

**EQUINET Policy Training**

**'Promoting Equality: Equality Impact Assessment'**

29 - 30 April 2010,  
Equality House  
Belfast (Northern Ireland)

**TRAVEL COMPANION**

## **BELFAST**

*(Courtesy of Wikipedia.org)*

Belfast (from the Irish: Béal Feirste meaning "mouth of the sandbars") is the capital of and the largest city in Northern Ireland, a constituent country of the United Kingdom. It is the seat of devolved government and legislative Northern Ireland Assembly. It is the largest urban area in the province of Ulster, the second largest city on the island of Ireland and the 15th largest city in the United Kingdom. The city of Belfast has a population of 267,500, and lies at the heart of the Belfast urban area, which has a population of 483,418. The Belfast metropolitan area has a total population of 579,276. Belfast was granted city status in 1888.

Historically, Belfast has been a centre for the Irish linen industry (earning the nickname "Linenopolis"), tobacco production, rope-making and shipbuilding: the city's main shipbuilders, Harland and Wolff, which built the ill-fated RMS Titanic, propelled Belfast onto the global stage in the early 20th century as the largest and most productive shipyard in the world. Belfast played a key role in the Industrial Revolution, establishing its place as a global industrial centre until the latter half of the 20th century.

Industrialization and the inward migration it brought made Belfast, if briefly, the largest city in Ireland at the turn of the 20th century.

Today, Belfast remains a centre for industry, as well as the arts, higher education and business, a legal centre, and is the economic engine of Northern Ireland. The city suffered greatly during the period of disruption, conflict, and destruction called the Troubles, but latterly has undergone a sustained period of calm, free from the intense political violence of former years, and substantial economic and commercial growth. Belfast city centre has undergone considerable expansion and regeneration in recent years, notably around Victoria Square.

To learn more about Belfast, please go to: <http://www.gotobelfast.com/>

## **FLYING TO BELFAST**

### **Equinet travel costs coverage and reimbursements:**

It is the policy of Equinet to cover the costs incurred during its events by participants coming from effective members. In order to control flight costs, Equinet will reimburse participants' flights up to a maximum of 350 EURO, unless prior booking authorization has been granted by the Equinet Secretariat for a more expensive ticket. If you are unable to find a flight cheaper than 350 EURO, please contact the Equinet Secretariat that will assist you.

Reimbursements are only possible when an original Equinet reimbursement form has been correctly filled in and sent to the Equinet Secretariat. ORIGINAL expenses proofs (receipts, invoices...) and Boarding passes stubs (both ways) have to be attached to the reimbursement form for the expenses to be taken into account. Any undocumented expense will be disregarded. We advise participants to book as early as possible. In case of ceiling trespassing because of late booking, the Secretariat will cap the reimbursement at 350 Euro.

Given the financing constraints faced by Equinet, reimbursements are effectively processed after reception of the last installment of the 2010 Grant from the European Commission (around March-April 2011).

Therefore, we advise participants to request their respective organizations to prepay the costs and not to cover them from their own pocket.

Reimbursement forms have to be submitted to the Equinet Secretariat **within three months** following the end of the training and **no later than 1 August 2010** to be taken into account. Equinet reserves itself the right to disregard any form received after this deadline.

You will find a blank reimbursement form on the webpage dedicated to the training on the Equinet website.

### **Finding cheap flights:**

[www.skyscanner.net](http://www.skyscanner.net) is a good place to look for cheap flights. Low-cost airlines like Easyjet and RyanAir fly to Belfast.

## **Belfast Airports:**

The Belfast region is served by two international airports

### **1. The George Best Belfast City Airport**

Located 3 kilometers away from the city, it is mainly a regional airport proposed by some international airlines via indirect connections going through the United Kingdom (mainly London airports).

For a list of airlines using this airport, please go to:

<http://www.belfastcityairport.com/Flight-Information/Destinations-and-Airlines.aspx>

#### **Coming from/to the airport**

##### **Buses**

The Airport Express 600 operates every 20 minutes from outside the airport to the Belfast Europa Bus Centre adjacent to the Hotel Europa, in the heart of the city. The service, Airport Express 600, operates between 0530 and 2205, and costs £2.00 single and £3.00 return.

