

ESF/N-Aerus Annual Workshop Leuven-Brussels – May 23-26 2001

COPING WITH INFORMALITY AND ILLEGALITY IN HUMAN SETTLEMENTS IN DEVELOPING CITIES

Those wishing to take part in this Workshop are requested to register. THERE IS NO REGISTRATION FEE.

The information required is organised in the following pages as:

- PROGRAM OUTLINE
 - HOTEL ACCOMMODATION IN LEUVEN
 - REGISTRATION FORM
 - ROOM SHARE REQUEST FORM
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PROGRAM OUTLINE

The workshop will be held from Wednesday 23 May (registration starting at 17:30), to Saturday 26 May noontime. On Saturday 26 May afternoon a N-AERUS General Assembly will be held.

Program

Wednesday 23 May

Leuven

<ul style="list-style-type: none"> • Arrival participants in Leuven • 17:00 – 20:00: registration desk open in Irish Institute
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Thursday 24 May

Leuven

08:30	Registration participants – Information desk	
09:30 – 11:00	- Plenary opening session - Presentation and discussion of Background paper	P O S T E R S
11:30 – 12:30	Introduction by guest-speaker or key N-AERUS response	
12:30 – 14:00	<i>Lunch break</i>	
17:30 – 19:00	City trip Leuven	

Friday 25 May

Leuven

09:00 – 12:30	Additional parallel thematic sessions	P O S T E R S
14:00 – 15:30	Preparation of parallel session reports	
16:00 – 19:00	City trip Brussels	

Saturday 26 May

Brussels

09:30 – 11:30	Plenary Closing session
13:30 – 18:00	General Assembly N-AERUS

Hotel accommodation in Leuven

GENERAL INFORMATION

The workshop venue is the Louvain Institute for Ireland in Europe., situated in the center of Leuven (some sessions may be held at the Kasteel Arenberg Department of Architecture KULeuven; the closing plenary session and the general meeting of N-AERUS will be held at La Cambre, Brussels). Rooms at advantageous prices have been booked at this conference center. Additional rooms have been blocked in 2 other hotels. Both are located at walking distance from the workshop venue. Participants who wish to book a room in one of these hotels at the preferential rates as indicated in the registration form, are encouraged to do this via the Workshop Secretariat. Do not contact these hotels directly. However, participants are free to book rooms in other hotels on their own initiative.

Room reservation procedure

All rates quoted on the registration form are in Belgian Francs and Euros, taxes and breakfast included. Any request for hotel accommodation must be indicated on the registration form, and must be accompanied by a Credit Card number in order to guarantee the reservation. In order to enjoy bookings at the indicated rates, reservation must be made through the Conference secretariat. Rooms are booked on a 'first come, first served' basis. Room availability cannot be guaranteed after April 13th by Momentum.

Room sharing

If you would like to pair up and share a room with another, unknown workshop participant, you may check off the appropriate box in the 'Registration form', indicate the hotels of your preference, and complete the Room Share Request form. Momentum will then help you pair with another participant. The hotel reservation will only be made once you have agreed to the proposed room-sharing person.

Hotel confirmation

The number of available rooms per hotel is limited. Participants may indicate three or more options. As soon as Momentum receives the hotel accommodation form, a room will be assigned along the preferences indicated and on a first-come, first-served basis. The reservation will be confirmed to the participant as soon as possible by means of a Hotel Reservation Voucher. Unless you contact Momentum within 10 days, it is assumed that you agree with your hotel assignment. In case of non-availability of any of the participant's preferences, Momentum will contact the participant and propose one or more alternatives.

Payments for hotel accommodation

Payment is the responsibility of the individual and must be made by the individual to the hotel after check-out. Momentum will only secure reservations but WILL NOT accept or make payments on behalf of any individual.

The data of the participant's credit card number will be communicated to the hotel together with the reservation information and will serve as a guarantee for the hotel in case of late cancellation (see cancellation terms below) or no shows. We assure you that credit card data will be treated in the most confidential way and will only be made available to the hotel selected.

Cancellation terms

Once the room reservation has been confirmed by Momentum, it is the participant's **responsibility** to pay for the room. In case of cancellation or changes to the original reservation, it is the participant's responsibility to contact the hotel as well as Momentum. The hotel has the right to deduct cancellation costs from the participant's credit card account. In no case will Momentum be held responsible for costs incurred with cancellations.

Hotels

A number of rooms have been blocked at the following locations:

The Louvain Institute for Ireland in Europe

Janseniusstraat 1, 3000 Leuven – Phone +32 16 31.04.30 – Fax +32 16 31 04 31

The Institute is a modern residential facility, located in a historic building. It comprises lecture theatres, library, meeting, conference and function facilities, computer room as well as comfortable accommodation, recreation rooms and full dining service. The guest rooms are simple but comfortable, all with en-suite bathrooms and direct dial phone. The Institute offers a number of single rooms, twin rooms (2 beds), double rooms (1 large bed) and duplex rooms.

Room rate: 2.600 BEF / 64,45 Euro for a single room – 1.950 BEF / 48,34 Euro per person in a twin room

Hotel Professor* (FULLY BOOKED)

Naamsestraat 20, 3000 Leuven – Phone +32 16 20.14.14 – Fax +32 16 29.14.16

Situated in the very heart of the medieval city of Leuven, around the corner of the famous gothic city hall and the bustling student night life centre 'The Old Market Place'. Charming small hotel, rooms all equipped with modern comfort. 10 minutes walk to the workshop venue.

Room rate: 2.000 BEF / 49,58 Euro for a single room – 2.600 BEF / 64,45 Euro for a double room.

