

General Information Package

NIAG meetings



NATO HQ, Brussels, Belgium

General Information Package

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Enclosure 1: Maps

Enclosure 2: Transportation

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1. MEETING ARRANGEMENTS

Meetings will take place at NATO Headquarters in Brussels, Belgium. You will find [here](#), useful maps of the New NATO Headquarters.

1.1. REGISTRATION

Enrollment is to be made on the [Defence Investment Portal](#) (no log-in credentials needed) and will open a few weeks prior to the meeting date; more information and instructions will be published in a calling notice for the related event.

The deadline for registration for meetings is to be respected to facilitate successful planning, Thank you for your understanding.

1.2. ACCESS TO NATO HQ / NATO PASS

Access to NATO HQ site is via the South Entrance on Boulevard Leopold III ([see map 1](#) at Enclosure 1).

In order to enter NATO HQ premises, you must have a valid unescorted pass/visitor badge which will be delivered to you at the Pass Office desk located at the South Guardhouse (map 1).

Access to NATO Headquarters is to be arranged strictly through your national Delegation. Participants are requested to contact their respective national delegations to NATO HQ at least **seven working days before the meeting** and request access to NATO HQ (pass/visitor badge).

- Participants with a valid security clearance will have to request an entrance pass that will be waiting for them at the NATO Security Office (NATO HQ's South Entrance, Boulevard Leopold III, 1110 Brussels - Belgium).
- Participants without a valid security clearance will only be able to enter the NATO HQ premises if their national delegation to NATO HQ is willing to escort the participant during his/her stay at the NATO HQ. They will need a visitor badge as well.

- c. If the respective national delegation to NATO HQ is not able/willing to escort the participant without a valid security clearance, the participant will not be able to attend the meeting.

Delivery of an access pass/visitor badge is a national responsibility. The NATO International Staff (IS) supporting the NIAG has no role in the access process and will not provide an escort.

You are kindly advised to check whether your request has been received / processed at NATO HQ by your respective Delegation, prior to your travel, to make sure that your pass will be ready.

Should you have access problems upon arrival, you are required to contact your respective Delegation (please make sure you have the coordinates of a POC within your delegation), as the International Staff cannot validate your security clearance / access. This is a national issue.

Any query concerning the access procedures should be directed to national delegations (a list of security officers is available at Annex 3).

Given the large number of visitors to NATO HQ, please note that processing through the Security Office on the day of the meeting will take some time and that delegates should plan to arrive at NATO HQ's South Entrance (Boulevard Leopold III, 1110 Brussels, Belgium) well in advance of the start of the meeting. It is recommended to arrive at the Headquarters no less than 30 minutes before the start of the meeting.

Your pass/visitor badge must be worn visibly inside the HQ. The transfer of passes/visitor badges to others is strictly prohibited. At the end of the meeting, expired passes/visitor badges must be deposited in the drop-off boxes located near the exit of the South Security Office.

1.3. CONFERENCE ROOM

The room number for your meeting will be notified on the information screens (see map 3) as you enter the conference centre.

1.4. INTERNET ACCESS

A wireless internet connection is available throughout NATO HQ.

To access it you will need a login and password which can be obtained upon request at the Security Desk where you pick up your badge.

2. HANDLING AND USING VISITOR MOBILE DEVICES AT NATO HQ

The use of non-NATO HQ managed mobile devices (either privately owned or other official) is regulated within NATO HQ. Mobile devices include phones, tablets and laptops as well as any wearable and other electronic devices with transmitting and recording capabilities. **Please note that you cannot film, take pictures or record anywhere on NATO HQ premises.**

Visitors' cameras should be deposited for the duration of the visit with security at the Guard House, in exchange for a numbered token.

Using your mobile device (Internet/Data and phone calls only) is only allowed in the Public Square, parking and Staff Centre areas.

Cameras, audio/video recording devices and any type of transmission equipment is not allowed within the conference rooms. This rule is also applicable to the use of all devices equipped with a camera e.g. GSMs, PDAs, laptops, etc.

Cell phones are not permitted in the conference rooms and must be left at the conference room front desk/in your hotel/with your Delegation. **Laptops not equipped with a camera** are allowed in the conference rooms for meetings at the NU or NR level on condition that all sound has been switched off.

