



EXTENDED CAMPUS

COLLEGE *of* PROFESSIONAL
and CONTINUING STUDIES

SHAPE, Belgium Travel Guide



January 2020

Table of Contents

The University of Oklahoma at SHAPE	3
OU SHAPE Contact Information.....	4
Arriving at Brussels International Airport	5
Traveling to SHAPE from Brussels Airport	6
Rental Car Information	6
Departing from Brussels International Airport	6
SHAPE Primary Lodging.....	6
SHAPE Secondary Lodging.....	8
Classroom Facilities at SHAPE	10
SHAPE Library	12
Logistical Support while in Belgium	12
Emergency Information	12
Resources	14

The University of Oklahoma at SHAPE

Benelux Education Center, Unit 21420 Box 6629, APO AE 09705
Phone: 011-32-65-44-3654, Fax: 011-32-65-32-6230, apshape@ou.edu

Hello 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 General Curtis Scaparrotti. An American service member always holds this position.

Since 1967, SHAPE has been located in Casteau, Belgium which is a ten-minute drive from the city of Mons. Belgium, which is 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 within 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 can be at time very unpredictable. Be sure to pack a raincoat, an umbrella, and layered 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 from the 29-member nations of SHAPE. Additionally, there are civilians enrolled in the program; many are spouses of military personnel and some are civilian employees working on SHAPE, Chievres, or NATO HQ in Brussels.

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.

Sincerely,

Assistant Site Director

OU SHAPE Contact Information

Site Director

Stacie Coote – (32) XXXXXXXXXXXX (Mobile)

OU Office hours

Monday by Appt. – USAG Brussels, NATO HQ, & U.S. Embassy
Tuesday – Thursday 0900 – 1500 - SHAPE

Civilian Address

Benelux Education Center
Attn : University of Oklahoma
Education Center Bldg 212
Rue D’Escaut 212, 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
- Within Europe (from a military/DSN phone) 423-3654

Email

apshape@ou.edu

Fax

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

Education Services Officers (ESO)

0032-65-44-8216 – DSN – 423-8216

Site Coordinator

Chad Manos
Phone - 405-325-1959
Email – chaddles@ou.edu

European Contract Support

Mailing Address :

The University of Oklahoma Contract Support Office
CMR 469 General Delivery
APO, AE 09227

Physical Address

The University of Oklahoma
Mannheimer Straße 132
DE - 67657 Kaiserslautern

Contract Support Office Contacts :

- Dr. Peggy Lerner, Director : apeudirector@ou.edu
- Jessica Smith : apeuadmin@ou.edu
- Office Phone (From United States) 011-49-631-75007415
- Office Phone (Within Europe) 00-49-631-75007415
- Office Fax (49) 631-75007416

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 off 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 the 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. (Delete sentence, as we no longer give “TDY orders to visiting Professors.”)

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:

- Andrews Federal Credit Union (next to PX) – (Dollars and Euros)
- SHAPE USPS Post Office (located on SHAPE NATO Base) – (Dollars and Euros)

Traveling to SHAPE from Brussels Airport

After retrieving any luggage and after exiting customs, the professor will exit through the automatic doors. The site director will meet you there by the benches and will be holding a red OU folder. The Site Director will then drive you to the hotel, car rental, and SHAPE to check you onto base.

Rental Car Information

The Site Director will reserve a rental car for you at Europcar which is located directly across from SHAPE NATO Base. Europcar rental office hours are Monday to Friday 0800 to 1700. Saturday hours are from 0800 to 1500.

See Advanced Programs Faculty Guide, page 17 for more information regarding rental car insurance policies. <https://pacs.ou.edu/about/ou-north-america-and-europe/faculty-staff-resources/>.

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; keep your receipt for reimbursement for course related travel.

Departing from Brussels International Airport

Arriving at the Airport by Train

Get off the train at Brussels National/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 \$60.00; \$7.50 more per night per person
- Family Suite \$77.00; \$7.50 more per night per person (room includes 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
 - 24-hour desk service
 - Public civilian telephone
 - 24-hour coffee machine

Distances from Chievres Army Lodge Accommodations to:

- Education center/OU office 14 miles/20-25 min drive
- 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 children may stay in Chievres Army Lodge. Adult 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
- PX Exchange
- Gym
- Food Court – Burger King, Bun-D, 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 1300
- Late Arrival Possible: Yes – Arrival after 1800 will need to be confirmed with a credit card.
- Check Out Time: 1100 (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 102 Euros per night
- Double 115 Euros per night

Breakfast included and is served in the Hotel Lobby.

