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May 2013

Bonjour Professor!

I would like to take this opportunity to welcome you to SHAPE, Belgium. While you are here for your teaching assignment, I will assist you with your stay.

SHAPE is an acronym for Supreme Headquarters Allied Powers Europe and is the international military headquarters for the North Atlantic Treaty Organization (NATO). Presently, there are 51 countries represented at SHAPE. The military leader for this organization is Admiral James Stavridis. This position is always held by an American.

Since 1967 SHAPE has been located in Casteau, Belgium which is a ten minute drive from the city of Mons. Belgium, about the size of the state of Maryland, is a country of diverse cultures and languages. Since Belgium is bordered by France, Germany, Luxembourg, and the Netherlands, there are three official languages: French, German, and Flemish. As one travels south of Brussels, you will observe the roadway signs changing from the Flemish to the French language. SHAPE is located in the French speaking area of the country.

Brussels is a bustling metropolitan city and home to the European Union and the political headquarters of NATO. Other famous cities include: Antwerp (diamond businesses); Bruges (a preserved medieval city with canals often called the “Venice of the North”); and Ghent (famous for the Belfry Tower).

The weather in Belgium is very unpredictable and often unpleasant. Be sure to pack a raincoat, an umbrella, and clothes for all types of weather. One can sometimes experience four seasons in one day! Spring and fall temperatures average from the mid 50’s to the upper 60’s while the average winter temperatures are around 35 – 40 degrees Fahrenheit. The summer months bring temperatures from the upper 60’s to the upper 80’s. However, very few hotels and military buildings are air conditioned.

Your students’ backgrounds are as diverse as the country of Belgium. Students represent all military branches to include international students. Additionally, there are civilians enrolled in the program; many are spouses of military personnel and some are civilian employees working on SHAPE or Chievres.

I hope your journey to Belgium is pleasant and safe. Your hotel and rental car reservations have been made. I look forward to your arrival and assisting you during your teaching assignment at SHAPE.

À bientôt!

Sincerely,

[Signature]

Assistant to the Area Site Director
OU Shape Contact Information

Site Director
Merideth Carter – Cell Phone: see pre-travel documents

OU Office hours
Monday – Thursday 1000 – 1500

Civilian Address
Benelux Education Center
Attn: University of Oklahoma
Education Center Bldg 212
Rue D’Escaut SHAPE 7010
Belgium

APO Address (US Domestic Mail)
Benelux Education Center
ATTN: University of Oklahoma
Unit 21420 Box 6629
APO, AE 09705

Office Phone Numbers
- From United States 011-32-65-44-3654
- From a commercial civilian phone 00-32-65-44-3654
- Within Belgium 065-44-3654
- Within/On SHAPE 3654
- Through out Europe (from a military/DSN phone) 423-3654

Email
apshape@ou.edu

Fax
- Commercial 065-32-6230
- DSN 423-6230

Education Services Officers (ESO)
Mr. Teal Hart – 0032-65-44-8216 – DSN – 423-8216

Site Coordinator
Carolyn Taylor
Phone - 405-325-1959
Fax – 405-325-3335
Email – cataylor@ou.edu
European Contract Support

Mailing Address:
The University of Oklahoma Contract Support Office
CMR 419 Box 1634
APO, AE 09102

Street Address
The University of Oklahoma
Sickingenstrasse 1A
69126 Heidelberg, Germany

Contract Support Office Contacts:
- Dr. Peggy Lerner, Director: apeudirector@ou.edu
  - Home Phone: see pre-travel documents
- Rosemary Petrnyak: apeuprograms@ou.edu
- Rebecca Fussnecker: apeuadmin@ou.edu
- Office Phone (From United States) 011-49-6221-768118
- Office Fax (49) 6221-768-945
Arriving at Brussels International Airport

Brussels International Airport: www.brusselsairport.be

Disembarkation

Most planes taxi to the terminal; however in the event there is airport construction, a bus may take you from the plane to the terminal. Once out of the plane, walk through the airport hallway, and follow the flow of passengers headed for Immigration/Passport Control.

