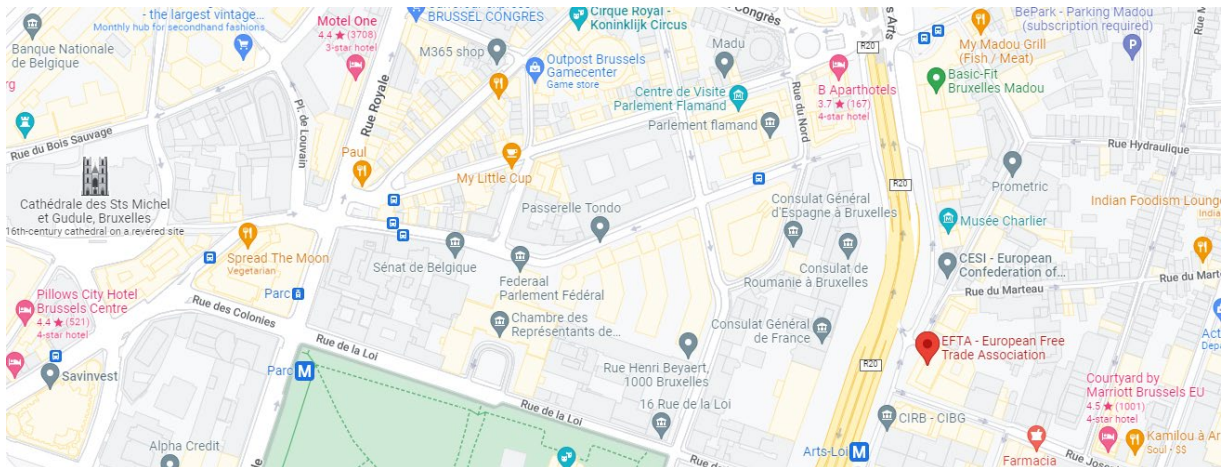


INFORMATION NOTICE No. 2**I. DATE AND VENUE OF THE WORKSHOP**

1. The 2022 UNECE Workshop on Human Resources Management and Training will be hosted by EFTA. The Workshop will take place in-person in Brussels at the EFTA House starting at 9:00 on Tuesday, 11 October, and finishing at 17:00 on Thursday, 13 October. Simultaneous interpretations from English to Russian will be provided for all sessions while the workshop will be streamed on the online Zoom platform.
2. The workshop will take place at:

EFTA House - Auditorium
Avenue des Arts 19H
1000 Brussels
Belgium



Once at the venue, you will be requested to register at the reception. For security reasons, only participants who successfully registered and are included in the list will be allowed to access the venue and participate in the workshop.

The auditorium is located one level below the ground floor and easily accessible from the main entrance.

Please make sure to arrive early enough to complete the registration and take your seat before the session starts. The auditorium doors will close at 9:00.

- The workshop will be livestreamed and recorded. Pictures will also be taken during the event. By participating in this event you agree that you may appear in videos and pictures taken during the event. Please read the EFTA privacy policy here: <https://www.efta.int/About-EFTA/Privacy-Statement-EFTA-hybrid-events-531296>.

II. DOCUMENTATION

- The working language of the workshop is English with Russian interpretation. All documents will be provided in English only, and will be made available on the EFTA and UNECE websites: [Workshop on Human Resources Management Training | European Free Trade Association \(efta.int\)](https://www.efta.int/Workshop-on-Human-Resources-Management-Training-EFTA) and <https://statswiki.unece.org/x/wIBoFQ>.

Participants are encouraged to download the papers from the website and bring their own copies to the workshop. Documents posted on the website before the workshop will not be distributed in the conference room.

III. SOCIAL EVENTS AND LUNCH ARRANGEMENTS

5. Guided city tour

On 11 October at 17:30 the guided tour will take place leaving directly from the EFTA House. Those who subscribed are kindly requested to meet at the reception at 17:20. The tour will last 1h30 and will finish at St. Michael Cathedral. Please make sure to wear comfortable shoes and rain-resistant clothing.

6. Social dinner

A social dinner at 49€ per person is organised on Tuesday, 11 October at:

Brasserie de la Presse
100 Rue Royale
1000 Bruxelles

Those who subscribed are kindly invited to meet at the restaurant at 19:15. If you have subscribed for the dinner and will not come, you will still have to pay 49 euro to the organisers.

