

**The Last Biotic Frontier: Towards a Census Of canopy Life**

Brussels, Belgium, 5-9 July 2005

With co-funding of UNEP and GCP

**The most important things you need to know about the meeting organisation**

Workshop dedicated web page (check it for last minute informations):

[http://www.naturalsciences.be/cb/ants/meetings/esf\\_exploratory\\_workshop.htm](http://www.naturalsciences.be/cb/ants/meetings/esf_exploratory_workshop.htm)

1. The meeting will take place in the Royal Belgian Institute of Natural Sciences (**Museum**), in front of the European Parliament, in Parc Léopold (29 rue Vautier 1000 Bruxelles). All participants will stay at **Hotel Derby** (15-20min. walk from the Museum, near Parc du Cinquantaire) (however some participants will have to move to **Sun Hotel** on 6<sup>th</sup> July only due to overbooking). Accommodation at these hotels costs 55€ or less, depending on the formula (for ESF invitees accommodation will be covered by the workshop organisation). Bus 80 connects the Museum with the Hotel Derby (Wayenberg bus stop, direction "Andromede" - Merode bus stop) and with the Sun Hotel (Wayenberg bus stop, direction "Porte de Namur" - Porte de Namur bus Terminus and walk).

2. On **July 5th** you have to go to the **Museum (6th floor)** where there is the **IBISCA exhibition** and pick up your materials (badge, folder, programme & abstracts, ...). Welcome will take place from **17:30** to **19:00**. **Bring your Powerpoint presentation** (PC version) on a CD or on an USB memory stick, so that it can be copied on the notebook used during the meeting and connected to a beamer. At **19:00**, 1-hour **opening conference** will take place in the Museum **main auditorium**. At **20:30** a dinner will be served at the italian **restaurant Kapolino**, place Jourdan, located between the Museum and the Hotel.

3. The **meeting room** is on level 2 of the Museum. **Coffee breaks** (20 min.) will take place in an adjacent room around 10:00 and 15:00. Some of the very best belgian pastries and chocolates (Wittamer, Dandois, Marcolini) will be served during these breaks. **Lunch** (1 hour) will take place at the Museum cafeteria. An assortment of sandwiches will be served (price covered by the workshop organisation). Drinks are at your own cost (except ESF invitees, see below). **Dinners** with all the participants will be held at different locations in town. **Dinner tickets** have to be paid **in advance** and will cost around 20€ (except for ESF invitees, see below). This price includes an entrée and a main course, ¼ l. of water and 1 glass of soft drink, wine or beer. Extras are not covered by the dinner ticket. Public transports will be used to reach the restaurants.

4. You will need your **badge** (identification card of the meeting) to get access to the meeting room and to the Museum. Besides the meeting staff (composed of Isabelle Bachy, Yves Laurent, Thibaut Delsinne and Chris Kerwyn), Maurice Leponce (working group 1), Line Sorensen (working group 2), Yves Basset (working group 3) and Bruno Corbara (working group 4) will carry an **electronic badge** which allow to access to the research Institute and to the meeting room (Access 1, level 2, on the Museum map hereafter). An **alternative access** exists by level 1 (please ring). The Museum is open from 9:30 to 16:45 and the research Institute from 7:30 to 18:30.

5. **Internet** access is possible at Hotel Derby at your own cost. Two desktops connected to internet will be available in the Coffee room.

6. **ESF invitees only:** Your **travel costs** will be fully refunded. Please fill the form sent previously and give it to Maurice. Reimbursements will be done on your bank account and provided on the basis of original receipts, bills or travel tickets. For **public transports** in Brussels you will receive a pass (10 trips). For drinks at **lunch** time you will receive a card valid at the Museum cafeteria (value 10€). You will receive **dinner tickets** for the restaurants (extras not covered). Your **accommodation** at the hotel will be directly covered by the workshop organisation. Incidental expenses (laundry, bar bills, phone calls, ...) are at your own charge.