Portable computer equipment of attendees may not be connected to NATO HQ networks. Note that NATO cannot accept responsibility for damaged, lost or stolen items (e.g. laptop computers, mobile telephones, etc.).

3. LUGGAGE, SUITCASES, BRIEFCASES, ETC.

Suitcases, briefcases, etc. can be either left at the South Guard entrance or taken along in the NATO HQ but shall not be left unattended except inside the conference rooms.

Lockers are available in the Conference Room Area for daily storage (map 3 ).

You can store there briefcases with material classified up to NR. Material classified NC and above has to be left overnight at the Delegations/Missions.

For the personal carriage of classified material NC or above, the attendee must have a courier certificate. Special requirements have to be arranged in advance with the Chairman.

4. CATERING FACILITIES

The following catering services are available in the Public Square:

- Cafeteria (map 4 ) from 11:30h to 14:30h;
- Coffee Shop (map 4 ) and Sandwich Shop (map 4 ) from 07:30h to 18:00h;
- Minimarket (map 4 ) 07:30h to 18:00h.

4.1. REFRESHMENTS

Coffee and tea is not served in the Conference area but can be purchased at the coffee and sandwich shops. **Beverages and food cannot be brought inside the Conference rooms.**

4.2. LUNCHES

Meals are served in the cafeteria. Sandwiches and snacks can be bought at the minimarket and the coffee and sandwich shops.

4.3. PAYMENT

Note that you can pay in cash (Euros) and by Credit Card. Several cash dispensers can be found in the Public Square, close to the banks (map 4 ).

5. TRANSPORTATION

You will find at Enclosure 2 information on how to get to NATO HQ along with a local map.

There is a taxi stop right in front of the South Entrance of NATO HQ (located on Boulevard Leopold III).

Entrance into NATO HQ with a private vehicle is NOT allowed for non-NATO HQ Staff members.

A limited number of parking spaces are available in the Visitors Parking (map 1 ).

All vehicles may be subjected to search by the security staff.

6. ACCOMMODATION

Attendees are responsible for their own travel and hotel arrangements.

Most hotels in Brussels have preferential rates for participants attending NATO meetings - please ask directly with the hotel when making your reservation. Please consult the non-exhaustive list of hotels in the various areas at Enclosure 3.

The closest hotels are the [Parker Hotel](#) and the [Holiday Inn Brussels Airport](#). Both offer NATO negotiated rates and have free shuttles to/from the airport. The Parker Hotel also has a free shuttle to NATO HQ.

Use the code **140120** to book a room online at NATO negotiated rates at the Parker Hotel.

NATO Roomtrust

Alternatively, you can also use the following online system: <https://nato.roomtrust.com/visitor> to make your reservation which will allow you to access a booking system with current availability and details of hotels in Brussels with NATO rates. Please use the code **5uViN49w** to gain entry. (It is best to use Internet Explorer as problems occur with Google Chrome)

