



IMPORTANT INFORMATION FOR PARTICIPANTS

Programme

The session will run from **Tuesday 15 at 13.00 to Friday 25 October** and a detailed programme will be sent to you as soon as available. You must be present for the full duration of the session.

Administrative arrangements

Please send the following documents to Rosa-maria.Galan-Saucedo@ec.europa.eu by 7 June at the latest.

- A colour photo in the following format (**same format as for passport or ID card**):
 - head & shoulders,
 - plain background,
 - jpg-format (pixels: 432 horizontal x 576 vertical; between 20 and 50 KB).
- A copy of your passport or ID-card.
- The excel sheet with your job-shadowing preferences.

It is your responsibility to ensure that you bring any relevant documents necessary for your medical cover within the European Union and/or arrange appropriate travel/medical insurance.

The programme includes a 2-day visit to Luxembourg and Strasbourg. We ask you to bring a small bag for this trip: you will be able to leave your main luggage in storage at the hotel in Brussels.

Travel arrangements

Please note that transport costs to and from Brussels are no longer covered by the European School of Administration (EUSA) and you are entirely responsibility for making your own travel arrangements.

Accommodation

The European School of Administration will cover the cost of your accommodation, including breakfast, Wifi is offered free of charge in each of the hotels. Please inform the School if you do not stay at the Motel One during the week-end in order not to be charged.

If there are no flights from your country of residence on the morning of 15 October that allow you to arrive for the beginning of the programme, please contact Rosa Galán at the latest on 6 September if not we cannot have the guaranty to have availability in the hotel. The same applies if you cannot reach your home country on Friday after the end of the programme.

- Accommodation in Brussels will be at

MOTEL ONE
Rue Royale, 120
1000 Brussels (Belgium)

Phone : +32/2/ 2 09 61 - 10
Fax : +32/2/ 2 09 61 - 11
brussels@motel-one.com
Tél. : +32 (0)2 230 85 55

Metro station: Parc/Park

<http://www.motel-one.com/en/hotels/brussels/brussels/>

- EUSA will transport you by coach to Luxembourg on Sunday afternoon 20 October to visit the European Court of Justice and the European Court of Auditors the following morning. Accommodation in Luxembourg will be at:

MELIA
1 Park Drai Eechelen,
1499 Luxembourg

Phone: +352 27 33 31

http://www.melia.com/fr/hotels/luxembourg/luxembourg/melia-luxembourg-fr/index.html?utm_adg=google_ppc_brand&exkeyword=+melia%20+luxembourg_b_2023897453_9_1t1&subid=c_&brand=1&mkwid=sWPegCtLD_dc&pcrid=77937233539&pkw=+melia%20+luxembourg&pmt=b&nfxsid=5603e5898b2531443095945&gclid=COeRtfsnskCFULjGwodTbgKYA

- The coach will take you to Strasbourg during the afternoon of 21 October where the next day you will visit the European Parliament and the European Ombudsman. Accommodation in Strasbourg will be at:

IBIS Style Stade de la Meinau STRASBOURG
222 Avenue de Colmar, 67100 Strasbourg, France
Phone: +33 3 88 60 10 52

<https://www.accorhotels.com/fr/hotel-6202-ibis-styles-strasbourg-stade-de-la-meinau-ex-ibis/index.shtml>

- The coach will return to Brussels by approximately 22.00 on 22 October with a meal stop (at your expense) en route.

End-of-programme dinner

The EUSA will host an end-of-programme dinner for you on the evening of 24 October. More details will be communicated after your arrival. There is no fixed dress code.