



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

# EMA Building

Orientation guide for **DELEGATES**











## **TABLE OF CONTENTS**

<b>PLANNING YOUR VISIT</b>	<b>4</b>
<b>TRAVEL ARRANGEMENTS</b>	<b>4</b>
<b>HOTEL/TRAVEL ACCOMMODATION</b>	<b>4</b>
<b>GETTING TO THE EMA BUILDING</b>	<b>5</b>
<b>LOCATION</b>	<b>5</b>
<b>ARRIVAL INFORMATION – HOW TO GET TO THE RAI STATION</b>	<b>6</b>
<b>OVERVIEW OF THE AMSTERDAM PUBLIC TRANSPORTATION SYSTEM</b>	<b>7</b>
<b>TICKET OPTIONS</b>	<b>8</b>
<b>THE EMA BUILDING</b>	<b>9</b>
<b>BUILDING FACILITIES</b>	<b>9</b>
<b>UPON ARRIVAL AT THE AGENCY</b>	<b>10</b>
<b>KEY EMA SERVICES</b>	<b>12</b>
<b>KEY DOCUMENTS</b>	<b>14</b>



## PLANNING YOUR VISIT

### TRAVEL ARRANGEMENTS

#### **Amsterdam Schiphol Airport**

Amsterdam Schiphol Airport is the third largest European airport in terms of passenger numbers. The airport is easily accessible by car and public transport. The railway station is directly underneath the passenger terminal and offers 24/7 transportation to all major cities in the Netherlands including Amsterdam, Rotterdam, Utrecht and The Hague.

#### **Public transport**

The rail system in the Netherlands is fast, efficient and comfortable. Trains run frequently and connect most of the country. Within the Amsterdam metropolitan area, options for travel – other than trains – include trams, metros and buses. Throughout the Netherlands, the public transport chip card ('OV-chipkaart') is used. The card that can be topped-up and reused.

#### **Taxis**

Different taxi companies are available in Amsterdam. Official taxis are easily recognisable by the 'taxi' sign on the car roof and blue number plates. There are permanent taxi stops near popular squares, attractions and stations. Apps such as Uber are available in major Dutch cities, but do not yet provide national coverage.

### HOTEL/TRAVEL ACCOMMODATION

Below is a non-exhaustive list of hotels in the vicinity of the EMA building:

- [nh Amsterdam Zuid](#)
- [Holiday Inn Express Amsterdam South](#)
- [Holiday Inn Express Amsterdam Arena Towers](#)
- [nhow RAI](#)
- [Holiday Inn Amsterdam](#)
- [Crowne Plaza](#)
- [Novotel Amsterdam City](#)
- [Element by Westin](#)
- [Van Der Valk Zuidas](#)
- [QQ](#)
- [Leonardo Royal Hotel](#)

Hotels are also available in other areas of Amsterdam, including central Amsterdam. The full list of hotels and their amenities are available on the dedicated [e-brochure](#).

## Travel agent

For emergencies regarding flights and hotel bookings, you may contact:

- During office hours (Monday to Thursday from 08:30 to 18:00 and Friday from 08:30 to 17:00), EMA's Meeting Support Service: tel.: +31 (0)88 781 7700; email address: [MeetingsManagement@ema.europa.eu](mailto:MeetingsManagement@ema.europa.eu)
- Out of hours, EMA's official travel agent (Business Travel): tel.: +40 (0) 722 589 852, or +40 (0) 723 208 743 (hotel); +40 (0) 722 409 967 (travel)

## GETTING TO THE EMA BUILDING

### LOCATION

The EMA building is located in the Zuidas area, Amsterdam's main financial and business centre in the south of the city.

The area is well connected by public transport and is easily accessible from both Schiphol Airport and Amsterdam Centraal Station.

The EMA building is four-minutes' walking distance away from the Amsterdam RAI metro/train station.



European Medicines Agency  
Domenico Scarlattilaan 6  
1083 HS Amsterdam  
The Netherlands  
Tel.: +31 (0)88 781 6000



Opening hours: The reception on the ground floor is open from Monday to Friday, 07:30 to 18:30.



## ARRIVAL INFORMATION – HOW TO GET TO THE RAI STATION

There are many ways to get to the EMA building, thanks to very good public transport links via Amsterdam Schiphol Airport, and good railway, metro and bus connections:



### From Amsterdam Schiphol Airport:

- Train recommended
- 10 minutes from Schiphol
- 4 direct trains per hour
- Take the Sprinter direction Utrecht Centraal, or Almere Oostvaarders, (2 stops; normally from platform 3 – please check before boarding).



### From Amsterdam Centraal station:

- Metro is recommended
- 13 minutes (8 stops)
- Line 51 direction Isolatorweg



### Useful apps for public transport in Amsterdam:

- [NS Reisplanner](#) (trains)
- [9292](#) (all transport)
- Citymapper/Google Maps



### Other transportation

- Taxi drop-off point is located in front of the building
- Metro lines 50 and 51
- Tram line 4
- Bus lines 62 and 284



### Bicycle parking

- Public bicycle parking is available in the vicinity of the building and at the RAI station.



### Car parking

- There are no car parking facilities at the EMA building.
- Nearby paid public car parking facilities include the [Q-Park Ravel](#) and the [Q-Park Eurocenter](#). Public parking slots for mobility-impaired persons are available in front of the building.