Passport Control

At Passport Control, stand in line for Non-European community passengers (line which does not have an “EU” sign). Your passport will be checked. TDY orders should be handy, in case the passport control officer wishes to see them.

Baggage Claim

Follow the signs for Baggage Claim (picture of baggage). An information board lists the arriving flights and the number of their baggage carousels. Baggage carts are available and free to all passengers.

Customs Clearance

After claiming your baggage, look for the Sortie/Exit Customs signs. Walk through the “Nothing to Declare” line. Continue through the double sliding doors into the Arrival Hall.

To Change Money

The currency in Belgium is the Euro. There are money exchange counters in the Arrival Hall to your right – Travelex “Bureau de Change.” The exchange rate will not be as good as at the military facility or through an ATM machine and you will be charged a commission, therefore, exchange only what you think you will need before getting to a bank at SHAPE or use the ATM machines at the airport. The ATM machines are also in the Arrival Hall area. Note: although you can change money at the US Finance Office at SHAPE (with site director’s sponsorship), you may not cash checks there. ATM’s are located at these various places:

- Chievres Army Lodge – (Dollars and Euros)
- Andrews Federal Credit Union (next to PX) – (Dollars and Euros)
- GB shopping complex on SHAPE – (Euros only)
- Building 318 on SHAPE – (Dollars and Euros)
- Daumerie Caserne (located at front gate) – (Dollars and Euros)

Traveling to SHAPE from Brussels Airport

The NATO Shuttle Bus does not travel to Chievres Air Base. Therefore, you will need to travel from the airport via train to Jurbise.

Taking the Train to Jurbise

- As you exit Customs, pass through the double sliding doors, into the Arrival Hall, veer towards the right and look for the blue signs (train picture).
• Follow the train sign, take the elevator and go down to the -1st level or floor. (Departure is on the 3rd level, Arrival Hall is on the 2nd level, and the Train Station is on the -1st level).

• Once on this -1st level, purchase your train ticket at the ticket counter either one-way or round-trip. A one-way ticket is approximately 10 Euros and round-trip is approximately 12 Euro. Make sure you ask them for the platform number (voie in French) and

• Precede one floor down to the platform where you catch the train. There are trains almost every hour to Jurbise. The ride is approximately 1 hour.

• You may also buy your tickets on line in advance before your begin your journey. Go to http://www.b-rail.be and “Choose your language.” At the lower left corner, you will see “Buy online” and “Traveling in Belgium.” Click on this. You will need to enter the information of departing

and arrival locations. The online tickets can be purchased with a credit card. If you need more train travel information, obtain schedules and specific directions from the Site Directors in advance. Updated time schedules and information are available at http://www.b-rail.be/E/index.html.

Upon arrival to the Jurbise train station, you will need to contact the OU office at 065.44.36.54. The Site Director will meet you and take you to Chievres Army Lodge.

**Rental Car Information**

Car Rental at SHAPE

The Site Director will reserve a compact - size, standard transmission rental car for you at Enterprise which is located in the Exchange (PX) shopping mall near the lodge. Enterprise car rental office hours are Wednesday to Saturday from 1000 to 1800. Tuesday hours are from 1000 to 1700.

**Note:** Visiting professors do not receive gasoline coupons at SHAPE. It is SHAPE policy that persons must be on orders 30 days or more before they are eligible for gas coupons. The Site Director will assist you with locations of nearby fuel stations that accept cash/credit card payments.

**Departing from Brussels International Airport**

**Arriving at the Airport by Train**

Get off the train at Brussels Nationaal/Luchthaven (Brussels International Airport), go up the escalator to the 1st level or floor and take the elevator to the 3rd level to the Departure Hall. Baggage carts are free along the platform as you disembark from the train.

**Check In**

Information boards posted in the Departure Hall indicate the counter for each airline. US carriers conduct a security interview with each passenger before taking luggage and issuing a boarding card. Have your ticket and passport ready.

