

Training for Members

Racial (in)Justice and the Criminal Legal System: (Re)Centering the Dehumanised, Black People and People of African Descent

21-23 September 2023

Brussels

Welcome to ENAR's Training on Racial (in)Justice and the Criminal Legal System!

ENAR will book and pay your accommodation, as well as catering expenses according to the following rules. Please note that you are responsible for **booking and prepaying your flight as soon as possible**. A request for reimbursement with all travel proofs and invoices included should be sent to ENAR immediately following the training. Please take your time to read the requirements below.

This project is funded by EC CERV. Exceptions, late changes and non-shows are not automatically accepted. **Prior to your purchase and trip, always check first with ENAR if your needs are eligible.**

If you require a visa to enter Schengen, please do not wait to request an invitation from us and to schedule an appointment with the Belgian Embassy.

I. Who can attend the Training?

All member organisations that paid their 2023 membership fee can send representatives to the Training. **ENAR covers travel and accommodation for one person per member organisation.**

There is no participation fee.

II. Who books the travel tickets?

As usual, ENAR expects participants to **purchase their own tickets as soon as their registration to the event is confirmed**. Travel expenses will be reimbursed after the event (see point VII).

Dates of travel need to be the closest to the actual dates of the event. You are expected to arrive in Brussels on 21 September and leave on 23 September 2023 (evening).

Arrival to the venue: 21 September

Departure: 23 September after 14:00

To keep ticket prices eligible, **please buy your ticket now**. According to European Commission rules, we are only able to reimburse the most direct and economic travel route (same city of departure and return; other return destinations are excluded).

Air travel is allowed only for distances above 400 km one way and is limited to cheapest airfares, such as Apex tariffs. Therefore, flights taken for shorter distances cannot be covered by ENAR.

The European Commission has a new [automated calculator](#) to determine how much your travel should cost. You input your city of departure and city of destination and this tool will calculate the maximum price we can cover for the distance you plan to travel. Please note that there is a separate calculator for train (city to city) and airplane travel (city to city or country to country depending the destination). **Please understand that ENAR can only cover what is calculated by this tool, so it is a good idea to book your travel as soon as you can.** For cheap flights, please use Sky Scanner.

Excess travel costs, for which the Secretariat did not receive a request in advance, will not be reimbursed (please contact us in case of difficulties to fit within the indicated price limit).

Our general policy **does not allow any use of taxis**, except when there is no public transport available or if you physically are not able to use public transport. In such cases, please inform prior to your travel the ENAR secretariat. If accepted, you must make sure that the time of departure and arrival and the point of departure and destination are shown on the taxi receipt.

Please note that only original (paper) **metro and tram tickets** will be reimbursed by ENAR upon reception. Digital copies of original tickets will not be accepted.

The use of a private car is **reimbursed per car** and not per person in the car to the value of a 2nd class return train ticket from point of departure to the meeting venue. ENAR will not cover any parking costs related to the use of a private car to come to our event.

For those traveling by plane, please note that **only economy tickets** can be reimbursed. For those travelling by train, please note that **only 2nd class train tickets** can be reimbursed.

All participants should leave in the afternoon or evening following the last scheduled ENAR activity. Return travel scheduled the following day will only be reimbursed if there were no flights or train available on the previous day.

Please note that in case of **cancellation** we are not able to cover any costs unless the cancellation is backed up by a doctor certificate.

Members in need of VISA should well in advance request for it. ENAR will upon request provide a separate invitation letter. Without EC ID, you may need a passport and residence permit to travel, please check their validity before booking the training and/or buying any plane/train tickets.

III. Who books accommodation?

ENAR covers 2 nights of accommodation to all eligible participants that fully participate at the training from 21 to 23 September 2023. Exceptionally, we can cover additional night if there are no return flights/trains available on 23 September. **In that case, you must inform ENAR Secretariat before the event.** You will be expected to share proof that there is no transport available.

ENAR covers for the room, breakfast, the VAT, and the city tax. Personal expenses such as phone calls, emails, mini-bar, extra meals, laundry, etc. will be charged by the venue directly to the participants. The reception may ask for your credit card as guarantee.

Any changes should be sent to info@enar-eu.org at least 2 weeks prior to the meeting. **No cancellations can be accepted after 7 September 2023.** No-shows without a doctor's note are not eligible for our funders. The cost of no-shows will be charged to the member organisation, this includes the accommodation costs as well as no reimbursement of the tickets.

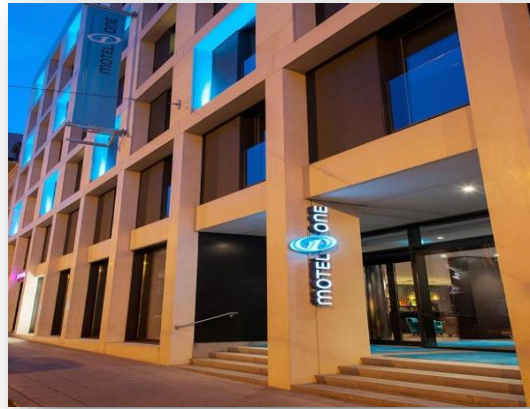
IV. Meeting venue and Hotel Accommodation

The training venue and your hotel room are situated on **two different locations**.

The training is held at [Double Tree at Hilton Hotel](#). Double Tree is situated on Place Rogier near Gare du Nord, but the entrance is usually on Gineste street, 1210 Brussels, on the left of the hotel.



Your accommodation is booked in Motel One, Rue Royale 120, 1000 Brussels. Motel One is situated near Gare Centrale. You will be situated in rooms of one.