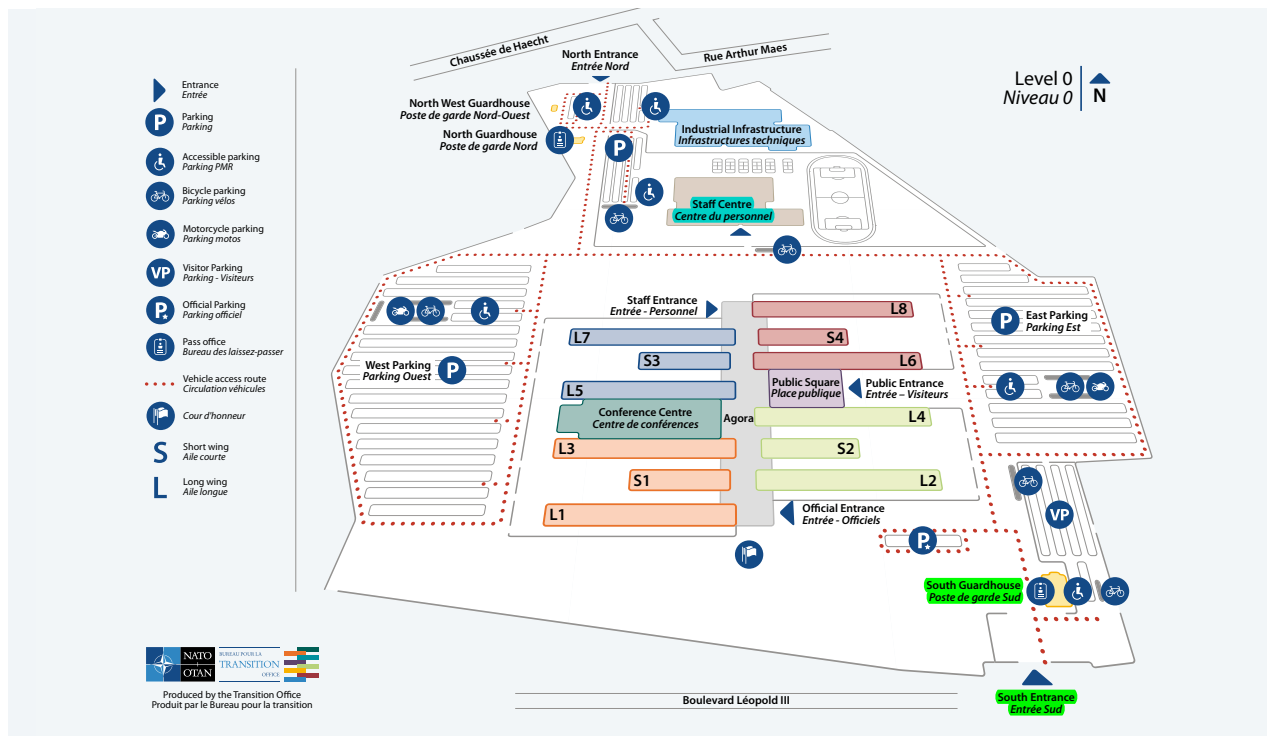
Note that all hotels may not be shown on this booking system (as, for example, the [Courtyard Hotel by Marriott](#)).

