

Join us in Brussels

... a multicultural city in the heart of Europe!

A multicultural city with a thousand faces, Brussels has surprises in store at every street corner. A majestic historic centre, a unique ambiance, where you can slip directly from one universe to another! You only need to walk a few metres from the working-class Marolles to the aristocratic Sablon... or pass from the mediaeval Grand'Place to the very trendy St Géry district ... or in the same sort of contrasts, you will find sophisticated futurism of glass-fronted office buildings next door to stylish Neo-Classical or Moderne-style houses!

As you discover the "Brussels spirit" you will see that it is based on a self-mocking and surreal sense of humour, washed down with plenty of beer, not to mention chocolate, and a passion for good food! Should you want to talk about it, just sit down on any terrace and start talking to your neighbours!

Convention Hotel

Sheraton Hotel & Towers Brussels

Place Rogier 3
1210 Brussels, Belgium
T. +32 2 224 31 11, F. +32 2 224 34 56
www.sheraton.com/brussels

For most of our delegates, the Sheraton Brussels is a well-known convention venue. This business hotel, which has hosted many BIR conventions in the past, fulfils the main requirements for our successful Autumn Round-Table sessions.

The hotel is very close to the most interesting tourist attractions and shopping areas of downtown Brussels and therefore offers easy leisure escapes. Its restaurant and various bars as well as its beautiful indoor pool area on the top floor ensure that hotel guests spend very pleasant moments.

As usual, BIR has pre-booked a limited number of rooms at preferential rates for Convention participants. If our delegates/guests want to take advantage of these special BIR rates, they must return their registration and hotel reservation form to the BIR Convention Department or preferably register online by **17 September 2010 at the latest**. After this date, accommodation at preferential rates cannot be guaranteed.

Conference Organiser

Since BIR meets in Brussels, the organisation of the convention, registration and hotel bookings will be the responsibility of:

BIR Convention Department

Avenue Franklin Roosevelt 24
1050 Brussels, Belgium
T. +32 2 627 57 70, F. +32 2 627 57 73
convention@bir.org
www.bir.org

Access

All major international airlines fly to Brussels airport with several daily flights to and from European and overseas capitals and major cities.

Transport by train from the Brussels Airport takes less than twenty minutes to the city centre. From 05:30 till nearly midnight, the Airport City Express links the airport (level -1) with Brussels (Midi, Central and North stations) four times per hour. Get off at the North station from where you can easily walk to the Sheraton (5-6 minutes).

Taxis are available in front of the arrivals hall. The fare from the airport to the city centre of Brussels is normally around 40 Euros, but can be more expensive due to rush hour congestion (travel time between 30 and 50 minutes).

Brussels is also easily accessible by train from many European cities (Thalys from Paris, Cologne, Amsterdam and Eurostar from London).

Local Information

Hereafter you will find some information that simplifies the preparation of your trip and helps you get the most out of your convention attendance in Brussels.

Culture and Lifestyle

Brussels has become the administrative centre of many international organisations. Notably the EU and NATO have their main institutions in the city, along with many other international organisations such as the Western European Union, World Customs Organization and the international air traffic organisation Eurcontrol as well as international corporations. Brussels is also becoming one of the main convention destinations in the world. The presence of the EU and other international bodies has for example led to there being more ambassadors and journalists in Brussels than in Washington D.C..

Climate

Autumn in Brussels is in general quite mild with an average temperature of around 52°F/11°C. However, it can be quite foggy and rainy, so please bring an umbrella and/or raincoat.

Visa

Check the requirements for your country at your local Belgian Embassy/Consulate or under http://diplomatie.belgium.be/en/services/travel_to_belgium/visa_for_belgium/visa_needed/

If you need a visa, you will have to apply several weeks before departure. After 1st October, BIR will not be in a position to help you with your visa. Upon request, the BIR Convention Department will send you a written confirmation of your participation in the Convention.

Time zone: GMT +2

Currency: Euro, divided into 100 Cents. For exact exchange rates, you may consult an online currency converter.

Electricity: Operates on 220 volts, 50 Hz (adaptor plugs available at hotel)

Learn more about Brussels: www.bruxelles-tourisme.be

Provisional schedule of meetings and other events

The plenary sessions (i.e. commodity division/committee meetings) are open to all registered delegates (simultaneous interpretation in the official BIR languages English, French and German as well as passive Italian and Spanish, except for the workshops). The meetings of the Divisional Boards and of special organising committees (on Sunday) are restricted to the respective Board/Committee members who will receive individual invitations.