**Passport Control**

Passports are checked at the same time you check-in at the airline counters. As you head for the boarding area and pass through Immigration, your passport will be checked again.
SHAPE Primary Lodging

CHIEVRES ARMY LODGE

- Manager – Lance Purnell
- Location: Chievres Air Base, Belgium
- Phone
  - From United States 011-32-68-26-7111
  - From Another European Country 00-32-68-26-7111
  - From Belgium 068-26-7111
  - DSN Phone 361-7111
- Fax: 00-32-68-27-67-12
- Check In Time: 1300
- Late Arrival Possible – Yes – Arrival after 1800 will need to be confirmed with a credit card
- Check Out Time: 1000

Typical Room Assignment and Cost per Night

- Standard $100.00; $7.50 more per night per person
- Suite $110.00; $7.50 more per night per person (kitchenettes and dishwashers)
- Continental Breakfast available in Lounge area
  - Monday – Friday – 06:00 – 09:00
  - Saturday, Sunday and Holidays – 07:00 – 10:00

Modes of Payment

- U.S. Cash
- U.S. Personal Checks
- U.S. Traveler’s Checks
- MasterCard/Eurocard
- VISA
- American Express
- Diners Club
- Discover/Novus

Typical Room Assignment

One double bed. Extra cot available at no extra charge. Private tub, shower, wash basin and toilet. Electricity is 220 volt only; transformer required for 110 volt appliances (NOT available at hotel); plug adapter required for dual voltage appliances; standard European outlets/plugs. Smoking is allowed only in designated smoking areas.

Amenities in Typical Room Assignment

- Alarm clock
- Desk/chair
- Central Air
- Hair dryer
- Iron and ironing board
- Microwave/Coffee Pot
• Mini-refrigerator
• Telephone (DSN/military at front desk only)
• Telephone (commercial/civilian)
• Internet Service
• Television with AFN, CNN, local programs
• Toiletries (soap, shampoo, etc.)
• DVD player

Facilities Within Chievres Army Lodge
• Laundry room
• Ice machine/ATM machine
• Soft drink and Snack vending machine
• Military telephone Business Center
• Conference Room
• Lobby
  o 24-hour desk service
  o Public civilian telephone
  o 24 hour coffee machine

Distances From Chievres Army Lodge Accommodations To:
• Education center/OU office 14 miles
• Rental Car Company (Enterprise) 5 minute walk
• Closest fast food restaurant (Food Court – Exchange) 5 minute walk

Policies Regarding Reservations and Room Assignments
Reservations are made by the Site Director. Rooms are assigned at check-in.

Policies Regarding Accompanying Persons
Spouse and bona fide dependent children may stay in Chievres Army Lodge. Non-dependent relatives and companions may not. Notification of accompanying persons must be made in advance with the Site Director.

Facilities on Chievres Air Base
• Commissary - Closed on Mondays
• Exchange - Closed on Mondays
• PX TRA
• Gym
• Food Court – Burger King, Donner Kebab, Anthony’s Pizza
• Andrew’s Federal Credit Union
• Library

SHAPE Secondary Lodging

Best Western Casteau Resort Hotel
• Location: Casteau, Belgium
• Manager – Monsieur Jack Savoie
• Check In Time: After 1200
• Late Arrival Possible: Yes – Arrival after 1800 will need to be confirmed with a credit card.
• Check Out Time: 1200 (latest)

Mailing Address:
38 Chaussee de Bruxelles
7061 Casteau

Phone:
• From the United States 011-32-65-32-0400
• From Another European Country 00-32-65-72-8741
• From Belgium (outside 065 zone) 065-72-8741
• Fax: 065-72-8744
Typical Room Assignment and Cost per Night

- Single/Double 96 – 130 Euros per night
- Breakfast included.

Modes of Payment

- Cash, US and other cash currencies (British Pounds, Canadian Dollars)
- Local currency traveler’s checks (Euro) with a charge of 6 Euros
- VISA
- MasterCard/Eurocard
- American Express
- Diners Club

Typical Room Assignment

One twin bed is in single room. Double rooms have a choice of 1 large double bed or 2 twins. Extra bed is available at a cost of about 17 Euro per night. Private tub, shower, wash basin and toilet. Electricity is 220 volt only; transformer required for 110 volt appliances (NOT available at hotel); plug adapter required for dual voltage appliances; standard European outlets/plugs. Non-smoking and smoking rooms are available.

