

e-Infrastructure Reflection Group Delegates meeting

Luxembourg

16-17 September 2015

Practical Information



The Luxembourg Presidency is delighted to host the **e-Infrastructure Reflection Group Delegates meeting**. This practical information guide will assist you during your stay in Luxembourg. We welcome you to Luxembourg and hope you enjoy our hospitality.

I. Venue and Accreditation

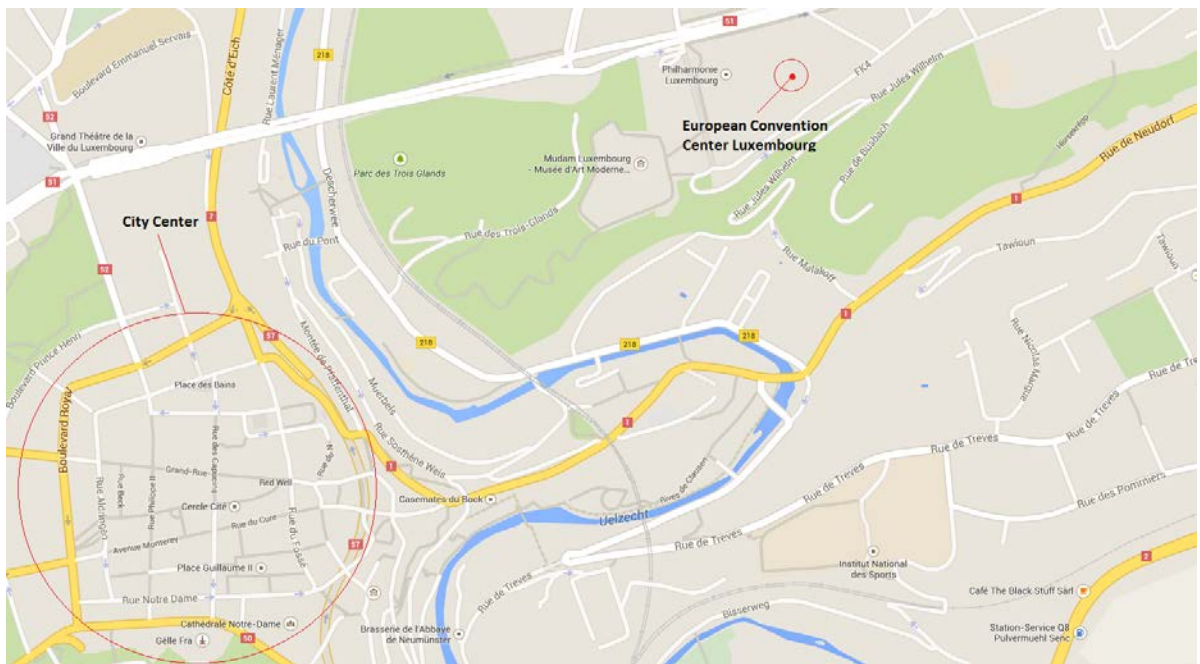
Venue

The meeting will take place at the **European Convention Center Luxembourg (ECCL)**– 4, place de l’Europe, L-1499 Luxembourg – located at 2 km from the city-centre, 5 km from the train station and 8 km from the airport.

Free **Wi-Fi** will be available throughout ECCL. The login details and password will be displayed in the meeting room.

The facilities are fully accessible to persons with disabilities and assistance will be provided if needed.

For further information about the ECCL, you can visit <http://www.luxcongress.lu/en> or consult the map below:



Accreditation

Participants are requested to register on the e-IRG website for the meeting **and** on the accreditation system of the Presidency. Please register first on the e-IRG website, where you will be redirected to the accreditation system. An access-code for the accreditation system will be shown. The self-registration for delegations is available as from 1 July 2015.

If you are not redirected automatically, the self-registration system can be accessed at the following address:

<https://delegate.eu2015lu.eu>

Please create your account and then register with the access-code provided to you on the e-IRG website. In case you do not have this access-code or have other questions, please contact secretariat@e-irg.eu or admin@restena.lu.

For registering, you need to upload a recent photo or use the integrated webcam tool.

The deadline for registration is **2 September 2015**. This is a firm deadline! In case of any changes after the accreditation deadline and for any other requests concerning registration, please contact: presidency@mesr.etat.lu

by phone: (+352) 247-76619 / (+352) 621 206 637

II. Accommodation

a) Accommodation pre-booked by the Presidency

For all the participants of the meeting the Presidency has pre-reserved rooms **for 1 night** (16.09.15) at the

Mercure Grand Hôtel Alfa Luxembourg****

16, Place de la Gare
L-1616 Luxembourg
Tel. (+352) 49 00 11 1

A special room rate of **188€** (incl. breakfast) for a standard room has been arranged by the Presidency. Please note that the availability and special rates cannot be guaranteed after **17 August 2015 and no additional night(s) be booked**. To book this hotel, please use the link provided by the presidency to the online booking platform:

presidence2015.lcto.lu

To access the booking system, please use the same access code as for the self-registration. Then, please follow the instructions displayed on the booking platform. To confirm your booking, you will need a valid credit card.