7. **Contacts:** Maurice Leponce (00 32 (0)2 627.43.58 ; mobile: 00 32 (0)476 40.17.48) ; Staff: Isabelle Bachy (02 627.43.63), Yves Laurent (02 627.43.59), Thibaut Delsinne (02 627.43.64) & Chris Kerwyn (02 627.43.54). Fax: 00 32 2 649.48.25. E-mails: [firstname.surname@naturalsciences.be](mailto:firstname.surname@naturalsciences.be).

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### Reaching Brussels:

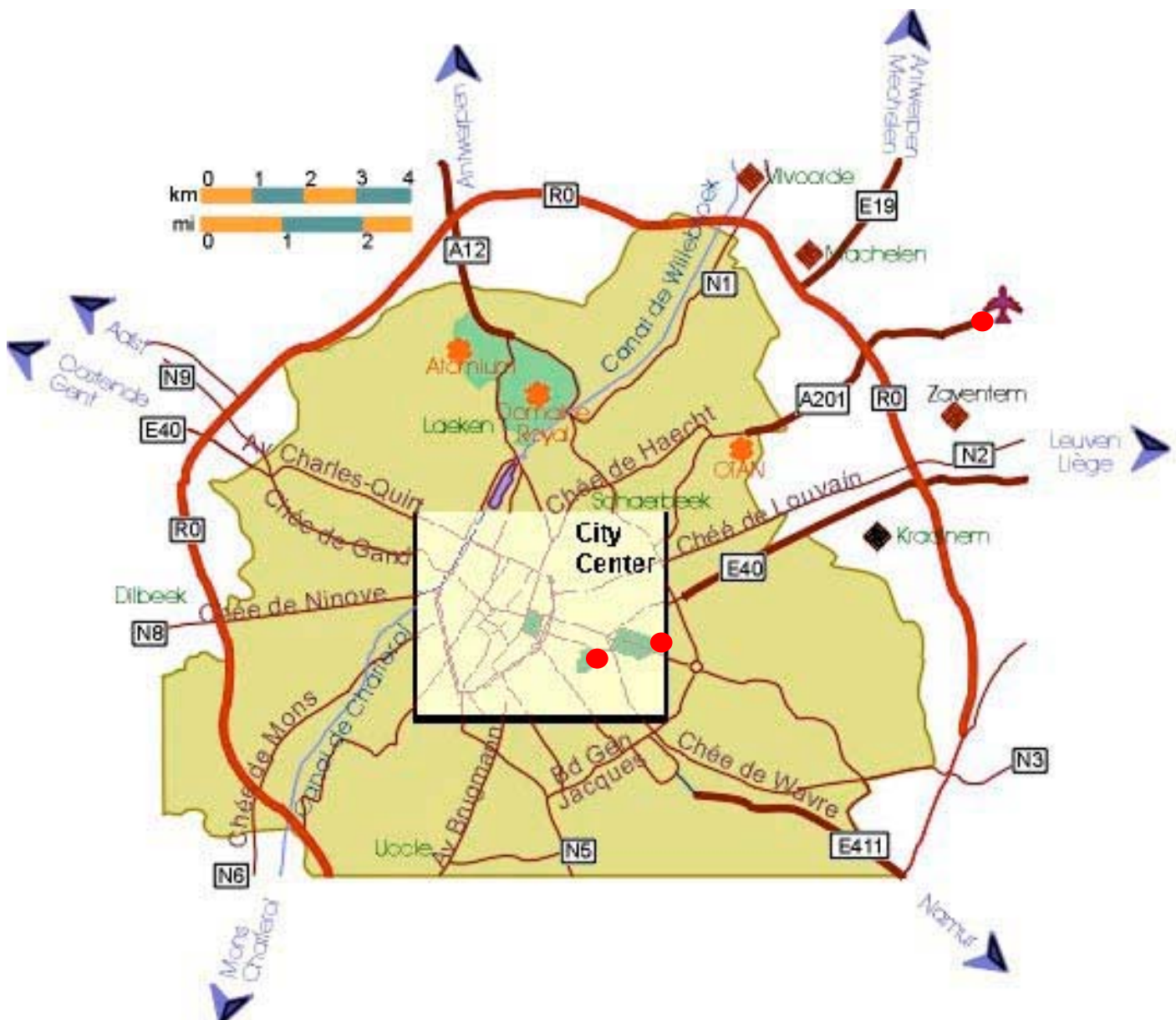
#### Travelling by Air:

The closest international Airport is **Brussels International Airport (Zaventem)** which offers daily connections to/from all major destinations.