MAPS

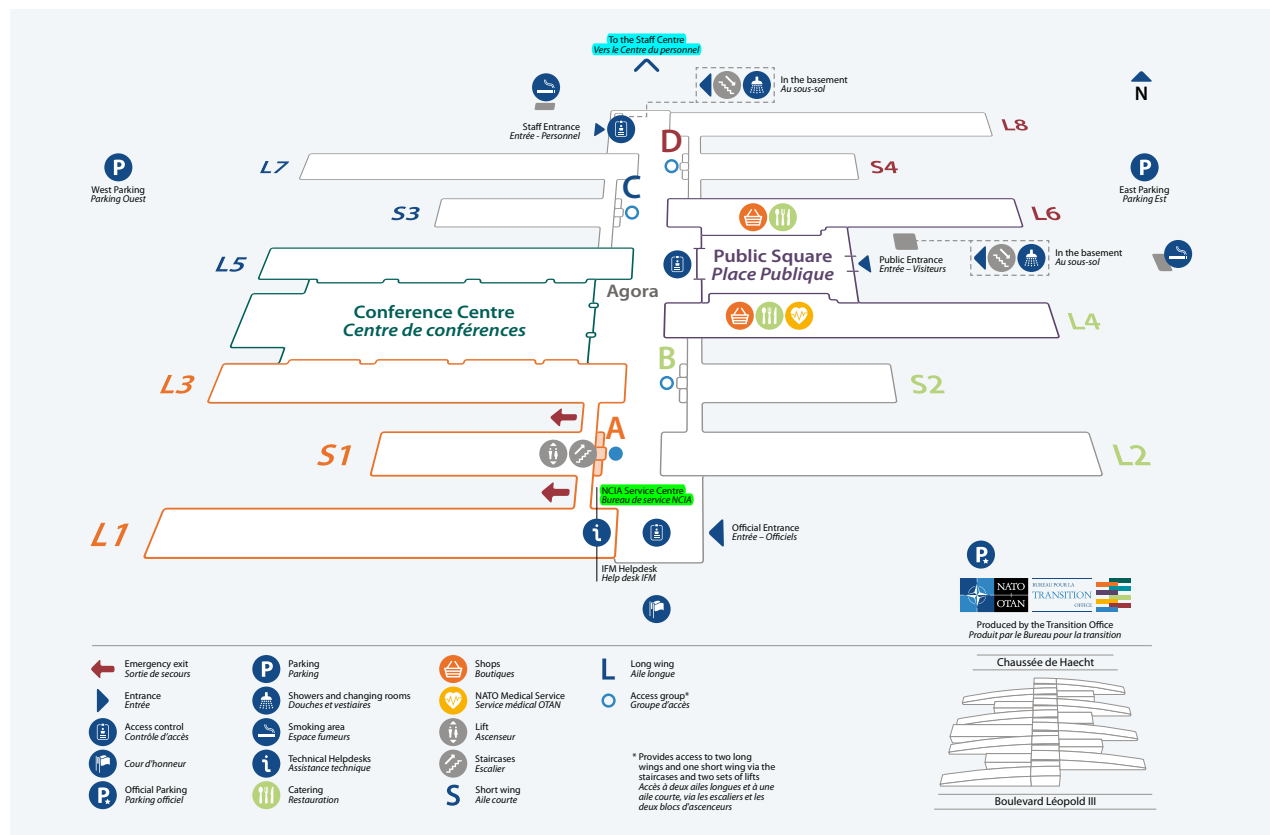


Maps

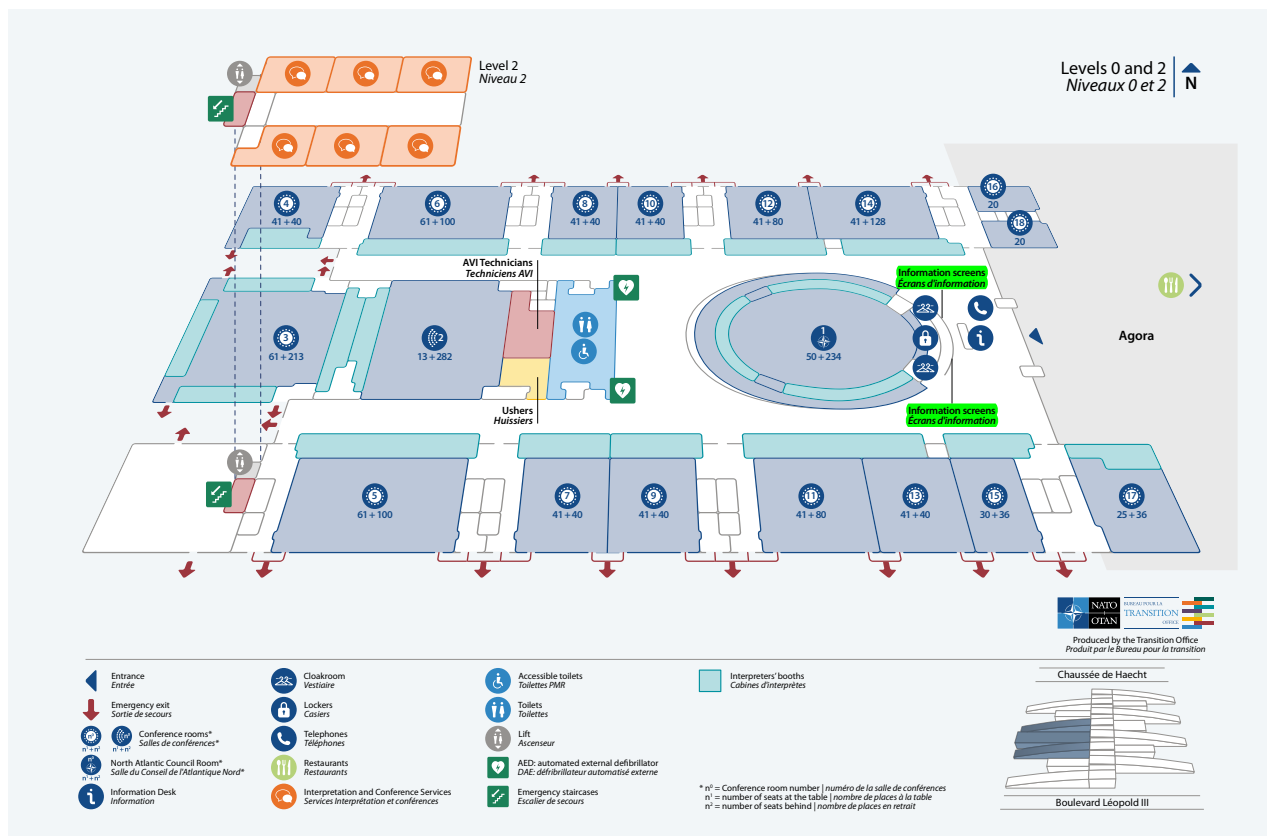
8.1 NATO HEADQUARTERS SITE



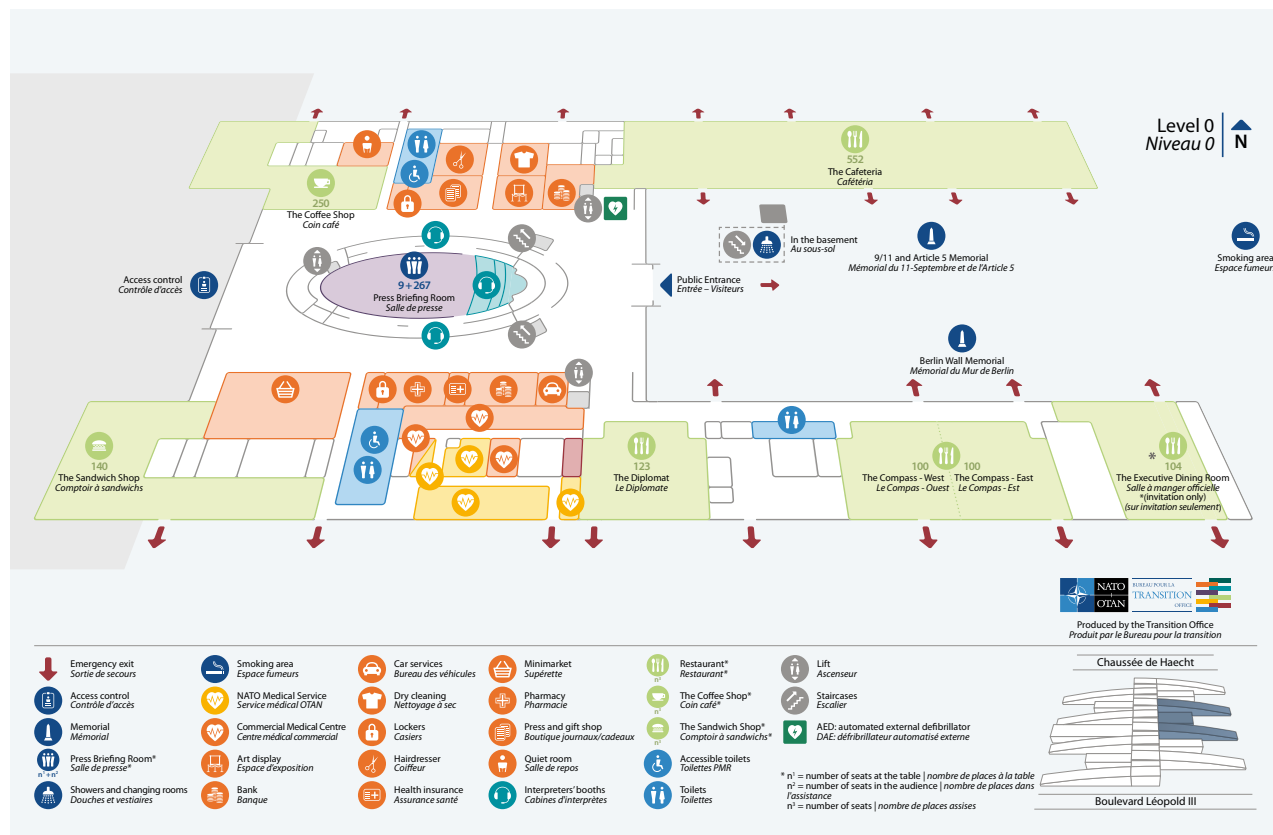
8.2 NATO HEADQUARTERS MAIN BUILDING



8.3 CONFERENCE CENTRE



8.4 PUBLIC SQUARE



MOBILITY

ENCLOSURE 2

2

**Disregard information
underlined in red**



2

Mobility

2.1 ACCESS TO NATO HQ



NATO HQ is located at the following address:

NATO Headquarters
Boulevard Léopold III
B-1110 Brussels

The official address for deliveries is:

NATO Headquarters
Industrial Infrastructure Building
Reception Service
Rue Arthur Maes 1
B-1130 Brussels

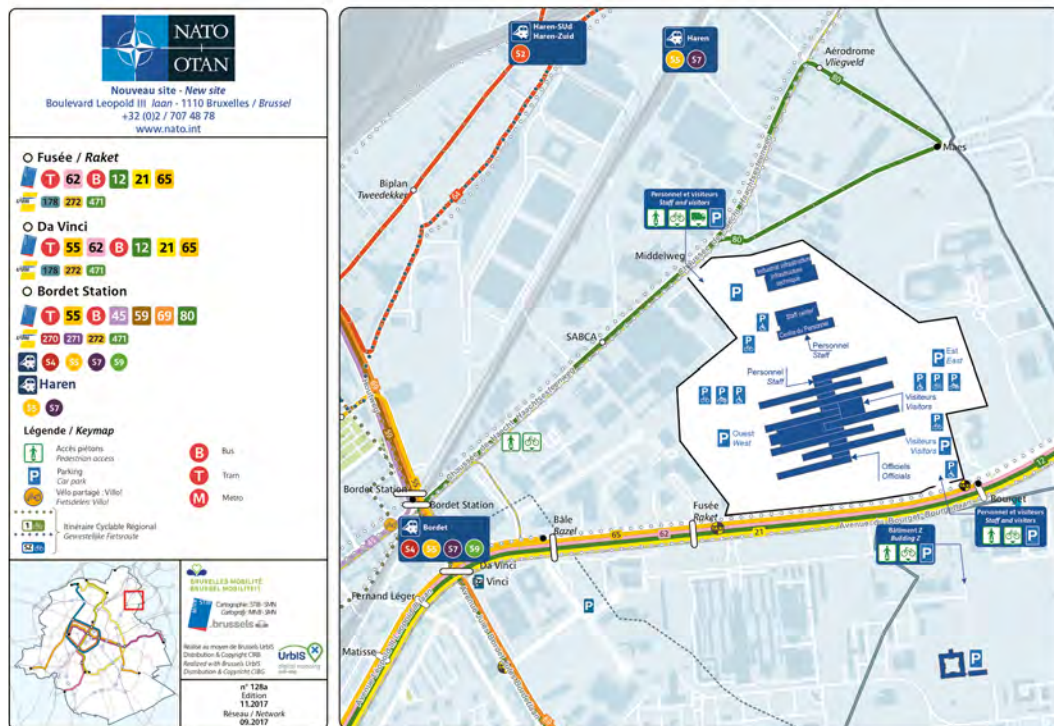
The GPS coordinates for the North and South Gates are as follows:

North Gate:
N 50°53',3.412" (N 50.884281);
E 4°25',21.229" (E 4.422564)

South Gate:
N 50°52',42.049" (N 50.878437);
E 4°25',46.348" (E 4.429541)

2.2 PUBLIC TRANSPORT

NATO HQ is located between Brussels Airport and the city centre.
You can reach NATO HQ by train, tram or bus.





When planning your route

The name of the **MIVB/STIB bus stop** in front of the NATO HQ South Entrance is Bourget.

The **bus stop** in front of the North Entrance is called **Middelweg**.

2.2.1 Train

The Belgian rail company NMBS/SNCB operates a railway service from two train stations on line 26. The stations are located close to NATO HQ at Bordet and Haren. Line 26 connects Halle to Mechelen. From the Bordet or Haren stations you can travel to the European institutions or to the city centre. It takes about ten minutes to walk from these two stations to NATO HQ. From Bordet station, you can take the tram to cover the distance to the HQ.

Please visit <http://www.belgianrail.be> to plan your trip to NATO HQ.

2.2.2 Tram

Two tram lines operated by MIVB/STIB serve the NATO HQ. Line 62 stops right in front of the HQ. You must get off at the "Bourget" stop. Line 62 connects NATO and Eurocontrol to the Jette cemetery.

Line 55 will take you from the "Da Vinci" stop, which is about 1.25 km away from NATO HQ and close to Bordet station, to the North train station (Gare du Nord/Brussel-Noord train station), close to the city centre.