### **2. The Belfast International Airport**

Belfast's main airport, it lies ten kilometers away from the city center.

For a list of airlines using this airport, please go to:

<http://www.belfastairport.com/en/content/4/60/airlines.html>

#### **Coming from/to the airport**

##### **Buses**

Translink ([www.translink.co.uk/VisitorAirport.asp](http://www.translink.co.uk/VisitorAirport.asp)) operates a 24 hour bus service (Airport Express 300) to the airport from their Europa Bus centre, in the centre of Belfast, next to the Hotel Europa.

Participants can claim local transport costs incurred in their home-country and in Northern Ireland back to Equinet using the Equinet reimbursement form. Any expense claimed needs to be justifiable, reasonable and documented by original evidence (receipts, tickets...).

Participants are strongly encouraged to use public transportation whenever available.

## **ACCOMMODATION**

### **The Hotel**

The hotel selected to accommodate participants is the **Europa Hotel**, a 4-star hotel centrally located in the city and within walking distance of the training venue.

To learn more about the Europa Hotel, please go to  
<http://www.hastingshotels.com/europa/index.htm>

### **Prolonged stay**

Equinet coverage: It is Equinet's policy to cover the costs for the accommodation of the participants in its training coming from effective members. Equinet has reserved single rooms and will cover a maximum of two nights (28 and 29 April), breakfast included.

Should you wish to stay longer at the Europa Hotel, you would need to stipulate it during registration. The cost for extra night(s) would be at your charge. The cost per room per night is 80 GBP (approx. 91 EUR), breakfast included.

### **Reaching the hotel from the Great Victoria Train Station**

The Hotel Europa lies a few hundred meters away from the Great Victoria Station. Please consult the following map for directions:

<http://maps.google.com/maps/ms?ie=UTF8&hl=en&msa=0&msid=105943348439612665725.00048045615ba7d39d129&z=18>

## **MEETING VENUE**

### **The Equality House**

The Equality Commission for Northern Ireland is co-hosting the Equinet training and has kindly proposed to hold it in their premises at the Equality House.

Equality House  
7 - 9 Shaftesbury Square  
Belfast  
BT2 7DP  
United Kingdom

### **Reaching the Equality House from the Europa Hotel**

The Equality House lies a few hundred meters away from the Europa Hotel. Please consult the following map for directions:

<http://maps.google.com/maps/ms?ie=UTF8&hl=en&msa=0&msid=105943348439612665725.00048045ea74f480e0c6c&z=16>

## **SUBSISTENCE**

It is Equinet's policy to cover during its events the subsistence costs incurred by participants coming from effective members. Breakfast on 29 and 30 April will be provided at the hotel and lunches will be provided on both days of the training. A dinner will also be held on the first evening of the training (see below).

Any other subsistence cost that participants have incurred on the occasion of the training can be claimed using the Equinet reimbursement form. Expenses have to be justified, reasonable and documented by related original evidence.

## **DINNER**

As is traditional, Equinet will hold a dinner on the first evening (29 April) of the training event. This is the perfect occasion for participants to network and get to know one another in a relaxed and friendly atmosphere. The exact place and time will be communicated at a later date. Please make sure to register and to communicate any dietary requirement on your registration form.

## **EMERGENCY CONTACT DETAILS / NUMBERS**

### Equinet Secretariat

-In Brussels:

Tel: +32 2 212 31 82 – email: [registration@equineteurope.org](mailto:registration@equineteurope.org)

-In Belfast:

Tel: +32 472 69 60 65 (Yannick Godin, mobile)

### Europa Hotel Reservation Center

Tel: +44 (0)28 904 71 066

Email: [groups@eur.hastingshotels.com](mailto:groups@eur.hastingshotels.com) (mention Equinet)

### Equality House (venue)

Tel: +44 (0)28 90 500 600