By train, Brussels Airport is less than twenty minutes from the city centre. From 06:00 till nearly midnight, the *Airport City Express* links the airport with **Brussels Midi, Central** and **North** (railway stations) four times an hour. A one-way ticket costs **2,60 €** second class and **3,90 €** first class. The train station is located in the basement (level -1) of the terminal building itself.

#### Travelling by Train:

Access by train is equally straightforward. The *Eurostar* (from London) and *Thalys* (from Paris, Amsterdam or Cologne) both stop at the **Gare du Midi/Zuidstation**. National connections as well as some other international connections arrive at the **Gare Centrale/Centraal Station**.



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## Reaching the Hotel Derby in Brussels:

A block booking has been made at the above hotel for all participants. If you have queries or special requirements, please contacts the organisers directly ([Maurice.Leponce@naturalsciences.be](mailto:Maurice.Leponce@naturalsciences.be)).

HOTEL DERBY  
 Avenue de Tervuren, 24  
 1040 Bruxelles

Tel 00 32 (0) 2 733 75 81- 00 32 (0) 2 733 08 19

Fax 00 32 (0) 2 733 74 75

[hotel.derby@belgacom.net](mailto:hotel.derby@belgacom.net)

[www.hotel-derby.be](http://www.hotel-derby.be)

- From the **Airport**, take the **Airport City Express** (see above) and get off at "**Schumann**" (second stop). Take a **metro 1A** (direction "**Stockel/Stokkel**") or **1B** (direction "**Herrmann-Debroux**") and get off at the next station which is "**Merode**".
- From **Gare du Midi/Zuidstation**, take a **metro 2** (direction "**Simonis**") change at "**Arts-Loi/Kunst-Wet**" to a **metro 1A** (direction "**Stockel/Stokkel**") or **1B** (direction "**Herrmann-Debroux**") and get off at the next station which is "**Merode**".
- From **Gare Centrale/Centraal Station**, take a **metro 1A** (direction "**Stockel/Stokkel**") or **1B** (direction "**Herrmann-Debroux**") and get off at the next station which is "**Merode**".