Amenities in Typical Room Assignment

- Desk/chair
- Fan
- Minibar refrigerator with drinks/snacks
- Radio
- Telephone (commercial/civilian)
- Cable Satellite television with CNN
- Fitness Center
- Pay per view movies
- Toiletries (soap, shampoo, but no body lotion)
- Trousers press

Facilities Within Casteau Hotel

- Dry cleaning service available
- Safe at reception desk
- Restaurant and Lounge/TV area
- 24-hour desk service
- Public civilian telephone
- Breakfast (included in room cost)
- Laundry facilities – 3 euros per load
- Internet - free in-lobby Wireless; in room at 10 euros per 24 hours
Distances From Casteau Hotel AccomodationsTo:

- Education center/OU office 2 miles
- Class location 2 miles
- Closest full-service restaurant 1 block
- Closest fast-food restaurant 5 miles (McDonaldds in Soignies)

Policies Regarding Reservations and Room Assignments

Reservations are made by the Site Director. Rooms are assigned at check-in. “Bumping” is possible if arriving after specified check-in time.

Policies Regarding Accompanying Persons

This is a private hotel. Military policies do not apply. All accompanying persons are welcome as long as reservations are made for them in advance and the hotel has availability.
Classroom Facilities at SHAPE

- Location:
  - Benelux Education Center Building 212
  - Single Soldiers Barracks on Chievres Air Base
- Mailing Address
  - Benelux Education Center; Unit 21420 Box 6629, APO AE 09705
- Distance from primary lodging: 14 miles
- Distance from secondary lodging: 2 miles
- Facility “owner”: U.S. Army Garrison Benelux

Typical Classroom Assignment

- Individual desks and chairs
- Maximum student capacity: 25
- Dry erase boards
- Furniture may be moved if replaced to original arrangement
- Eating and drinking is not allowed in classroom with the exception of water
- Radiators (adjustable)
- Windows can be opened for ventilation, please secure upon leaving
- SMART Board available in certain classrooms (please indicate if you would like to use)

Computer Availability

Professors may make arrangements with the Site Director to use the laptop and/or computer for course-related tasks during regular office hours when equipment is not needed by the Site Director. There is a computer lab in the Benelux Education Center, Room 129. This computer lab is open from 0900 – 1600, Monday-Friday, and is available for visiting professors to use. The computers are all equipped with internet access and have printing capability. Two of the classrooms are equipped with SMART Boards which do have internet access (if you require a classroom with a SMART Board, please notify the Site Director as soon as possible). There is no wireless internet capability in the Education Center or in classrooms. Thumb drives are not permitted to be used when using a government computer.

Audio-Visual Support

Faculty should submit an A-V request via fax or email to the Site Director as early as possible but not later than 30 days before the first class session.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead Projector</td>
<td>Shared with other schools, available with sufficient notice</td>
</tr>
<tr>
<td>VCR/DVD and television</td>
<td>Yes, in every classroom</td>
</tr>
<tr>
<td>Flip chart stand/paper</td>
<td>Shared with other schools, available with sufficient notice</td>
</tr>
<tr>
<td>35mm slide or 16mm film projector</td>
<td>No</td>
</tr>
<tr>
<td>Laptop</td>
<td>Yes, property of OU</td>
</tr>
<tr>
<td>Digital Projector (For Laptop/Power Point)</td>
<td>Yes (Will be required to sign a “Temporary Equipment Use Agreement” if AV equipment leaves the Education Center.)</td>
</tr>
</tbody>
</table>
Materials and Supplies

Please return unused materials and supplies for the use of the next professor since supplies are limited.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dry board markers/erasers</td>
<td>Yes - from Site Director</td>
</tr>
<tr>
<td>Overhead transparencies</td>
<td>No</td>
</tr>
<tr>
<td>Overhead pens</td>
<td>No</td>
</tr>
<tr>
<td>Flip chart paper</td>
<td>Yes - limited supply</td>
</tr>
<tr>
<td>Office supplies (paper, clips, staples, etc.)</td>
<td>Yes - from Site Director.</td>
</tr>
<tr>
<td>Course materials</td>
<td>Faculty must bring/mail their own texts and course materials.</td>
</tr>
</tbody>
</table>