Please note: **Your reservation is only complete once you receive an email confirmation.**

For logistical reasons, **please return to the online accreditation system (<https://delegate.eu2015lu.eu>) after your booking is complete and confirmed to indicate the chosen hotel** in the "Hotel" option. **This allows the Presidency to organise the transportation to and from the dinner location on the evening 16th September from this hotel.**

b) Other pre-booked accommodations

OPTION 1: A limited amount of rooms has been pre-reserved for participants for **1 to 2 nights** (16+17.09.15) at the

IBIS Luxembourg Aéroport Hotel***

Route de Trèves
L-2632 Findel/Luxembourg
Tel. (+352) 43 88 01

This hotel is ideally located at the airport quite close to the venue and can be reached by bus 16.

A room rate of **115€** (incl. breakfast) for a single room and **125€** (incl. breakfast) for a double room have been arranged. To book this hotel, please fill out the reservation form (separate document) and send it back via email or fax to the hotel. Please note that the availability cannot be guaranteed after **31 August 2015**.

OPTION 2: A limited amount of rooms has been pre-reserved for participants **for 1 night** (16.09.15) at the **Best Western Plus Grand-Hotel Victor Hugo******

3-5 Avenue Victor Hugo
L-1750 Luxembourg
Tel. (+352) 26 27 440

This hotel is close to the venue, which is in walking distance. Many buses are available.

A room rate of **145€** (incl. breakfast) for a standard single room and **165€** (incl. breakfast) for a single-superior room have been arranged. To book this hotel, please fill out the reservation form (separate document) and send it back via email or fax to the hotel. Please note that the availability cannot be guaranteed after **20 August 2015 and no additional night(s) be booked**.

OPTION 3: A limited amount of rooms has been pre-reserved for **1 to 2 nights** (16+17.-09.15) at the **Best Western Euro Hotel******

11, route de Luxembourg
L-6182 Gonderange (12 km from Luxembourg)
Tel. (+352) 78 85 51

Room rates of **84€** (incl. breakfast) for a single room or **107€** (incl. breakfast) for a double room have been arranged. Use bus 110 from "Gonderange-Stohlbour" to "Centre-Badanstalt" walk to "Centre- Fondation Pescatore"-station and take one of the bus-lines 1 - 8 - 16 to "Philharmonie/MUDAM". Other connection: walk to "Gonderange-Schoul" (750m) and take the direct bus 120 to "Philharmonie-MUDAM".

To book this hotel, please send an email to **info@eurohotel.lu** with the booking code "**RESTENA**", your **name, credit card number, number of nights and room type**. Please note that this offer is valid until **15 August 2015**.

c) Other hotel recommendations (not pre-booked)¹

Please consider that in the following hotels no arrangements have been made and the indicated rates are only approximate rates.

Hotel Sofitel Luxembourg Europe ***** (~390€/night)

Hotel Parc Belair Luxembourg **** (~170€/night)

Hotel Parc Plaza ***^{SUP} (~140€/night)

Hotel Parc Belle-Vue *** (~140€/night)

You may check the common hotel booking sites (www.booking.com, www.hotels.com, www.hrs.de).

The LCTO (Luxembourg City Tourist Office (www.lcto.lu)) will also assist you in finding the hotel of your choice.

III. Badges

Badges will be distributed at the meeting venue.

¹ N.B. Due to several Presidency events taking place on the same dates in Luxembourg, there are limited accommodation options. It is therefore in your best interest to confirm your reservation as soon as possible, since there is a great risk that the hotels in Luxembourg City and surroundings will be fully booked or that the only rooms available will be sold at much higher prices.

IV. Gala Dinner

All delegates are cordially invited to the official **gala dinner on 16th September** at “Bourglinster Castle”, located 17 km from Luxembourg-Kirchberg.



Rue du Château 8, L-6162 Bourglinster

www.bourglinster.lu

Shuttle services to and from the dinner venue will be provided and will depart from Mercure Grand Hotel Alfa. The **meeting point** for the gala dinner will be in the **lobby of the Mercure Grand Hotel Alfa**. Details about the timing of the buses will be confirmed closer to the date.

Dietary restrictions can be confirmed via the accreditation system.

V. Transportation

Delegates residing at “Mercure Grand Hotel Alfa Luxembourg” can easily reach the European Convention Center by bus from the Railway Station. For further details concerning public transport please refer to the information below. Transportation from or to the airport is not provided by the Presidency.

a) Luxembourg Airport

Luxembourg Airport (LUX) is situated just 9 km from the City Centre and from the “European Quarter” Kirchberg.