Please visit <http://www.stib-mivb.be> to plan your trip to NATO HQ.

2.2.3 Bus

The MIVB/STIB and De Lijn operate bus services which connect NATO HQ to the airport, the city centre and the major train stations in Brussels.



The MIVB/STIB offers four lines that serve NATO HQ: 12, 21, 65 and 80. If you are arriving at Brussels Airport in Zaventem, you can take bus 12 to Place Luxembourg which runs every 20 minutes on Mondays to Fridays between 05:00 and 20:00. Outside those hours and during the weekend it is replaced by bus 21, which follows the same route but with more stops. Bus 65 connects NATO to Central train station (Gare Bruxelles Centrale/Brussel-Centraal station).

The stops for lines 12, 21 and 65 are located in front of the HQ South Entrance.

Line 80 connects Porte de Namur and Maes with stops at Place Luxembourg, Mérode, Bordet and Middelweg, right in front of the HQ North Entrance

De Lijn offers four lines: 270, 271, 272 and 471. Lines 272 and 471 both connect the airport to Brussels North train station (Gare du Nord/Brussel-Noord). The 272 line is slower whereas the 471 bus line is an express service. The stops for lines 272 and 471 are located in front of the HQ South Entrance. Lines 270 (Brussels-Keerbergen) and 271 (Brussels-Kampenhout) allow you to travel between the North train station (Gare du Nord/Brussel-Noord) and NATO HQ, but their stops are located at the North Entrance

Feel free to visit <http://www.stib-mivb.be> or <http://www.delijn.be> to plan your trip to NATO HQ, the city centre or Brussels airport.

When planning your route

The name of the **De Lijn bus stop** in front of the NATO HQ South Entrance is **"Haren Bourget"**. The bus stop number to use in the search field if you plan your route online is 304190 to go from NATO HQ to the airport or 304191 to go from NATO HQ to the Gare du Nord/Brussel-Noord train station. The name of the **De Lijn bus stop** in front of the NATO HQ North Entrance is **"Middelweg"**. The bus stop number to use in the search field is 300939 to go from the Gare du Nord/Brussel-Noord train station to NATO.



2.2.3.1 The Mobib Card

The MOBIB card provides a consolidated way to access transport tickets from the four Belgian public transport operators: SNCB, STIB, TEC and de Lijn. Please visit their websites to learn all the details about the MOBIB card: mobib.be

2.3 ORIENTATION

To enter the NATO Headquarters site staff may use either the South Entrance or the North Entrance. Visitors can only enter through the South Entrance and go directly to the Pass Office in the South Guardhouse. Deliveries must always arrive at the North Entrance. The site includes three buildings: the main headquarters building, the Staff Centre and the Industrial Infrastructure, where deliveries arrive.

The main NATO HQ building is composed of eight long wings and four short wings. Two long wings and one short wing are served by an access group. There are four access groups in the building, labelled A, B, C and D, providing access to the upper floors of the wings via a staircase and four lifts each.



<i>NATO and Airport Area</i>	<i>Address</i>	<i>Zip code</i>	<i>City</i>	<i>Phone</i>	<i>Website</i>
Parker Hotel Brussels Airport	Bessenveldstraat 15	1831	Diegem	+32 (0)2 713 66 66	parkerhotelbrusselsairport.com
Holiday Inn Brussels Airport	Holidaystraat 7	1831	Brussels	+32 (0)2 720 58 65	www.holiday-inn.com
Ibis Brussels Airport	Bessenveldstraat 17	1831	Diegem	+32 (0)2 725 43 21	www.ibishotel.com
Courtyard by Marriott Brussels Hotel	Avenue des Olympiades 6	1140	Evere	+32 (0)2 337 08 08	www.marriott.com
Mercure Brussels Airport	74 avenue Jules Bordet	1140	Evere	+32 (0)2 726 73 35	www.mercure.com
Thon Hotel Brussels Airport	Berkenlaan 4	1831	Diegem	+32 (0)2 721 77 77	thonhotels.com
Pentahotel Brussels Airport	Berkenlaan 5	1831	Diegem	+32 (0)2 725 33 80	pentahotels.com
Hotel NH Brussels Airport	De Kleetlaan 14	1831	Diegem	+32 (0)2 203 92 52	nh-hotels.com
Van Der Valk Hotel Brussels Airport	Culliganlaan 4	1831	Machelen	+32 (0)2 277 20 00	hotelbrusselsairport.com
Crowne Plaza Brussels Airport -10 minutes drive	Leonardo Da Vincilaan 4	1831	Machelen	+32 (0)2 416 33 33	ihg.com
<i>European Commission and Montgomery Area</i>	<i>Address</i>	<i>Zip code</i>	<i>City</i>	<i>Phone</i>	<i>Website</i>

