information on visits (procedures, forms, ...) can be found on the following website : [Protocol guide Visits and Airport Access | FPS Foreign Affairs - Foreign Trade and Development Cooperation \(belgium.be\)](#).

Specific information for speaker(s) and panellist(s) from outside of Belgium

See "[Meeting venue and access](#)" regarding your arrival at the meeting.

Arrival and departure

All speakers and panellists are kindly asked to provide their arrival and departure details **on the accreditation platform as soon as possible**.

The following information is essential; nevertheless, detailed instructions are provided on the accreditation platform during the registration process:

- for speakers and panellists arriving by car: date and time of arrival in Brussels
- for speakers and panellists arriving by plane in Belgium:
 - commercial flight – flight number and airline, date and time of arrival and airport; or
 - special flight - airline and aircraft registration number; date and time of arrival and airport (Abelag / ExecuJet, Aviapartner, Melsbroek)
- for speakers and panellists arriving by train: date and time of arrival in Brussels and railway station.

Check-in for both the inbound and outbound journey must be carried out by the speaker or panellist itself or someone appointed by them, in accordance with the time frame indicated by the airline/railway company.

5. Accommodation

Specific information for Member States delegations

Rooms will be pre-reserved by the Presidency for each Head of delegation and 1 person (1+1) for one night (from Tuesday 12 March to Wednesday 13 March 2024), or two nights (from Tuesday 12 March to Thursday 14 March 2024). Delegations need to confirm the dates on the accreditation platform.

To confirm their reservations, delegations must fill in the designated fields in the Presidency accreditation platform before **Sunday 11th February 2024 (23:59)**. (Information regarding the hotel will be provided after this date).

Breakfast is included but any additional expenses (beverages, minibar, lunches, laundry service etc.) must be borne by the delegation.

Delegations are responsible for covering the cost of additional nights that extend beyond the official meeting (period mentioned above) as well as any extra hotel rooms.

Specific information for speaker(s) and panellist(s) from outside of Belgium

Rooms will be pre-reserved by the Presidency for each speakers or panellists **approved by the organization** for one night (from Tuesday 12 March to Wednesday 13 March 2024), or two nights (from Tuesday 12 March to Thursday 14 March 2024). Speakers or panellists need to confirm the dates on the accreditation platform.

To confirm their reservations, speakers and panellists must fill in the designated fields in the Presidency accreditation platform before **Sunday 11th February 2024 (23:59)**. (Information regarding the hotel will be provided after this date).

Breakfast is included but any additional expenses (beverages, minibar, lunches, laundry service etc.) must be borne by the speakers and panellists.

Speakers and panellists are responsible for covering the cost of additional nights that extend beyond the official meeting (period mentioned above) as well as any extra hotel rooms.

6. Security

For security reasons, pins and badges must be worn visibly at all times. Access to the meeting venue will be denied in the absence of a visibly worn badge (or pin).

If you lose your pin or badge, please contact your point of contact without any delay or go to the accreditation desk located at the entrance for delegations at The Egg (175 Rue Bara, 1070 Anderlecht).

All participants **may** be asked to undergo a formal security check (x-ray or other check) when entering the meeting venue.

Specific information for Member States delegations

Pins must be worn visibly and the badges will be scanned by Belgian security officers at the gate, before entering the venue.

All delegation members may be asked to undergo a formal security check (x-ray or other check) when entering the meeting venue. In case the HoD is accompanied by a national security officer, the latter must also be properly registered via the online accreditation platform. Only 1 national security officer will be allowed access to the meeting venue. Requests need to be sent upfront to presidencyEU2024@mi-is.be. Please always mention the meeting code: BE_EU2024_069.

Important: Weapon permit and/or Radio frequency (if applicable) must be requested by Verbal Note sent to visits.protocol@diplomatie.fed.be (see also "Transportation").

7. Meeting venues and access

13/03/24: The Egg

The first day of the Digital Inclusion conference will be held at The Egg: 175 Rue Bara, 1070 Brussels (Anderlecht) (<https://www.theeggbrussels.com/>). The Egg will be entirely dedicated to the meeting.