**The Hotel is just next to the metro station**, and only a few 100 meters from the "**Parc du Cinquantenaire**".



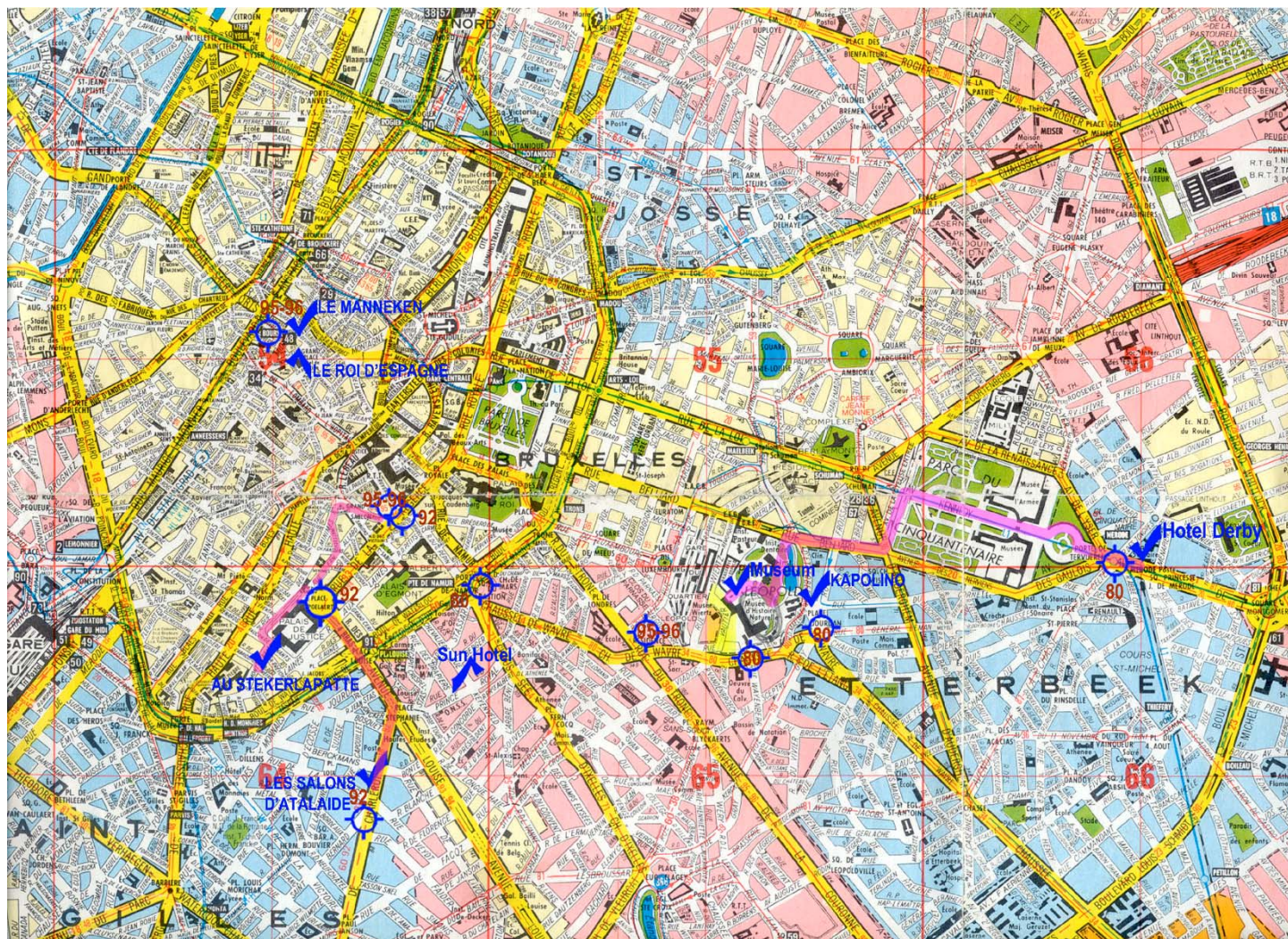
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**Note:**

A taxi from the Airport to the Hotel direct costs about 30 euros and takes about 20 minutes. However we ask you to preferably use a public transport.



pedestrian walks are indicated in purple (have a look to the [horse parade](#) in Parc du Cinquantaire).

**Sun Hotel in Brussels:**

Rue du Berger, 38 (near Porte de Namur)

1050 Bruxelles

Tel : +32(0)2 511 21 19

Fax : +32(0)2 512 32 71

[sunhotel@skynet.be](mailto:sunhotel@skynet.be)

[www.hotels-belgium.com/brussel-al/sunhotel.htm](http://www.hotels-belgium.com/brussel-al/sunhotel.htm)