In order to guarantee a great dinner experience, please check the menu and select your preference here: <https://forms.office.com/r/UKPvE24Rns>



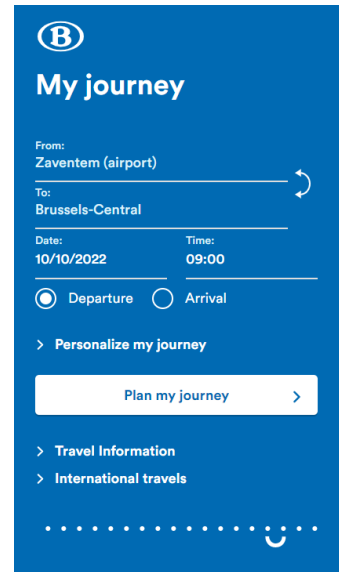
IV. TRANSPORT IN BRUSSELS to the Hotel

7. Arriving by plane

Brussels International Airport - Zaventem : take the train to Brussels-Centrale. From there it will be a few minutes' walk to the hotel.

There is a train leaving every 5-10 minutes from the airport to the central station. Please have a look at the Belgian train website: <http://www.belgiantrain.be/en>. You can buy the ticket online or directly at the airport.

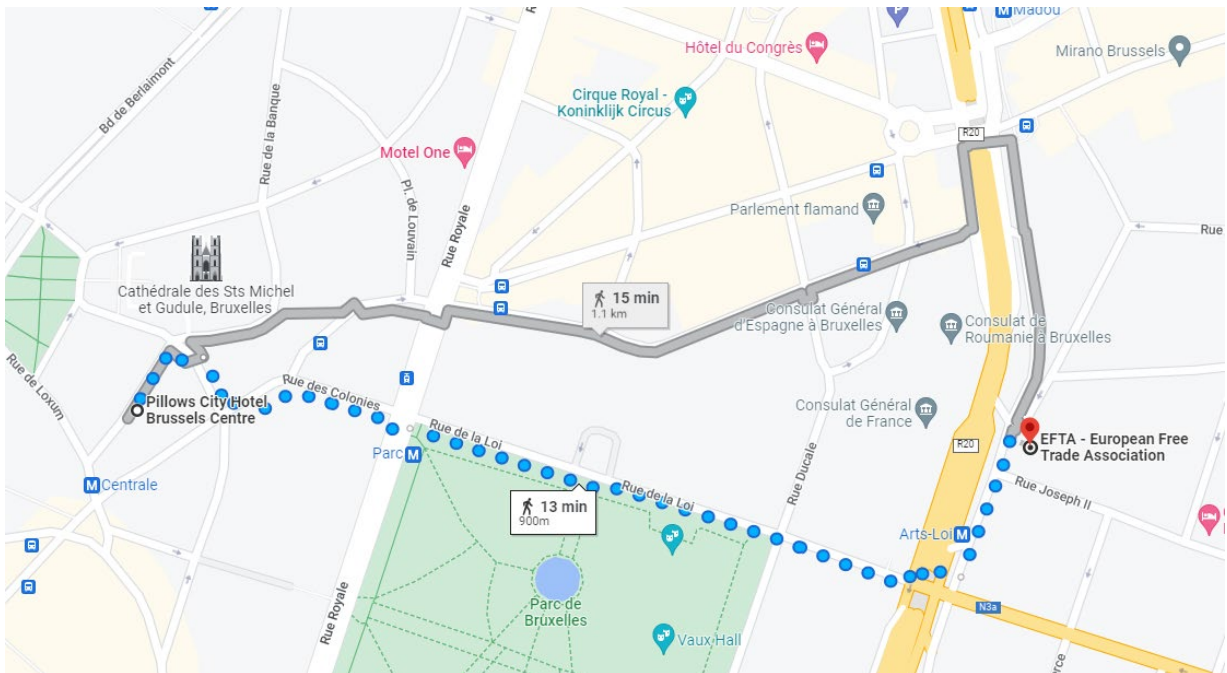
Here is a sample of your booking from the airport to the central station:



V. ACCOMMODATION AND TRAVEL ARRANGEMENTS

8. Hotel accommodation has been pre-booked at the Pillows City Hotel Brussels Centre and will be paid directly by EFTA. Any extra expenses i.e. mini bar, room service etc. will be at the participant's own expense.

Pillow City Hotel Brussels Centre
Parochiaansstraat 15-23
1000 Brussels, Belgium
<https://www.pillowshotels.com/brussels-centre/>





VI. CONTACT INFORMATION

9. During your stay in Brussels, your main contact point is

Elena Friso

EFTA Statistical Office

Tel. +352 621 460686

email: Elena.Friso@ext.ec.europa.eu

10. For further information, please contact:

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