The following schedule is provisional and might be subjected to small changes prior to the Convention.

Details on the divisional meetings, speakers and workshops will be available at a later date. We recommend that you regularly visit the special Brussels convention pages on the BIR website www.bir.org for updates.

Sunday, 24 October 2010

14.00-18.00: registration desk and hospitality area opening hours

10.00	Convention Committee	by invitation
11.30	Membership Committee	by invitation
13.00	Communications Committee	by invitation
14.30	Finance Committee	by invitation
16.00	Advisory Council	by invitation
18.30	Press Cocktail	by invitation
20.00	Advisory Council Dinner	by invitation
20.00	Young Traders Networking Dinner	by invitation

Monday, 25 October 2010

08.30-18.30: registration desk and hospitality area opening hours

08.00	Stainless Steel Board (breakfast)	by invitation
09.00	Non-Ferrous Board	by invitation
09.30	Stainless Steel & Special Alloys Round-Table + trading session	plenary
11.00	Paper Board	by invitation
11.00	Non-Ferrous Metals Round-Table + trading session	plenary
11.30	Textiles Board	by invitation
13.00	Stainless Steel, Non-Ferrous, Paper and Textiles Luncheon	
14.30	Ferrous Board	by invitation
14.30	Paper Round-Table + trading session	plenary
15.00	Workshop on Arbitration (sponsored by ITC)	plenary
16.00	Nominations Committee	by invitation
16.30	Shredder Board	by invitation
16.30	Textiles Round-Table + trading session	plenary
18.00	General Assembly	plenary
19.30	Welcome Evening	for all registered delegates, guests and spouses

Tuesday, 26 October 2010

08.30-17.00: registration desk and hospitality area opening hours

08.00	Ambassadors Committee (breakfast)	by invitation
08.00	Young Traders Committee (breakfast)	by invitation
09.00	Ferrous Round-Table + trading session	plenary
11.00	International Environment Council	plenary
13.00	Ferrous, Plastics and Tyres Luncheon	
14.30	Plastics Round-Table + trading session	plenary
16.00	Tyres Round-Table + trading session	plenary

End of the Convention

Welcome Evening

Autoworld Museum

(Cinquantenaire building)

Monday, 25 October 2010 at 19.30

Duration approx. 3 hours



All registered delegates, guests and spouses are invited to the BIR Welcome Evening, which will be held in one of the most eye-catching and beautiful monuments in Brussels, the Cinquantenaire building.

The Autoworld Museum, a splendid collection of old-timers, is located in one of its exhibition halls, which are an architectural delicacy in their own right. The design is a real glorification of the industrial accomplishments of the turn of the 19th century, with iron and glass as the main construction materials.

The Museum itself is really a 'must' for fanatics of old-timer cars. The more than 400 cars came mainly from the automobile collections of Ghislain Mahy and Charly De Pauw. Both Belgian and rare foreign cars are displayed, such as the Bentley 1928, the Bugatti 1930 and the Cord 1930.

A varied buffet in an exceptional setting will ensure that our guests spend an excellent evening. There is no need to book a restaurant afterwards.

Transport by bus to the Autoworld Museum will be provided from and back to the Sheraton Brussels Hotel.

Dress code: business suit.

Sightseeing Tours

This time, BIR is not organizing special visits or sightseeing tours for delegates and spouses, but we are suggesting a choice of tours that you may want to consider.

The tickets can be purchased directly from the concierge of the Sheraton Brussels Hotel upon arrival or by phone (+32 2 224 3111).

- All tours start and end at the Sheraton Brussels Hotel.
- Pick-up 30 minutes before the beginning of each tour (meeting point: concierge)



Brussels Grand City Tour

Daily at 10.00

Duration: 2 ½ hours

Price per person 24 €

The visit begins with a short stroll in the old city centre. An experienced guide provides information about the world-famous Grand'Place with its unique city hall and splendid guild houses. The adventure trail through the capital continues by coach. We pass the magnificent St. Michaels cathedral, the Congress Column, the Heysel district with the renowned Atomium, the remarkable Chinese Pavilion and the Japanese Tower. Via the Palace of Laeken we will drive back to the centre and visit the Sablon district with its many antique stores. After the impressive Court of Justice and the elegant Louise Square, we will drive to the stately Royal Square, the Royal Palace and the old Palace of the Nations, which is now the home of Parliament. Around the Cinquantenaire Parc with its grand Triumphal Arch and exceptional museums we can see some excellent examples of Art Nouveau houses. Around the corner, the heart of Europe beats: the buildings of the Commission, the Council of Ministers and the European Parliament house the main institutions of the EU.