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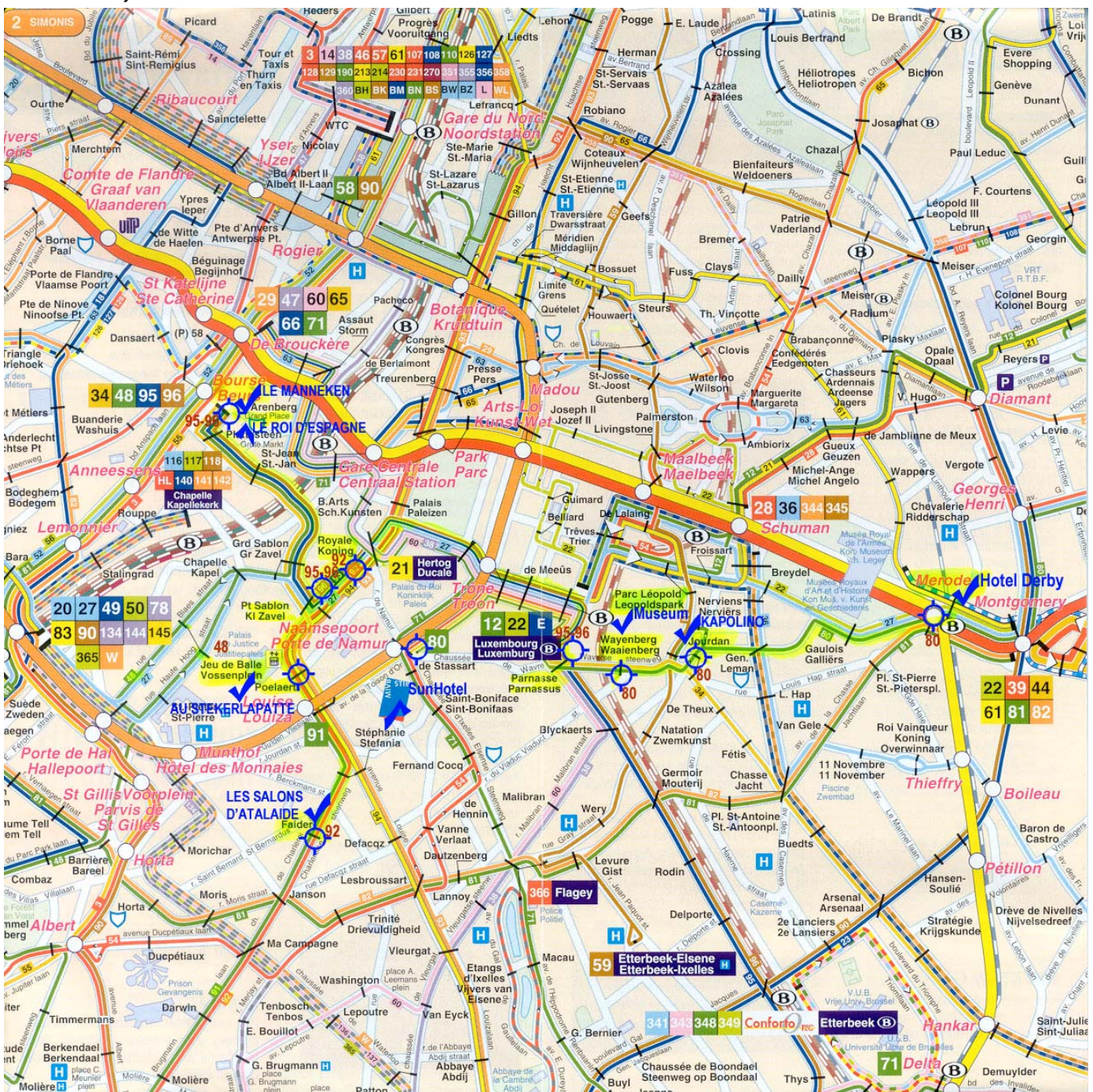
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### Reaching the Hotel Derby and the meeting venue:

Take **bus 80** (bus stop at 50m from the hotel, near Parc du Cinquantenaire), direction "Porte de Namur". Stop at chaussée de Wavre (Wayenberg bus stop) in front of the **Royal Belgian Institute of Natural Sciences**.

From "Merode" station, take a **metro 1A** (direction "Koning Boudewijn/Roi Baudouin") or **1B** (direction "Erasmus/Erasmus") and get off at the second stop, i.e. "Maalbeek/Maelbeek".

It is a 10 min. walk from there to the **Royal Belgian Institute of Natural Sciences** ("Museum").





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**Useful Links:**

- Brussels Zaventem Airport: <http://www.brusselsairport.be>
- Belgian Railways: <http://www.b-rail.be/main/E/>
- Brussels Metro and bus: <http://www.stib.irisnet.be/FR/01000F.htm>
- Tourism info on Brussels: <http://www.trabel.com/brussels.htm>
- Maps: <http://www.mappy.be>

**Reaching the Restaurants:**

(see maps above)

**Restaurant Kapolino - Tuesday 5 July, 20:30**

59 Place Jourdan, 1040 Etterbeek, +32 (0)2 230.37.51

From the Museum: 5 min. walk

From the Hotel Derby: 15 min. walk or take bus 80, direction "Porte de Namur" (Merode bus stop - Jourdan bus stop)

**Au Stekerlapatte - Wednesday 6 July 2005, 20:00**

4 rue des Prêtres, 1000 Brussels

Located in the Marolles neighbourhood, near the "Palais de justice". Traditional belgian meal.

