

INFORMATION NOTE FOR IN-PERSON PARTICIPANTS

Welcome to the session of the UCLG Executive Bureau (2022-2026), whose mandate started at the UCLG World Congress in Daejeon!

The Executive Bureau gathers twice a year and is responsible for initiating proposals and carrying out the decisions of the World Council. It is in charge of the World Organization's administrative and financial management, and prepares the ground for the content of the meetings of the World Council.

This session of the Executive Bureau will be held in the framework of the Brussels Urban Summit and in parallel with the 14th Metropolis Congress.

What do you need to know?

The business session of the **Executive Bureau is organized in a hybrid** format, allowing participation both in-person and online.

All other meetings, including the sessions of the Brussels Urban Summit, are in-person only.

Who is invited?

Members of the Executive Bureau and additional members of UCLG with specific interest in the work programme, such as policy councilors, representatives of the Local4Action HUBs and of the Consultation Mechanisms. UCLG has an open-door policy but should you have any questions do not hesitate contacting the World Secretariat.

Entry requirements:

We invite you to check your entry requirements at the [Belgium Immigration Office](#). Likewise, we advise you to carefully monitor and comply with the most up to date travel conditions and restrictions regarding COVID-19 for entering Belgium and transit countries if applicable in [this website](#) before boarding your transport.

Interpretation:

Interpretation for the Executive Bureau business session will be available in English, French and Spanish, Turkish and Russian. **Interpretation at the hybrid room (Hall 400) will be managed remotely.** This means there will no interpretation booths and additional languages will need to be included upon specific request. Please contact the World Secretariat for further information.



Regarding the rest of sessions of the Brussels Urban Summit, please check [its website](#) for further information.

Registration and general participation:

Registration must be done in **2 steps**.

Step 1: In order to access the venue, all participants must register to **the Brussels Urban Summit** via the [dedicated page](#).

Step 2: Additionally, to confirm your **attendance to the Executive Bureau**, be it in-person or online, we would be grateful if you could **fill in the [participation form](#) by 8 June at the latest**.

Accommodation

It is possible to book your accommodation via the Brussels Urban Summit Website. Please [click here](#) to access the Brussels Booking Desk to book your stay.

Logistics in the SQUARE

Accreditations:

Entrance accreditations will be managed by the organizers of the Brussels Urban Summit. You need to register in advance to obtain the badges facilitating access. Please note the UCLG team will have limited access to the accreditation process.

Venues:

The venue for the Executive Bureau business session is the **SQUARE**:

Hall 400

SQUARE Brussels Convention Centre

Mont des Arts/Kunstsberg

B-1000 Brussels

Please note that in case of limited capacity seating arrangements will be prioritized for the political representatives members of the Bureau.

Lunch:

Lunch will be served at the meetings venue for all participants.

Social events:

A series of social events are organized in the framework of the Brussels Urban Summit, and all registered participants from UCLG are welcome to attend:



- Tuesday 13 June, 19:00-21:00: **Welcome drink at the Museum of Ancient Art**, Rue de la Régence 3
- Wednesday 14 June, 19:00-23:00: **Dinner at Gare Maritime**, Entrance via Rue Picard 11
- Thursday 15 June, to be confirmed: **Reception at Brussels Parliament** for UCLG members, after the business session of the Executive Bureau

Hybrid meeting:

Our hybrid meeting will be live from **Hall 400** and broadcasted via Zoom for the online participants.

Security and safety:

For security reasons luggage and suitcases are not allowed inside the meeting room. Only handbags or regular size backpacks are allowed.

In case of any medical emergency during your stay, you should contact and request information or seek assistance from local sources/hotel:

European emergency number

Valid in Brussels and throughout Europe, for all medical emergencies

Phone: 112

Online: www.sos112.be

Fire and ambulance services

Phone: 100

Online: firebru.brussels

Documents and agendas

As in previous statutory meetings, the UCLGMeets platform is the virtual go-to space where our community can gather.

You can find here the [interactive programme](#), which will lead you directly to the Executive Bureau space on the platform. There is no need to create a specific account to access the programme of the Bureau.

The platform will be the main one-stop space during the whole event: you will be able to check the interactive programme and find all resources, links and materials that will be useful during the week.

Governing Bodies Members only area:

Please note that background documents are only available to the members of the corresponding bodies, the links to which can be found under each meeting on the programme. To access them, please connect with the credentials you



used to create your account on UCLGMeets, or click on “sign up” to create your account. Should you have any issues or questions regarding your UCLGMeets account, please contact info@uclg.org.

- We will try to have a **paperless event** so we invite you to consult the documents beforehand and print as little as possible. The World Secretariat will not have printing facilities in Square.
- In case of any changes in the programme, we will inform you during the sessions and through the UCLGMeets.

We hope to see you soon. Do not hesitate to contact the World Secretariat, should you have any questions or suggestions.

See you in Brussels!