Ghent and Bruges – Venice of the North!

Daily at 9.00

Duration: 9 ½ hours (Important: you might miss the bus transportation to the Welcome Evening on Monday at 19.30)

Price per person 42 €

After an hour's drive, arrival in Ghent and visit of the St. Bavo's Cathedral, home of the world famous 'Mystic Lamb' painting (optional, closed on Sundays). During the city tour you will see all the important buildings from the Middle Age, such as the Belfry, the St. Nicholas Church and the Castle of the Counts of Flanders. Upon arrival in Bruges, visit of the Lake of Love (Minnewater) and the Beguinage (convent). Time for lunch. Afterwards, walking tour discovering: Our Lady Church, with the statue by Michelangelo, the Market Square with the Belfry and the Holy Blood Chapel. After the walking tour you can take an optional boat tour along the canals.



Antwerp – The city of Rubens and Diamonds

Monday, Friday & Saturday at 13.15

Duration: 5 ½ hours (Important: you might miss the bus transportation to the Welcome Evening on Monday at 19.30)

Price per person 42 €



Antwerp, Belgium's second largest city and Europe's second largest harbour has kept many memories of its rich past. Above all, it is the city of the painter Peter Paul Rubens, world-famous master of the 17th century. We drive to the centre and leave the bus to visit the Market Square with its ancient houses and Our Lady Cathedral (entrance fee included). This cathedral contains, amongst other treasures, two of Rubens' masterworks: "The Erection of and the Descent from the Cross".

In Antwerp, which is also the world's diamond centre, we will also visit a diamond workshop. The tour will end with a drive through the oldest part of the harbour.

Sponsorship

All our conventions offer BIR member companies the possibility to promote their products, services and technologies through a variety of sponsorship packages.

The 2010 BIR Autumn Round-Table Sessions in Brussels offer again an excellent opportunity to reach a powerful group of leading recycling industry businesspeople with your promotional message.

The detailed list of sponsorship packages is available on www.bir.org

Advertising

We also invite all BIR member companies attending our Brussels Convention to place an advertisement in **the list of participants, the final programme and/or the convention proceedings.**

Please fill in the special form on www.bir.org and return it along with your payment to the BIR Convention Department in Brussels **before 24 September 2010.**

Exhibition Tables

Although there are no exhibition stands/booths during our Autumn Round-Table Sessions, it is possible for machines & equipment manufacturers to rent an exhibition table in the hospitality area. All potential exhibitors will be contacted by the BIR secretariat in due course.



Services at the Convention

Registration Desk

The Convention Secretariat and registration desk are located on the 2nd floor of the Sheraton Brussels Hotel.

Opening hours:	Sunday, 24 October 2010	from 14.00 to 18.00
	Monday, 25 October 2010	from 08.30 to 18.30
	Tuesday, 26 October 2010	from 08.30 to 17.00

Upon arrival at the registration desk, each registered delegate receives a pack containing their personal credentials (badge, invitation cards, tickets), the final convention programme and a list of all registered participants.

Access to the Convention area

You are requested to wear your badge at all times! Access to meetings, hospitality areas, networking sessions, luncheons and social events are restricted to registered delegates and guests wearing their badge and showing the relevant invitation cards or tickets. Always carry some photo ID or a copy of your passport.

Lost badges and tickets will not be replaced and will imply new registration.

List of Participants

To help delegates identify potential customers, each registered delegate will receive the official list of participants (registered **before 5 October 2010**) detailing full delegate names, company names and addresses, the hotel where they are staying and the division codes. An additional list of late registrants is available at the convention registration desk.

As from 15 September 2010, BIR Gold Members are able to access a regularly-updated list of participants on www.bir.org using their personal access details. **As from 15 October 2010** other BIR members have also access to this list.

Interpreting

Simultaneous interpretation in English, French and German is provided at all plenary sessions (workshops are held in English only). Participants speaking Italian or Spanish can also speak their own language during debates.

Divisional Luncheon

Registered delegates may join the luncheons on each day of the convention (except Sunday 24 October). One lunch is included in the delegate's registration fee. Please indicate the day by checking the appropriate box on the registration form. Subject to availability, additional tickets can be purchased at a price of 60 €.