Bus 95 or 96 from the Museum, direction "Bourse" (Parnasse bus stop - Sablon bus stop), then walk.

**Les Salons d'Atalaïde – Thursday 7 July, 20:00**

89 Chaussée de Charleroi, 1060 Bruxelles, +32 (0)2 534.64.56, [atalaide@skynet.be](mailto:atalaide@skynet.be)  
[www.lesalonsatalaide.be](http://www.lesalonsatalaide.be) & [www.b-eat.be](http://www.b-eat.be)

Bus 95 or 96 from the Museum, direction "Bourse" (Parnasse bus stop - Royale bus stop) then Tram 92, direction "Fort Jaco" (Royale bus stop - Faider tram stop).

**Le Manneken – Friday 8 July, 20:30**

Rue au Beurre 42, 1000 Bruxelles, + 32 (0)2.502.45.10, [www.lemanneken.be](http://www.lemanneken.be)

Located near the Grand Place of Brussels. We will first have a beer at the [Roy d'Espagne](#) (Grand Place) and a picture group in front of [Manneken Pis](#) (at the crossing of rue de l'Etuve and rue du Chêne).

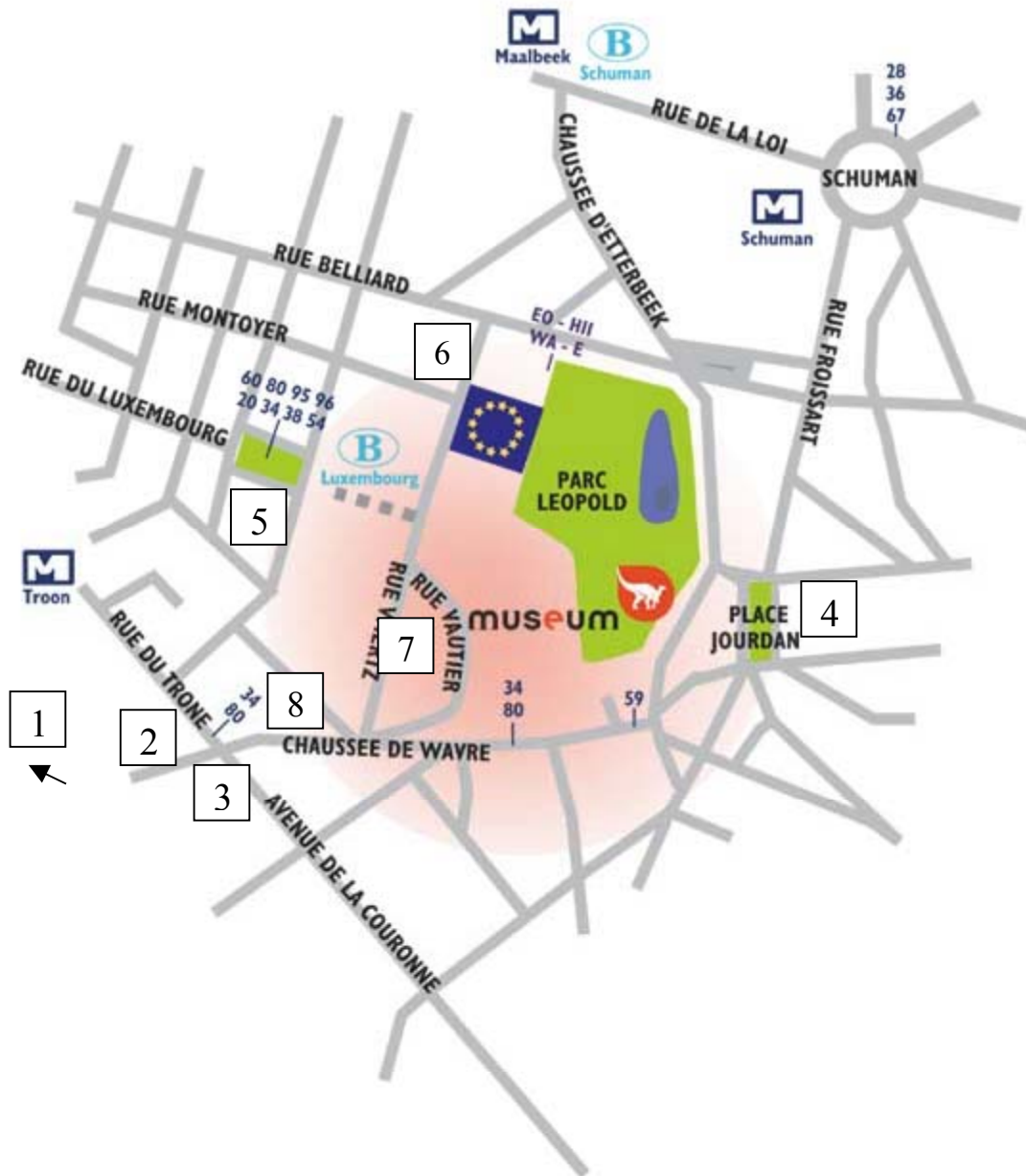
Bus 95 or 96 from the Museum, direction "Bourse" (Parnasse bus stop - Bourse bus terminus). Left and first right.