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 Accommodations to :

- Education center/OU office 2 miles
- Class location 2 miles
- Closest full-service restaurant 1 block

- Closest fast-food restaurant 10 miles (McDonalds 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
- 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

There is a computer lab in the Benelux Education Center, Room 129. This computer lab is open from 0900 – 1700, 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 email to the Site Director as early as possible but not later than 30 days before the first class session.

Equipment	Availability
Overhead Projector	Shared with other schools, available with sufficient notice
VCR/DVD and television	Yes, in every classroom
Flip chart stand/paper	Shared with other schools, available with sufficient notice
35mm slide or 16mm film projector	No

Equipment	Availability
Laptop	Yes, property of OU
Digital Projector (For Laptop/Power Point)	Yes (Will be required to sign a “Temporary Equipment Use Agreement” if AV equipment leaves the Education Center.)

Materials and Supplies

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

Equipment	Availability
Dry board markers/erasers	Yes - from Site Director
Overhead transparencies	No
Overhead pens	No
Flip chart paper	Yes
Office supplies (paper, clips, staples, etc.)	Yes - from Site Director.
Course materials	Faculty must bring/mail their own texts and course materials.

Facilities near Classroom in Building #212

Facility	Location
Men’s and women’s restrooms	In building
Break area with vending machines	N/A
Snack bar/fast-food restaurant	SHAPE – Rendezvous (sandwiches and salads) Pizza Bowl (short order) SHAPE Club (buffet and menu) Silver Spoon – 100 building
Smoking area	Outside building

Building Security

The SHAPE Education Center does not employ 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 posted Key Agreement and Closing Checklist sheet upon leaving the building each evening.**

Other Classroom Policies and Procedures

Room assignments are coordinated through the Education Services Officer and specific rooms cannot be guaranteed. Maintenance and clean up: The site director will ensure that the classroom is in proper order before the class starts. Instructor and students are responsible for the condition of the classroom during class and should leave it in the condition in which it was found.

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 Book 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 & 97and Excel 95.

Logistical Support while in Belgium

The Site Director will initialize base access to both NATO SHAPE and Chievres Air Base before your arrival. Upon your arrival, base access documents for yourself and your rental car will be secured for NATO SHAPE. The Site Director will also assist and ensure that your access to Chievres Air Base (the location of primary lodging) is complete upon your arrival.

While in country, you will be provided with a U.S. Privileges Card which will allow you shopping privileges at the U.S. Commissary Grocery and PX Exchange Store, which are located on Chievres Air Base. The card is only good for shopping privileges in Belgium. The card will be issued for the duration of your stay and must be returned to the Site Director upon your departure from Belgium.

By contract, we must have those who are here to teach go through the established procedure for access. These procedures, because of current security needs, necessarily change with or without notice to us. We appreciate your understanding that we are informing and preparing ourselves for your in-processing to the best of our ability. As well, you must be supported with privileges so that health care, legal assistance, and other services can be provided in cases of emergency. We are advised to notify the travel and contract support offices, if anyone attempts to opt out of this. We are living in times of very high security concerns and we must follow these guidelines or we will not be in contract compliance.

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 Facilities

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 Hospitals

- 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) 5806/5807 or 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.

Resources

Military

- SHAPE Events and News: <http://shape2day.com/>
- Allied Command Operations News: <http://www.aco.nato.int/>
- NATO: <http://www.nato.int>
- US Army Garrison Benelux: <http://www.usagbenelux.eur.army.mil>

Tourist

- City of Mons: <http://users.skynet.be/sky53048/Mons/Welcome.html> (Mons)
- City of Bruges: <http://www.visit-bruges.com/> (Bruges)
- Visit Belgium: <http://www.visitbelgium.com/>
- Atomium: <http://www.atomium.be>
- Living in Belgium: <http://www.expatica.com/be/main.html>