Facilities Near Classroom in Building #212

<table>
<thead>
<tr>
<th>Facility</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men’s and women’s restrooms</td>
<td>In building</td>
</tr>
<tr>
<td>Break area with vending machines</td>
<td>In building</td>
</tr>
<tr>
<td>Snack bar/fast-food restaurant</td>
<td>SHAPE – Rendezvous (sandwiches and salads), Pizza Bowl (short order) SHAPE Club (buffet and menu) Silver Spoon – 100 building</td>
</tr>
<tr>
<td>Smoking area</td>
<td>Outside building</td>
</tr>
</tbody>
</table>

Building Security

The SHAPE Education Center does not utilize a night time classroom monitor. Therefore, it is the responsibility of the professor to secure the classroom doors, exterior doors, turning off lights in classrooms, hallways and restrooms. Professors will be requested to sign a Key Agreement and Closing Checklist sheet.

Other Classroom Policies and Procedures

Room assignments are coordinated through the Education Services Officer and specific rooms cannot be guaranteed. Maintenance and clean up: Instructor and students are responsible for the condition of the classroom.
SHAPE Library

- Location: Bldg. 307, Community Activity Center
- Phone (423) 5631/065-44-5631
- Hours Monday - Friday, 1000 – 1800 Saturday, 1000 – 1500 Closed Sundays & SHAPE holidays
- Type of Library Recreation resource library; non-academic library
- Circulating Books Holdings 32,000 books (primarily recreational reading materials)
- Reference Book Holdings 35% of holdings (English and Foreign books)
- Periodical Holdings 165 magazines (no journals available)
- CD-Rom Holdings News Bank, NY Times, EBSCO (a vendor providing periodicals for military)
- Eric Holdings Yes – not updated, only citations (no text)
- ProQuest Yes – via Internet. Access is librarian assisted only
- Video Tapes Unspecified at this time
- Photocopying available.
- Loan period - 4 weeks; video tapes - 10 days
- Other Resources
  - ULINET (USAREUR Library Network) - Database of all army library resources in Europe;
  - OCLC –Database for Federal Libraries; E-Mail access and Internet with time limitation;
  - Computer Workstations equipped with Microsoft Word 95 & 97 and Excel 95.

Emergency Information

- Military/SHAPE police: 423-3334 or 065-44-3334
- Chievres MP: 068-24-5301
- Ambulance: 423-3333 or 065-44-3333
- Fire: 423-4487 or 065-44-4487
- Emergency in Belgium: 112

Medical or dental needs while at SHAPE

Medical Facilities

US Military
SHAPE Health Care Facility Clinic – authorized on a per visit charge; costs are usually reimbursable through state-side medical insurance. No emergency service available.
Phone: (423) 5820/5821/5886 or 065-44-5820/5821/5886

Host Nation Hospital

- Ambrose Pare Hospital,
  - Phone 065 39 29 11/12
  - SHAPE Patient Liaison: Phone: 065 39 29 12, 24hours
  - St. Joseph’s Hospital, (full payment required)
  - Phone 065 38 55 11
  - SHAPE Patient Liaison: Phone: 065 38 56 94, AM only
Dental Facilities

US Military Dental Clinic (full payment required)
- SHAPE Health Care Facility Clinic
- Phone: (423) 5806/5807or 065-44-5806/5807
- Authorized on a per visit charge

Using Your Medical/Dental Insurance

In most cases, outpatient visits must be paid in advance and bills submitted to insurance companies for reimbursement. In-patient care is billed directly to the insurance company - advanced payment may not be necessary.

SHAPE on the World Wide Web

Military Sites
http://shape2day.com/
http://www.aco.nato.int/
http://www.nato.int/
http://www.usagbenelux.eur.army.mil

Tourist Sites
http://users.skynet.be/sky53048/Mons/Welcome.html (Mons)
http://www.visit-bruges.com/ (Bruges)
http://www.visitbelgium.com/
http://www.atomium.be
http://www.expatica.com/be/main.html