V. Meals

ENAR covers all meals as of the **start of the meeting on 22 September until the end of the meeting on 23 September (lunch)**. Breakfast is included in the accommodation provided by ENAR. You will be served coffee breaks and lunch on 22 and 23 September.

Please be aware that there is no dinner is provided on 21 and 23 September. These and other meals/beverages will be at your charge and self-organised.

VI. Directions to the Accommodation

How to get from Brussels National Airport and Gare du Midi to Motel One?

By train from Brussels Airport to Gare Centrale

Every 15 to 20 minutes until midnight, a train leaves from Brussels Airport, direction downtown Brussels. To get to the hotel, take the train from Brussels airport until Brussels Gare Centrale (*Centraal Station*).

From Gare Centrale, you can take the metro line 1 direction Stokkel or line 5 direction Hermann-Debroux (1 stop only) to Parc. Parc metro station is situated on the corner Rue Royale-Rue de la

Loi. Follow rue Royale up to **Motel One at number 120**. Walking from Gare Centrale, coming out of the main station hall turn right, away from the city center, cross immediately the street uphill and follow it onto your left. Walk 10 minutes uphill (follow the main street rue des Colonies turning right) and turn left on the corner of Rue de la Loi and the Rue Royale.

By international train services

International train services arrive and leave at *Gare du Midi (Zuid Station)*. Take a train to Gare Centrale (all northbound trains stop in Gare Centrale. To get to **Motel One**, you can either walk or take the metro, see above.

You can also take the **metro from Gare du Midi to Parc** (line 4 direction Gare du Nord or line 3 direction Esplanade) but you will need to change at De Brouckère (fourth stop) and take line 1 to Stockel or line 5 to Hermann Debroux. You will get off at Parc (second stop).

How to get from Motel One to Double Tree by Hilton Hotel?

At Motel One, turn left on Rue Royale and walk to the Botanic, where you turn left on the main avenue direction Basilique. Walk down the hill to Place Rogier. Count on 20 minutes.

You can also choose to take tram . If you physically can't walk that distance or take the tram, please inform ENAR Secretariat.

How to get from Brussels National Airport/Gare du Midi to Double Tree by Hilton?

By train from Brussels Airport

Every 15 to 20 minutes until midnight, a train leaves from Brussels Airport, direction downtown Brussels. To get to the hotel, take the train from Brussels airport until *Gare du Nord (Noordstation)*, take the exist 'Centre/Rogier' and walk down the Rue du Progrès until you reach Place Rogier and the hotel (on your left, entrance on Gineste Street). Check out www.belgianrail.be for tickets and timetables.

By international train services

International train services arrive and leave at *Gare du Midi (Zuid Station)*. To get to **Double Tree by Hilton**, you can either:

- Use the national train services to *Gare du Nord (Noordstation)*. All northbound trains will stop in Gare Centrale and Gare du Nord. To get to the hotel, take the train from Brussels airport until *Gare du Nord (Noordstation)*, take the exist 'Centre/Rogier' and walk down the Rue du Progrès until you reach Place Rogier and the hotel (on your left, entrance on Gineste Street).
- You can also take metro lines 4 direction Gare du North or line 3 direction Esplanade with stop at Rogier.

VII. How to get your travel costs reimbursed by ENAR?

Travel costs will be reimbursed, upon completion of a travel expenses claim form. This form is available on Glue Up Event Page (under [Documents](#)) and will be received also in a follow up email.

Following the meeting, you should send us a **duly completed expense claim form** and your **original return train/flight tickets and boarding passes**, including a **document/invoice that states the exact price you paid for your flight tickets**.

If all tickets, boarding passes and invoices are electronical documents, you are welcome to send them to us by email to info@enar-eu.org.

If not, you need to send them by registered post to:

ENAR aisbl
67 Rue Ducale
1000 Brussels
Belgium

Make sure to always keep a copy of what you sent us.

For calculating the exchange rate, you must use the rate as publicized on the EC website:
<http://ec.europa.eu/budget/inforeuro/>

Excess travel costs, for which the Secretariat did not receive a request in advance, will not be reimbursed.

Please make sure that everything is sent to us till 24 October latest. After that date we unfortunately won't be able to process any reimbursement of expenses.

VIII. Code of Conduct at ENAR Events

By registering to this ENAR event, you reconfirm your agreement with ENAR's code of conduct at ENAR meetings and any evening events linked to ENAR meetings (including individual/group visits to downtown restaurants/pubs/bars). See full document [HERE](#).

ENAR members or any participants at ENAR meetings are expected to contribute to an atmosphere of positive and constructive friendliness and respect for each other during the meetings and debates, including during the breaks and evening events. Insulting, abusing, offending or intimidating behaviours will not be allowed. During the meetings, name calling, violent or excessively aggressive language, racist, sexist or any other kind of discriminatory remarks, behaviour including harassment or language, shall be sanctioned according to ENAR's procedures.

Any harassment occurring during ENAR meetings and evening events (including individual/group visits to pubs/bars), will be sanctioned by the Board by excluding the perpetrator(s) from all future ENAR meetings organised by the ENAR Secretariat.

Pia Šlogar and **Emmanuel Achiri** will be the persons of trust during the event for you to approach with any issues or questions you have relating to this.

Contact

If after reading this infosheet you still have logistical questions, please contact ENAR (Irene) immediately. Wish you a nice and safe trip.

ENAR Secretariat

irene@enar-eu.org

Irene Garcia Hernandez
+32 487 400 632
Rue Ducale, 67
1000 Brussels

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