Luxembourg Airport Contact

Phone: (+352) 24 640 | www.lux-airport.lu

Luxair Luxembourg Airlines (Reservation, Sales and Ticketing):

Call Centre: (+352) 2456 4242 | www.luxair.lu

b) Taxi

Taxi services are available 24 hours a day and are located outside the arrivals area at Luxembourg Airport. Average prices: Airport to Kirchberg: **30€**, Airport to City Centre: **35€**.

Contact information for taxis:

Webtaxi: (+352) 27 515, www.webtaxi.lu

Colux: (+352) 48 22 33, www.colux.lu

Alotaxi: (+352) 28 37 18 73, <http://alotaxi.lu>

Procab: (+352) 28 108, www.procab.lu

c) Public Transport

Bus and train tickets cost 2 € and are valid for 2 hours or a full-day ticket for 4€.

Bus No 16 connects the airport to the European Convention Center (Bus stop “Philharmonie/MUDAM”), the City Centre (Bus stop “Boulevard Royal”) as well as the Railway Station / Mercure Grand Hôtel Alfa. It runs every 10 minutes from Monday to Friday and every 20-30 minutes on evenings and weekends.

Tickets may be purchased at automatic machines situated next to most bus stops, through the mobile app “mobiliteit.lu” or from the driver.

Information and bus and train schedules can be requested here:

Mobilitéitszentral: www.mobiliteit.lu / Call Centre: (+352) 2465 2465

CFL (International Trains): www.cfl.lu / Call Centre: (+352) 2489 2489

d) By car

From Belgium: Enter Luxembourg. Continue along: E25/A6 and head towards Luxembourg. Take the exit 4 towards: Strassen / Luxembourg-Centre. Turn left, continue along N6 and head towards Luxembourg-Centre. Turn right onto N51 / Place de l’Etoile. Continue to follow N51. Turn left onto CR 211B/Place Winston Churchill. Turn left onto CR 211/Boulevard Joseph II. Continue to follow Boulevard Joseph II. Stay straight to go onto N51/Boulevard de la Foire. Keep left at the fork to go on N51. Keep right at the fork to go on N51 / Avenue John F. Kennedy. Keep right at the fork to go on John F. Kennedy.

From France: Enter Luxembourg. Continue along A31/E25 and head towards Luxembourg. Take the A3 exit towards Aéroport / Trier / Ettelbrück / Echternach. Take the A1 exit, Exit 8 towards Plateau de Kirchberg Foire-Messe. Follow towards Luxembourg-Centre. Quartier Européen Sud, keep left and drive through the tunnel. Stay on N51/ Avenue John F. Kennedy. Drive until the entrance of the parking Place de l’Europe.

From Germany: Enter Luxembourg. Continue on A1 towards Luxembourg. Exit 8 towards Luxembourg-Centre. Follow towards Plateau de Kirchberg / Luxembourg-Centre. Follow towards Luxembourg-Centre. Quartier Européen Sud, keep left and drive through the tunnel. Stay on N51/ Avenue John F. Kennedy. Drive until the entrance of the parking Place de l’Europe.

e) By rail

Arrival at Luxembourg central station. The station is about 5 km from the meeting venues. For detailed train timetables, please consult the CFL website. Information on train schedules can be requested here:

CFL (International Trains): www.cfl.lu / Call Centre: (+352) 2489 2489

A high speed train is operating between France and Luxembourg (2 hours from Paris to Luxembourg). Information on train schedules can be requested here:

Voyages-SNCF: <http://tgv.lu.voyages-sncf.com/fr/tgv-luxembourg-paris>

Direct bus connections from the central station to the ECCL: **1 – 8 - 16.**

The more, all buses marked by “**EUROBUS**” operate between the central station and Kirchberg. Exit at the bus stop: **Philharmonie/MUDAM.**

VI. About Luxembourg

Information about Luxembourg-City can be found on the official website of the Luxembourg City Tourist office: www.lcto.lu or by visiting the information desk in the City Centre:
LCTO | 30, place Guillaume II | L-1648 Luxembourg



For information about all the regions in Luxembourg, please visit:
www.visitluxembourg.com

Official Portal of the
Grand-Duchy of Luxembourg:
www.luxembourg.lu



VII. Useful information

Time: GMT+2 (Brussels, Berlin, Paris)

Languages: Luxembourgish is the national language of Luxembourg. Luxembourgish, French and German are the administrative languages. Most of the population of Luxembourg is fluent in English.

Emergency numbers: Police: 113 / Fire or Medical Service: 112.

International dial code for Luxembourg: +352

Currency: The currency of Luxembourg is the Euro.

Credit cards: All major credit cards are generally accepted everywhere.

Smoking: Smoking is prohibited in all indoor public places.

Shop opening hours: Most shops in Luxembourg-City close at 18:00.

Electricity: standard is the European type 2 pin sockets with 220 volts.

VIII. Contact information

For general queries pertaining to organisational matters of this meeting, please contact the Luxembourg Presidency Coordination Office (GPO): gpo@mae.etat.lu

We look forward to seeing you in Luxembourg!