The Conference will be chaired on behalf of Belgium by the Minister for Pensions and Social Integration, in charge of Persons with Disabilities, Combating Poverty and Beliris, Mrs Karine Lalieux.

Arrival by car

Delegations may be dropped off in front of the entrance of the event location. There are **no parking spaces** for participants within the organization perimeter. There are parking spaces around the meeting venue. Paid parking spaces are also available in the surrounding area.

Other means of transportation

The venue is easily accessible by public transport or on foot.

Facilities at The Egg

The Belgian Presidency will provide all necessary services, such as a cloakroom, internet connection, etc. The Wi-Fi password will be provided at the location.

Please note that the storage capacity is limited and we therefore ask to leave any luggage at the hotel and not to bring luggage into the meeting venue.

13/03/24: City of Brussels town hall

A cocktail reception for Heads of Delegation (HoD), speakers and panellists and a number of invitees will be held on the evening of Wednesday 13 March at the City of Brussels town hall located at the Grand-Place of Brussels. Entrance will only be possible via Rue de l'Amigo, 1000 Brussels.

Please note that this is an **invitation only event**. (Check for more information on the accreditation platform or via presidencyEU2024@mi-is.be).

Arrival by car

Delegations may be dropped off in front of the entrance of the event location. There are **no parking spaces** for participants within the organization perimeter. There are parking spaces around the meeting venue. Paid parking spaces are also available in the surrounding area.

Other means of transportation

The venue is easily accessible by public transport or on foot.

Facilities at The City of Brussels Town Hall

The Belgian Presidency will provide all necessary services, such as a cloakroom. Please note that it is not allowed to bring luggage into the meeting venue.

14/03/24: The Egg

The second day of the Digital Inclusion conference will be held at The Egg: 175 Rue Bara, 1070 Brussels.(Anderlecht) (<https://www.theeggbrussels.com/>). The Egg will be entirely dedicated to the meeting.

Arrival by car

Delegations may be dropped off in front of the entrance of the event location. There are **no parking spaces** for participants within the organization perimeter. There are parking spaces around the meeting venue. Paid parking spaces are also available in the surrounding area.

Other means of transportation

The venue is easily accessible by public transport or on foot.

Facilities at The Egg

The Belgian Presidency will provide all necessary services, such as a cloakroom, internet connection, etc. The Wi-Fi password will be provided at the location.

Please note that the storage capacity is limited and we therefore ask to leave any luggage at the hotel and not to bring luggage into the meeting venue.

Public health measures at The Egg

The meeting will take place on site.

In case of worsening of the epidemiological situation, changes in preventive measures will be notified in advance. Current information on measures within the Kingdom of Belgium can be found on the following website: <https://www.info-coronavirus.be/en/news/>. We would be grateful if you could inform us of any medical condition requiring special vigilance at the time of accreditation.

Medical assistance will be available at the venue. We would be grateful if you could inform us of any medical condition requiring special

vigilance at the time of accreditation.

Smoking is prohibited in all indoor public spaces.

8. Interpretation

Simultaneous interpretation will be provided in 3/3 regime. The following languages will be available during the meeting: EN, FR, NL.

Please note that no interpretation will be provided during the coffee break, press meeting, the lunch, the breaks between sessions or the project pitches for which the main language will be English or otherwise indicated.

Delegations

Please kindly indicate in the Accreditation platform if your Head of delegation will be accompanied by a personal interpreter.

9. The Presidency Portal for Informal Events

The Presidency Portal for Informal Events (PPI) is a platform that contains all necessary documents related to the meeting, such as the agenda, and other information, practical arrangements, and logistics. In line with our sustainability goals, no hard-copy versions of the documents will be distributed.

10. Website/ Social media

Belgian EU Presidency: The Belgian EU Presidency website contains information on all topics regarding the Belgian Presidency of the Council of the European Union.

