**ESWA 2022 Congress accessibility document**

<table>
<thead>
<tr>
<th>Access need</th>
<th>Further information</th>
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| **Getting to the venue**   | • Address: Bedford Hotel, Rue du Midi 135, 1000 Bruxelles, Belgium  
|                            | • The hotel is close to the following public transport links. The closest station is Anneessens which is a two-minute walk away. We recommend [planning your journey](#) to the hotel in advance  
|                            | • There is a taxi rank in front of the hotel entrance  
|                            | • ESWA can reimburse taxi expenses if no accessible public transport is available  
|                            | • There are two disabled parking spaces in the hotel’s parking lot. It is a 24 hour car park behind the hotel. The name of this parking lot is Rouppe Fontainas and the address is 19 Rue Van Helmont - 1000 Brussels. It is not necessary to reserve a parking space in advance as this is a public parking lot  
|                            | • There is a preferential rate of 13.00 Euro/car/24h for guests staying at the hotel. You will need to inform reception that you have used the parking space |
| Getting in and moving around | • There is step-free access at the entrance of the hotel  
• Lifts are available from the ground floor. The only floor that is not accessible from the lift is the top-floor gym room, which is only available for guests of the hotel  
• The hotel is wheelchair accessible (apart from the top-floor gym room)  
• Directions to the different workshop spaces will be shown via signage. We will also have volunteers at the registration desk who can direct you |
| --- | --- |
| Facilities at the venue | • There is an unlocked accessible toilet  
• Please note there is no loop system in the meeting rooms for hearing aid users  
• Please note that there are no gender neutral toilets at the hotel  
• There is free WiFi in public areas of the hotel  
• The smoking area is at the front of the hotel  
• There is a large step-free seating area in the foyer of the hotel |
| Workshop information | • Workshops will be held on the eighth floor and on the ground floor. The whole hotel is wheelchair accessible and there are plenty of elevators (the only floor that does not have lift access is the top-floor gym room, available only to those staying in the hotel)  
• Please be advised there will be other guests using the hotel communal areas. Only Congress registrees will have access to the workshop spaces  
• Each workshop room can be temperature controlled  
• Seating will be reserved at the front of the room for those who need it (e.g., wheelchair users, those with visual impairments, etc.). Please communicate your needs with the ESWA team member who will be present at each workshop |
- There will be a description of each workshop, some with content notes. Please speak to the facilitator of the workshop at the beginning if you are concerned about trigger warnings
- The Congress will take place in English. There will be a Russian translator present for the workshop on Eastern Europe and Central Asia (Tuesday 5pm)

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<tr>
<th>Accommodating children</th>
<th>● There are breastfeeding and baby changing areas in the hotel. There is no creche available</th>
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| Refreshments and breaks | ● During the morning break of the conference, we will provide refreshments (coffee, tea, fruit juice, pastries)  
● Please note that ESWA will not provide food for lunch. We have planned a 90 min lunch break for participants to go get their own lunch. We would have loved to feed all participants but the costs were simply too high for the expected 200+ participants. We understand this is not ideal, but we had to prioritise covering the scholarships of some participants  
● There are many places to eat near the hotel including famous Belgian fries, vegan and vegetarian options!  
● Please note there are no facilities for warming up food at the hotel |
| Attendees’ welfare and wellbeing | ● There will be a welfare team available, who can be identified via purple wristbands  
● The ESWA organisational team will be identified by ESWA t-shirts  
● The volunteers, who can assist with navigating the space and answering any logistical questions, will be identified via blue wristbands |
- There will be a quiet welfare room available, if you need some space to decompress, process or just take five minutes away from people. This room will be a no-talking space

<table>
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<th>COVID-19 precautions</th>
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<tbody>
<tr>
<td>- Do not attend the event if you have any COVID-19 symptoms</td>
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<td>- We recommend that you get tested at least 24 hours before attending</td>
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<td>- Masks will not be mandatory for the main sessions but everyone can decide if they prefer to wear one. Workshops facilitators can also ask for participants to wear a mask</td>
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<td>- ESWA will provide self-testing kits for participants</td>
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<td>- Wash your hands regularly!</td>
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<tr>
<td>- ESWA is not responsible for any cases of COVID-19 transmission during Congress and will not cover any costs related to extended stay, travel and accommodation cancellation, testing for participants or any costs you may incur</td>
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