Hospitality areas

Complimentary coffee, tea and soft drinks are served in the hospitality area, i.e. the foyer of the meeting room, during the convention secretariat's opening hours. On Monday and Tuesday the O Bar, located on the ground floor of the Brussels Sheraton Hotel & Towers, is exclusively reserved to registered BIR delegates, from 11.00 to 13.00 and from 14.30 to 18.00. Access is only granted upon presentation of the badge and your photo-ID.

Press

Registered journalists have access to fax, telephone and Internet facilities in the **press room**. In addition, a **press table** is available exclusively for the trade press to display their publications near the plenary meeting room. Commercial advertising on the press table is not permitted.

Gold Member Privileges

Delegates representing BIR Gold Member companies benefit from special discount registration fees and early access to the list of participants (see above). They also benefit from the exclusive Gold Member Lounge (open on Monday and Tuesday) with complimentary coffee/tea, secretarial facilities and Internet access. For full details on Gold Membership privileges, please visit our website (www.bir.org) or contact the Brussels secretariat.

LME and COMEX quotations are provided to all delegates during convention hours.

“Business suite” rental

BIR is renting additional meeting rooms which delegates can book for up to 2 hours for their business appointments. Prices and availability can be checked at the convention registration desk during the convention but advance booking can be made as from 4 October 2010 with the BIR Convention Department.

Conditions of attendance

The Convention is open to fully registered delegates representing BIR member companies and to elected officers from national federations (i.e. President and/or Executive Director), which have paid their annual membership dues to BIR. Membership within a national federation affiliated to BIR does not automatically entitle a company to send delegates to our Convention. However, we will exceptionally invite at the same fees as BIR ordinary members the Belgian companies which are not affiliated to BIR but are members of the Belgian recycling association COBEREC.

“Observer” status can be granted once to representatives from non-member companies who must first submit their request along with a supporting letter from a BIR member to the BIR Brussels secretariat for prior approval. After the convention, the observer must make sure that his/her company joins the organisation if he/she wants to attend any future BIR conventions.

Registration

- BIR does not offer a daily registration rate. Each delegate must pay the full registration fee mentioned below, regardless of the time spent at the convention.
- One registration form must be filled in for each attending delegate.
- A spouse is not a delegate and is not entitled to participate in the business sessions.
- Registrations will not be processed without proof of payment, i.e. credit card details or copy of bank transfer.
- A confirmation will be sent by e-mail or letter if above conditions are fulfilled.

In order to facilitate your registration we strongly encourage you to register and pay online.

The delegate's registration fee covers:

- The participation in the plenary meetings with simultaneous interpretation and in the workshops
- The invitation to the Welcome Evening with buffet dinner on Monday, 25 October 2010
- One Divisional Luncheon (to be selected on the registration form)
- Access to the hospitality area
- The accompanying spouse's complimentary registration*

* When mentioned on the registration form, the spouse (under the condition that he/she is not involved in business) receives a complimentary badge and free access to the Hospitality area and to the Welcome Evening).

Categories of fees* in Euro (incl. VAT):

- A delegate from a **BIR Gold Member company** :

€850 € if the registration form is received **before 17 September 2010**

€900 € if the registration form is received **after 17 September 2010**

* Special discount: for any Gold member company that wants to register more than two delegates, a special discount of 20% will be applied to additional delegates' registration fees, provided that all registration forms are returned to the BIR Convention Department together with corresponding payment.

- A delegate from a **BIR Ordinary Member company** and/or from a Member company of the Belgian federation COBEREC which might not be affiliated to BIR

€900 € if the registration form is received **before 17 September 2010**

€1000 € if the registration form is received **after 17 September 2010**

- A **Young Trader** (members only - under 35 years*)

€600 € at all times

* Please provide a photocopy of your ID card.

- A delegate interested only in **Textiles, Plastics, Tyres*** (members only)

€600 € at all times

- An **Observer**:

€1200 € at all times

** Please note that due to a new European regulation, BIR is forced to add VAT to all registration fees. However, BIR leadership decided NOT to increase the final fees. European companies can reclaim the tax and therefore benefit from a lower net fee. The VAT amount will be indicated separately on the final invoice. Non-European companies or companies that are not subjected to VAT are not concerned by this regulation. Please indicate your VAT number on the registration form.*

Hotel accommodation

BIR is aware that some travel agencies or on-line booking services might offer cheaper rates than those negotiated by BIR. Feel free to take advantage of these offers. Our delegates and guests are under no obligation to make their hotel reservation through the BIR Convention Department. However, in order to assist participants, BIR has pre-booked a limited number of rooms at preferential rates.