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### Museum and Museum neighbourhood

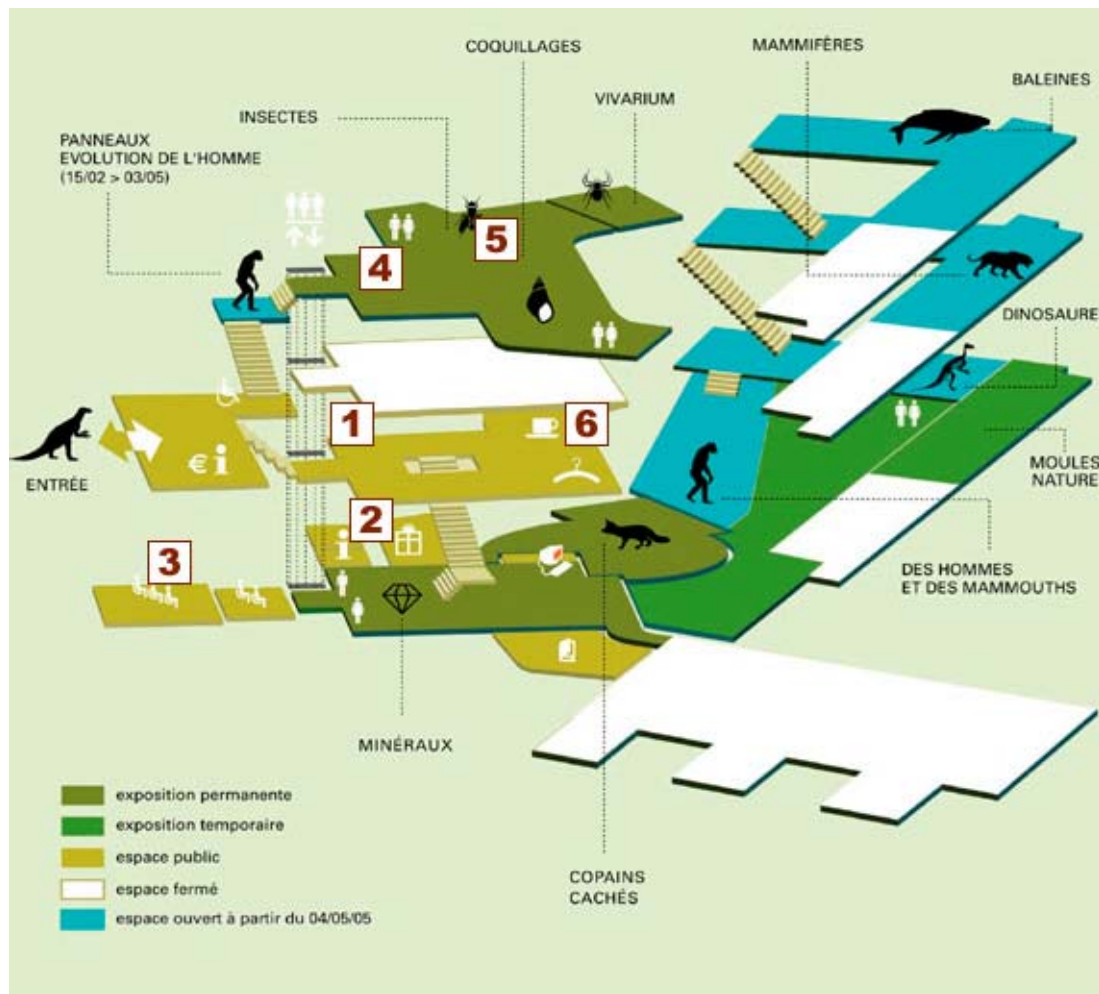


- 1: Matonge (african quarter of Brussels), chaussée de Wavre, near Porte de Namur
- 2: Beer mania: Shop with a bar and a large selection of 400 Belgian Beer, 174 chaussée de Wavre
- 3: La Bande des Six Nez: large selection of comic strips, 179 chaussée de Wavre
- 4: Place Jourdan: lots of café, restaurants and a supermarket.
- 5: Place du Luxembourg: restaurants and railway station.
- 6: the European Parliament
- 7: Art Museum, [Musée Wiertz](#), open 10-17h
- 8: UOPC [bookshop](#)

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|---------------------------------------------------------------------|----------------|
| <b>1 MAIN ACCESS TO MEETING ROOM (ELECTRONIC BADGE REQUIRED)</b>    | <b>LEVEL 2</b> |
| <b>2 ALTERNATIVE ACCESS TO MEETING ROOM (please ring)</b>           | <b>LEVEL 1</b> |
| <b>3 MAIN AUDITORIUM (Tue 5 july - 19:00; Thu - Fri workgroups)</b> | <b>LEVEL 1</b> |
| <b>4 IBISCA EXHIBITION (MAIN HALL)</b>                              | <b>LEVEL 6</b> |
| <b>5 WELCOME + DRINK</b>                                            | <b>LEVEL 6</b> |
| <b>6 CAFETARIA "CHEZ MIMI" (LUNCHES)</b>                            | <b>LEVEL 2</b> |



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ESF Exploratory Workshops  
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## ESF rules for reimbursement of expenses

*Please read carefully*

### Rules for reimbursement of expenses for exploratory workshops

Participants in ESF meetings should arrive and depart as close as possible to the beginning and end of the meeting. In cases where participants have been on non-ESF business either before or after the meeting, the convenor should only cover expenses incurred by attendance of the ESF meeting, unless extension of stay is justified by a significant reduction in overall cost (resulting e.g. from reduced air fares).