Website	www.belgium24.eu
WhatsApp	https://whatsapp.com/channel/0029VaFqS8T4yltFsR0mvU2m
X	https://www.x.com/EU2024BE
Threads	https://www.threads.net/EU2024BE
Facebook	https://www.facebook.com/EU2024BE
Instagram	https://www.instagram.com/EU2024BE
LinkedIn	https://www.linkedin.com/showcase/eu2024be/
YouTube	https://www.youtube.com/@EU2024BE
Flickr	https://www.flickr.com/photos/EU2024BE/albums
Hashtag	#EU2024BE

11. Media Centre

Media representatives are welcome to attend various events during the Belgian Presidency.

All media representatives need to obtain both a Verified Badge and register on the accreditation platform for each event they want to attend. This accreditation allows them to get access to the **Media Center** and cover events open to the media. At The Egg the press entrance will be via **the Main entrance of the event hall**).

175 Rue Bara, 1070 Brussels (Anderlecht) (<https://www.theeggbrussels.com/>).

The Belgian Presidency provides a specific platform for the accreditation of media representatives who wish to participate in the informal councils. The link to the platform is available under the 'media' section of the Presidency's website or via the following direct link (<https://media.belgium24.eu>). For security reasons, media representatives must create their profile on the accreditation platform **three** weeks prior to the event. Once their profile is verified they will be granted a Verified Badge which will enable them to indicate for each event whether he/she will be present. The registration for each meeting individually closes 24hours prior to the event.

The email address for all media questions is: mediaEU2024BE@diplobel.fed.be.

12. Photographs and video footage

Photographs and video footage from events organized by the Belgian Presidency will be available on its official channels and the channels of the EU institutions.

Participants will have access to the photos a few days after the event.

Videos will be available on the official YouTube channel.

Annex 1. Points of Contact / Useful contacts

General email address of contact for all information: presidencyEU2024@mi-is.be (please indicate the event code BE_EU2024_069 in the subject of the email)

Lora Hasenbroekx (+32 472 40 25 07), event manager

Céline Caytan (+32 4 9625 97 10), for information on security and logistics aspects

Jan De Coninck (+32 475 824 160), for information on the programme's content

112 : European emergency number for fire brigade or ambulance

101 : Urgent police assistance

Annex 2. Accreditation guide for Head of Delegations and delegations

Step 1 - Identification of the accreditation officer

Each delegation must inform the organizer of the identity of its delegation accreditation officer (DAO). The details of the person in charge of accreditation of the delegation (surname, first name, mobile phone number and email address) must be sent to presidencyEU2024@mi-is.be before **3rd March 2024 at 23:59**, indicating "BE_EU2024_069" in the subject of the email.

Once the information mentioned above has been transmitted, the person responsible for accrediting the delegation will receive an email with the web address and connection details for registering the members of their delegation.

Step 2 - Access to the platform

When you access the platform, you must first confirm the personal information you have entered. Please note that this is a preliminary step that does not count as an accreditation.

Once the personal information has been confirmed, you will be taken to a page where you can enter the personal details of your Head of Delegation and the delegates.

Step 3 - Accreditation of the delegation

In order to accredit your delegation, it is imperative to fill in the different tabs (Profile - Transport - Hotel - Programme) **for each member of the delegation**.

→ The Profile tab - You are asked to provide :

- Full name, position, date of birth, nationality of the delegates.
- A photo in official format.
- Number, type and expiration date of their identity document.

Similarly, we would be grateful if you could provide us with any information that you feel the Presidency needs to know regarding food preferences, health concerns and special needs. If you feel that no particular information needs to be shared with the Presidency in these two sections, please fill in the section by a comment to that effect.

→ The Transport tab (for Member States delegations) - The Presidency will rely on your diplomatic mission in Belgium to welcome your Head of Delegation and the members of their delegation upon their arrival and until their departure. We would be grateful however to obtain information on the arrival and departure of your delegation in the "Transport" tab.