Hotel New Damshire* (FULLY BOOKED)**

Schapenstraat 1, 3000 Leuven – Phone +32 16 23.21.15 – Fax +32 16 23.32.08

Cosy and comfortable hotel in the centre of Leuven. All rooms with private bathroom, television, phone, minibar and safe. Private Parking for cars. Situated at only 2 minutes walking from the Workshop venue.

Room rate: 3.350 BEF / 83,04 Eur for a single room – 3.750 BEF / 92,96 Euro for a double room.

REGISTRATION FORM

ESF/N-Aerus Annual Workshop - Leuven-Brussels – May 23-26 2001

Mail, fax or e-mail this form by April 13 2001 to: MOMENTUM, c/o Anne De Smet, Industrieweg 3, B-3001 Leuven, Belgium
 Fax: +32 16 39 15 63 – E-mail: momentum@village.uunet.be

PLEASE FILL OUT YOUR REGISTRATION FORM COMPLETELY.

Badge information

Print or write your name in capitals exactly as you would want it to appear on your name badge, including title or degree.

Title/degree		Last name:	
Affiliation:		First name:	
City:		Country:	

Contact information

Street / Address:			
City			
Post Code		Country:	
Phone:		Fax:	
	(+ country code		(+ country code
E-mail:			

Please check the boxes below when applicable and complete the information

- Yes, I will **participate** in the ESF N-AERUS International Workshop in Belgium (23-26 May 2001)
- I will submit an abstract for **paper**
- I will submit an abstract for **poster**
- I am interested to act as **chairperson** or **rappporteur** of a session

- I wish to reserve **accommodation** at one of the following places (indicate the order of preference in the left column; make at least 3 options). Please note that rooms will be reserved on a 'first come, first served basis'.

Indicate Preference *	HOTEL LIST	BEF	EUR
	1. The Louvain Institute for Ireland in Europe <i>price per person in single room</i>	2.600	64,45
	<i>price per person in twin room (on basis of room sharing)</i>	1.950	48,34
	2. Hotel Professor (FULLY BOOKED) <i>single room</i>	2.000	49,58
	<i>double room (price per room)</i>	2.600	64,45
	2. Hotel New Damshire*** <i>price for single room</i>	3.350	83,04
	<i>price for a double room</i>	3.750	92,96

All prices are breakfast, VAT and taxes included (for more information on accommodation, see above)

Date of arrival	Time of arrival	Date of departure	N° of nights	Category (Single/double)*
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* Only to be completed in case of room share with a person/participant different than a family member

- I will share this room with:(name of the other participant)
- I'm interested to share a room with another unknown participant. Please notify me if you have a suitable candidate (I also fill out the Room share form)

Special requirements (room adapted to disabled person, smoker/non smoker,)
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I secure the reservation of my accommodation with my credit card:

<input type="checkbox"/> Master/Eurocard	<input type="checkbox"/> VISA	<input type="checkbox"/> American Express	<input type="checkbox"/> Other:
Credit Card N°:		Expiry Date:	

Please note: your credit card account will not be deducted for an advance. This will only be the case if there is 'no show' or late cancellation.

- I wish to participate in the **lunch buffet** (cold buffet and 'daily hotpot') @ 500 BEF/ 12,39 Euro per lunch. I will pay for this upon arrival.
 - On Thursday 24 May
 - On Friday 25 May

Special dietary requirements:
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- I'm interested to participate in the post-Workshop trip to Rotterdam. Please send me more information.

- Any other important or useful information you wish to bring to our attention:**

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PLEASE RETURN THIS FORM BEFORE APRIL 13, 2001 TO:

MOMENTUM, c/o Anne De Smet, Industrieweg 3, B-3001 Leuven, Belgium
Fax: +32 16 39 15 63 – E-mail: workshop2001@naerus.org

ROOM SHARE REQUEST

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The Workshop secretariat of MOMENTUM will help pair attendees who would like to share a room at one of the workshop hotels.

Please note: Participation in the room share database **does not** secure a room reservation. You also have to complete the Hotel Accommodation form in the registration form. Payment is the responsibility of the individual and must be made by the individual to the hotel. MOMENTUM will not accept or make payments on behalf of any individual.

Here's how the database works:

You fax, mail or e-mail the completed form below to MOMENTUM. We will enter your name and contact information in the room share database. You will be given the name of another database participant so that you can contact that person about sharing a room. Once you have agreed to share a room, the individuals involved are responsible to contact MOMENTUM to finalize the reservation. They are also responsible to determine payment details and to inform MOMENTUM of it. You are not obligated to share a room with the person MOMENTUM has paired you with. Each individual must agree to share a room. If the original pairing is not agreeable, you may contact MOMENTUM to receive the name of another database participant. Unless you contact MOMENTUM, it is assumed that your original pairing was acceptable, and your name will not be given to other participants.

Please note: Participation in the room share database **does not** guarantee that you will be able to share a room with another participant.

Return this form to MOMENTUM, Fax +32 16 39 15 63 – E-mail: momentum@village.uunet.be

Address: Industrieweg 3, 3001 Leuven, Belgium

By participating in the room share database, you agree that MOMENTUM may provide your name and contact information to other individuals included in the database.

Room Share Contact Information

(Please Print Clearly)

Name: _____

Mailing address: _____

City: _____

Postal Code: _____ Country: _____

Phone: _____ Fax: _____

E-mail: _____

PLEASE COMPLETE:

Arrival Date: _____

Departure Date: _____

I am a (please check one)

Graduate student post-doctoral student intern professional

I am a female male

I would prefer a non-smoking room

My room should be disability accessible