

# **Brussels Welcome Support 2026**

## **FORM QUESTIONS TO ASSIST YOUR PREPARATION**

### **YOUR ORGANISATION**

1. Organisation name
2. Type of entity (Association, PCO, NGO, University, etc.)  
If you are an agency : the type of entity holding the event and in charge of its content.
3. Legal form
4. VAT number (if any)
5. Registered office address (Headquarters)
6. Surname of the contact person
7. First name of the contact person
8. Contact person's job title
9. Email
10. Telephone
11. Language for communication (French/Dutch/English)
12. Description of the organisation (500 characters maximum)

### **THE SERVICES**

Please select which services would best suit your event

13. Main services:
  - Exclusive use of the Tram Experience for your speakers/VIP guests (16, 20 or 36 people) *The day before, during, or no later than the day after your event.*
  - Soft mobility: transportation tickets (STIB) for your delegates (*one-way tickets*)
  - A chocolate tasting/animation stand during your event, for 1 to 2 hours. *The chocolatier will be selected through a call for tenders by [visit.brussels](https://visit.brussels).*
  - A dinner for your speakers/VIP guests in a Good Food and/or Brusselicious-labelled restaurant. *The day before, during, or no later than the day after your event. The restaurant will be chosen via a call for tenders by [visit.brussels](https://visit.brussels), in consultation with the event organiser.*
  - "Sweet treat" gift packs for your speakers/VIP guests, made up of Belgian or Brussels specialities (e.g., chocolates, biscuits, etc.). *The supplier will be selected via a call for tenders by [visit.brussels](https://visit.brussels). Only for events taking place for, at least, the third time in Brussels*
  - A visibility campaign through city banners displayed around your event main venue. *Only for events taking place for, at least, the third time in Brussels*
14. Depending on your selection, please specify :
  - the ideal number of Transportation Tickets (STIB one-way tickets) / Sweet treats gift packs you would need
  - the preferred date and the number of expected guest for the Tram Experience or dinner in a restaurant
  - the preferred date for the chocolate tasting/animation
15. Bonus services for events with over 3,000 participants\*:
  - A display campaign (screens) at Brussels-Zaventem Airport during your event. *For events lasting at least 3 days. Priority will be given to those held during low seasons (January, February, August). Limited availability.*
  - Provision of a room in Brussels' Town Hall for hosting a reception. *The day before, during, or no later than the day after your event. Only for events taking place in Brussels for, at least, the third time. Subject to availability and approval by the Council of the City of Brussels.*

16. Extra services for all events :
- A complimentary "Association affiliation" to The Association Place, our new venue dedicated to international associations in Brussels (available only for associations)
  - Access to the Press Club Brussels Europe: assistance with organising a press conference for your event at the Press Club, including inviting your contacts (subject to Press Club availability)

## YOUR EVENT

17. **Name of the event**
18. **Dates of the event**
19. **Description of the event (500 characters maximum)**
20. **Do you consider your event being part of one of the 5 following Centres of Excellence (including sub-sectors) ?**
- Sustainable economy (Environment, Nuclear Technology, Clean Energy)
  - Finance & Trade (Financial services, Commerce & Trade, Business & Services)
  - Digital economy (Computer sciences, Information & Communication Technology, Software & Data)
  - Healthcare (Cancer study, Neurology, Public Health, Psychology, Gastroenterology)
  - Biosciences (Biopharming, Biotechnology, Pharmacology)
  - Other
21. **Has this event already been organised in Brussels ?**
- No
  - Yes, once
  - Yes, twice or more
22. **Is your event already confirmed/contracted ?**
- Yes, through a simple process (RFP)
  - Yes, through a bidding process
  - No
  - Other
23. **If so, please specify all partners/suppliers confirmed for your event (hotels, venues, etc...).**
24. **How many on-site individual registrations per day are you expecting for your event ?**  
(in case of hybrid events, online participants are not taken into consideration)
25. **How many attendees will come from abroad ? (in %)**
26. **Please describe your action plan to improve sustainability and/or inclusivity during the event and/or send related document(s) by e-mail to [meetings@visit.brussels](mailto:meetings@visit.brussels)**  
(mentioning Brussels Welcome Support + name of the event in the email subject line)  
(examples: certified suppliers, zero waste policy, selection of local caterers, limit on carbon-impacted travel, paperless policy, easy access to disabled people to all or part of the event, provide a response to specific needs (food and non-food), translation services, transparency of information on the event website, ...) Actions undertaken by the main event venue or the accommodation may form part of this action plan. \*
27. **How are you planning to advertise Brussels before and during your event ?**  
(offline and/or online communication plan, dedicated newsletter for your attendees, advertisement on your website, encourage your attendees to stay before/after your event in Brussels, etc...).
- Please give detailed answer and/or send related document(s) by e-mail to [meetings@visit.brussels](mailto:meetings@visit.brussels).
28. **What kind of positive impact would you like to have in Brussels (legacy) and how are you planning to maximise it ?**  
(example: actions to create a positive impact in Brussels by organizing actions with local community.)
- Please give detailed answer and/or send related document(s) by e-mail to [meetings@visit.brussels](mailto:meetings@visit.brussels).