Monty - Small Design hotel	Boulevard Brand Whitlock 101	1200	Brussels	+32 (0)2 734 56 36	www.monty-hotel.be

Renaissance Brussels Hotel	Rue du Parnasse 19	1050	Brussels	+32 (0)2 505 24 75	www.renaissance.com
Sofitel Brussels Europe	Place Jourdan 1	1040	Brussels	+32 (0)2 235 51 31	www.sofitel.com
<i>Downtown Area</i>	<i>Address</i>	<i>Zip code</i>	<i>City</i>	<i>Phone</i>	<i>Website</i>

Alma Hotel	Rue des Eperonniers 42-44	1000	Brussels	+32 (0)2 502 28 28	www.almahotel.be/
Aris hotel	Rue Marché aux Herbes 78-80	1000	Brussels	+32 (0)2 514 43 00	www.arishotel.be/
Atlas Hotel	Rue du Vieux Marché aux Grains 30	1000	Brussels	+32 (0)2 502 60 06	www.atlas-hotel.be
Scandic Grand Place	Rue d'Arenberg 18	1000	Brussels	+32 (0)2 548 18 11	www.scandichotels.com/grandplace
Thon Hotel Brussels City Centre	Avenue du Boulevard 17	1210	Brussels	+32 (0)2 205 15 11	www.thonhotels.be
Marivaux Hotel	Bld Adolphe Max 98	1000	Brussels	+32 (0)2 227 03 03	www.hotel-vendome.be

Adagio Brussels Centre Monnaie	Boulevard Anspach 20	1000	Brussels	+32 (0)2 212 93 00	www.adagio-city.com
Brussels Marriott Hotel	Rue Auguste Orts 3-7	1000	Brussels	+32 (0)2 505 25 00	www.marriott.com
Crowne Plaza Hotel Brussels - Le Palace	Rue Gineste, 3	1210	Brussels	+32 (0)2 274 58 05	www.ichotels.com/gov-online
Novotel Brussels Centre Tour Noire	Rue de la Vierge Noire 32	1000	Brussels	+32 (0)2 620 04 28	www.novotel.com
NH Du Grand Sablon	Rue Bodenbroek 2/4	1000	Brussels	+32 (0)2 518 11 00	www.nh-hotels.com
Hotel Le Plaza Brussels	Boulevard Adolphe Max, 118-126	1000	Brussels	+32 (0)2 278 01 00	www.leplaza-brussels.be
Sheraton	Place Rogier, 3	1210	Brussels	+32 (0)2 224 30 30	www.sheratonbrussels.com

The Dominican	Rue Léopold 9	1000	Brussels	+32 (0)2 203 08 08	www.thedominican.be
Royal Windsor Hotel Grand Place - Brussels	Rue Duquesnoy 5	1000	Brussels	+32 (0)2 505 55 55	www.royalwindsorbrussels.com
Hotel Metropole	Place de Brouckère 31	1000	Brussels	+32 (0)2 217 23 00	www.metropolehotel.com
The Meridien	Carrefour de l'Europe 3	1000	Brussels	+32 (0)2 548 4211	http://www.lemeridienbrussels.com/
<i>Apartments</i>	<i>Address</i>	<i>Zip code</i>	<i>City</i>	<i>Phone</i>	<i>Website</i>
Baparthotels Montgomery	Avenue de Tervueren 149	1150	Brussels	+32 (0)2 743 51 15	www.b-aparthotels.com
Baparthotels Ambiorix	Square Ambiorix 28	1000	Brussels	+32 (0)2 743 51 15	www.b-aparthotels.com
Baparthotels GrandPlace	Rue des Dominicains 25-27	1000	Brussels	+32 (0)2 743 51 15	www.b-aparthotels.com