Hotel room rates (in Euro)

All prices include breakfast, VAT and service, but exclude city tax.

1. Sheraton Brussels Hotel & Towers (Convention venue)

www.sheraton.com/brussels

Single Classic:	240 €
Double Classic:	265 €
Single Club:	295 €
Double Club:	320 €

2. Hilton Brussels City

www.brussels-city.hilton.com

20 Place Rogier
1210 Brussels
T. +32 2 203 31 25
F. +32 2 203 43 31

Single standard:	200 €
Double standard:	220 €

This four-star city centre hotel is located on the Place Rogier, opposite the Sheraton Hotel, within one minute walking distance from the Convention venue.

3. Hotel Bloom

www.hotelbloom.com

Rue Royale 250
1210 Brussels
T. +32 2 220 66 11
F. +32 2 217 84 44

Single standard:	200 €
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This modern three-star hotel in contemporary design lies within 15 minutes walking distance from the Sheraton Hotel. It is located on the Rue Royale, the main artery leading to the Royal Palace and is adjacent to the beautiful Botanic Garden.



4. The Progress Hotel

www.progresshotel.be

9 Rue du Progres
1210 Brussels
T. +32 2 205 17 00
F. +32 2 203 30 10

Single standard:	140 €
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This four-star Boutique hotel offers a perfect balance of comfort and personal service combined with upscale amenities and lies within one minute walking distance from the Convention venue.

Hotel room reservation conditions

- If you want to take advantage of the special BIR rates, you must return the registration and hotel reservation form indicating your choice of accommodation to the BIR Convention Department or register online **by 17 September 2010** at the latest.
- Rooms are allocated on a first-come-first-served basis.
- In order to guarantee your hotel room reservation, a prepayment covering the total number of nights in the room category/hotel of your choice is required (in case of bank transfer, please provide proof of payment).
- Any room reservation is binding for the hotel as well as for the guest for all nights reserved as soon as they have been confirmed by the BIR Convention Department
- Should the hotel of your choice be fully booked, the BIR Convention Department suggests another hotel which you are free to accept or not. Always check the category and service of the hotel you are offered before confirming your agreement.
- Any modification of a reservation should be made in writing to the BIR Convention Department and not directly to the hotel.
- Each delegate must pay his/her hotel room (after deduction of the advance deposit) and any other extras directly to the hotel upon departure.

In order to ensure a smooth check-in, we recommend that you present your confirmation letter from the BIR Convention Department at the front desk of the hotel.

Methods of payment

Credit cards: VISA / AMEX / MasterCard/Eurocard

Bank transfer

Account Name:	BIR Congres
Bank Name:	BNP Paribas Fortis
Bank Address:	18b, Place Flagey 1050 Brussels, Belgium
Account Number:	001 6128441 57
IBAN:	BE09 0016 1284 4157
Swift/BIC:	GEBABEBB

Reference: name of the company + name of the delegate(s)

Important:

- All payments are to be made in Euro and without any charge for the beneficiary.
- Bank transfers must specify full details of sender and payer.
- A copy of the proof of transfer must always be attached to the registration form(s) that are covered by the transfer.

In order to facilitate your registration we strongly encourage you to register and pay online. In addition, preference will always be given to credit card payments.

Cancellation

• Registration

- Cancellation of the registration must be notified in writing (e-mail, fax) to the BIR Convention Department.
- Cancellations **before 1 October 2010** will entitle registered delegates to a refund of the registration fee (minus 100 €€ to cover administrative expenses).
- **After 1 October 2010**, no refund will be granted, except for justified reasons (health problems, decease of a family member etc.).

• Accommodation

- Cancellation of the hotel room must be notified in writing (e-mail, fax) to the BIR Convention Department.
- Cancellations up to **4 days before** the announced arrival date will be accepted with an administrative fee of 50 €.
- If you cancel your hotel room **less than 4 days before** the announced arrival date you will be charged the equivalent of the price of the number of nights in the hotel and room category of your choice that were booked for you.
- Except in cases of **no-show**, the BIR Convention Department will do its best to allocate any cancelled room to another delegate.

• Convention

In the case of strikes, flood, fire, “force majeure” or any other circumstances beyond the control of BIR resulting in the partial or complete cancellation of the convention (and of any part of its programme), BIR cannot be held liable. No refund of the registration fees or of the hotel prepayment will be made to BIR registered delegates.



BIR - REPRESENTING THE FUTURE LEADING RAW MATERIAL SUPPLIERS

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