#### 1. Direct refund of travel costs

- Air tickets should be tourist class (or at a lower rate if cheaper tickets, e.g. PEX/APEX, are available). To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice should also be provided to the Convenor.
- Train tickets and train supplements may be first class.
- Taxis should only be taken when convenient public transport is not available.
- Costs of health, life and luggage insurance are not reimbursed by the ESF.
- Cancellation insurance will only be reimbursed for PEX/APEX tickets.
- Use of private car (including road tolls and fuel) should be reimbursed, unless otherwise agreed in advance, on the basis of 1<sup>st</sup> class train fare or, for longer distances, on the basis of the APEX airfare where this is more economical. An estimate of the fare from a certified travel agent should be produced with the claim for reimbursement. For short journeys by car where no public transport is available and therefore no estimate of fare can be provided, the number of miles/kilometres covered should be indicated. When two or more participants travel together by car, travel costs should be reimbursed to only one person.

#### 2. Accommodation

Ideally, the Convenor is invoiced directly by the Hotel or Conference Centre after the meeting. Invoices should not include individual meals or incidental expenses (such as supplement for an accompanying person, laundry, bar bills, private telephone calls, etc.) which should be paid directly by the guest before departure.

Individual reimbursements of room and breakfast should be made to participants only on the production of hotel bills.

#### 3. Meals

When possible, meals should be provided for all participants within the meeting organisation.

Alternatively, the Convenor may provide a lump sum of maximum 21 euros per lunch or dinner directly to participants.