→ The Hotel tab (for Member States delegations) - Please select the "hotel" option, to confirm that your Head of Delegation/the delegate will be staying in one of the pre-booked rooms for either 1 night (12th March to 13th March 2024) or 2 nights (12th to 14th March 2024). **This confirmation is essential to guarantee the rooms.**

Additional costs (drinks, mini bar, lunches, dinners, etc.) will be borne by the delegation.

Similarly, the accommodation of the other members of the delegation and their additional costs will be borne by the delegation.

- The Programme tab - Please confirm your attendance to the ministerial meeting for one or two days, and to the cocktail reception at the end of the first day by registering for the respective programmes in this tab.

Annex 3. Accreditation guide for speaker(s) or panellist(s)

Step 1 - Identification

Each speaker or panellist must fill in **their information sheet** and send it to presidencyEU2024@mi-is.be before **3rd March 2024 at 23:59**, indicating "BE_EU2024_06g" in the subject of the email.

Once the information mentioned above has been transmitted, the speaker(s) or panellist(s) will receive an email with the web address and connection details for registering.

Step 2 - Access to the platform

When you access the platform, you must first confirm the personal information you have entered. Please note that this is a preliminary step that does not count as an accreditation.

Step 3 - Accreditation of the delegation

In order to accredit your delegation, it is imperative to fill in the different tabs: Profile - Programme).

→ The Profile tab - You are asked to provide :

- Full name, position, date of birth, nationality of the delegates.
- A photo in official format.
- Number, type and expiration date of their identity document.

Similarly, we would be grateful if you could provide us with any information that you feel the Presidency needs to know regarding food preferences, health concerns and special needs. If you feel that no particular information needs to be shared with the Presidency in these two sections, please fill in the section by a comment to that effect.

→ The Programme tab - Please confirm your attendance to the ministerial meeting for one or two days, and to the cocktail reception at the end of the first day by registering for the respective programmes in this tab.

For speaker(s) and panellist(s) from outside of Belgium

Speaker(s) or panellist(s) who are invited by the organisation to take an active part in the conference will be provided accommodations for a maximum of the duration of the conference. Therefore it is imperative to fill in the following tabs:

- The Transport tab - The organisation will rely on you to organize your transport to and from Belgium. We would be grateful however to obtain information on your arrival and departure in the "Transport" tab.
- The Hotel tab - Please select the "hotel" option, to confirm that will be staying in one of the pre-booked rooms for either 1 night (12th March to 13th March 2024) or 2 nights (12th to 14th March 2024). **This confirmation is essential to guarantee the rooms.**

Additional costs (drinks, mini bar, lunches, dinners, etc.) will be borne by the speaker(s) or panellist(s).

Similarly, the accommodation of other participants, not approved by the organization as a panellist or speaker, and their additional costs will be borne by the speaker(s) or panellist(s).

Annex 4. Accreditation guide for all other participants

Step 1 - Identification

To access the accreditation platform, you must create an account with your first name, surname and email address, which will be used as your username. You will then receive an account activation email from the accreditation system. Once you have registered and activated your user account, you will be able to log in to the accreditation platform at any time, allowing you to

- Register for the different sessions or workgroups you wish to attend.
- Check the status of your applications.
- Complete or modify your personal details or those of your organisation.

Step 2 - Access to the platform

When you access the platform, you must first fill the personal information. Please note that this is a preliminary step that does not count as an accreditation.

Once the personal information has been confirmed, you will be taken to a page where you can enter the personal details of your Head of Delegation and the delegates.

Step 3 - Accreditation of the delegation

In order to accredit your delegation, it is imperative to fill in the different tabs: Profile - Programme).

→ The Profile tab - You are asked to provide :

- Full name, position, date of birth, nationality of the delegates.
- A photo in official format.
- Number, type and expiration date of their identity document.

Similarly, we would be grateful if you could provide us with any information that you feel the Presidency needs to know regarding food preferences, health concerns and special needs. If you feel that no particular information needs to be shared with the Presidency in these two sections, please fill in the section by a comment to that effect.

→ The Programme tab - Please confirm your attendance to the ministerial meeting for one or two days, and to the cocktail reception at the end of the first day by registering for the respective programmes in this tab.