# OVERVIEW OF THE AMSTERDAM PUBLIC TRANSPORTATION SYSTEM



Image source: Carto Studio

## TICKET OPTIONS

The table below gives an overview of public transport ticket options available to visitors. For further information, please consult the website of GVB, the public transport company in Amsterdam: <https://en.gvb.nl/>

Ticket name	GVB day ticket or multi-day ticket	Amsterdam Travel Ticket	Amsterdam & Region Travel Ticket	I amsterdam City Card	OV-chipkaart
<b>Description</b>	Paper chip card providing unlimited travel throughout Amsterdam, day and night, on bus, tram and metro  Can be purchased for 1-7 days	1-, 2- or 3-day ticket providing unlimited travel in Amsterdam, plus train between Schiphol Airport and Amsterdam	1-, 2- or 3-day ticket providing unlimited travel on bus, tram and metro in the greater Amsterdam area, plus NS trains in the Amsterdam area	1-, 2-, 3-, 4- or 5-day transport and attraction pass (two separate parts) providing unlimited travel on bus, tram and metro in Amsterdam	Public transport chip card that can be loaded with credit  and various different passes for travel on the whole transport network throughout the Netherlands  Available in two forms: 'personal OV- chipkaart' (linked to a specific individual by bank account), and anonymous OV-chipkaart' (not linked to an individual)
<b>Best for</b>	Visitors	Visitors	Visitors	Visitors	Residents (personal OV-chipkaart, as NL/ BE/LU/ DE address and linked bank account are required) or longer-term visitors (anonymous OV-chipkaart)
<b>What can it be used for?</b>	All GVB trams, buses and the metro	All GVB trams, buses, the metro and ferries  Amsterdam Airport Express buses (buses 397 and Niteliner N97, operated by Connexion)  NS trains (2nd class) between Schiphol airport and many Amsterdam stations, including Zuid, RAI, Sloterdijk and Centraal	All GVB trams, buses and the metro  Buses operated by Connexion  NS trains in the Amsterdam area	All GVB trams, buses and the metro  Free entry to over 70 museums and attractions  Discount available from participating restaurants and other service providers	All public transport operators





## THE EMA BUILDING

### BUILDING FACILITIES

- Seven conference rooms (40-122 people) and an auditorium (+260 people) on the ground, 1<sup>st</sup> and 2<sup>nd</sup> floor, accessible via lifts K – L – M
- Secretarial booths, interpretation booths and observers room
- Delegates lounge on the 3<sup>rd</sup> floor
- Drop-in access to the Information Centre's services and collection on the 3<sup>rd</sup> floor
- IT service desk on the 3<sup>rd</sup> floor
- The building is fully accessible
- The building is equipped with audio-visual, IT, teleconferencing and Wi-Fi facilities
- 2 first aid/nursing rooms on the 1<sup>st</sup> floor
- Restaurant with +300 seats on the 2<sup>nd</sup> floor
- Coffee bar and roof terrace on the 3<sup>rd</sup> floor
- Sky lounge on the 18<sup>th</sup> floor

### Smoke – free policy

No smoking or vaping is allowed inside the building or on the roof terrace.

### Ecological footprint

The EMA building was awarded a BREEAM "Excellent" rating for design and an A++ Energy label due to choices of construction material, energy efficient installations and encouragement of environmentally friendly options.



## UPON ARRIVAL AT THE AGENCY

Upon arrival at the EMA building, please report to the main reception on the ground floor. The receptionist will verify your ID card, passport or driving licence before providing you with an access badge and an EMA corporate lanyard. your passport or national ID card, together with your current access badge for the Spark building. The latter will be exchanged for a new access card. You will then have to attend a building induction. Upon your arrival you will be informed where this will take place.

Your badge and the EMA corporate lanyard provided must be worn throughout your visit to the EMA offices. You will need it to enter and exit the building via the speed-gates in the lobby area by the reception, as well as for access to conference rooms, Delegates lounge and other areas of the building, including the Sky Lounge.

Please, note that in line with new EMA security standards, access control restrictions have been introduced for staff, contractors, delegates and visitors. Therefore, you will be able to access office space in floors 4 to 18 only when invited and accompanied by an EMA staff member.

All conference room doors are automatic and have motion sensors. The doors will open and close automatically. Keep away from the door sensors after swiping your badge on the specific card reader to open the door. Inside the rooms there is an electrical push button to open the door automatically. **Please never use manual force to open or close the doors because that will result in door malfunction, which may require repairing.**

During any subsequent visits to the EMA building, delegates with a permanent badge can use it to access the building through the gates in the lobby area.

## Recording and broadcasting

The Agency records or broadcasts many of its meetings, including virtual meetings, as part of its commitment to the principle of transparency as enshrined in the Treaty on European Union. By attending these meetings you are consenting to any such recordings or broadcasts.

## Video-surveillance system

The Agency operates a closed-circuit television (CCTV) system. Recorded footage is used solely for security and safety purposes and stored for 28 days in accordance with the EMA CCTV policy. The processing of personal data at EMA is subject to Regulation (EC) No 2018/1725. EMA Meetings Support Services team can access the live viewing to mark the presence of external delegates during the meeting organised in EMA meeting rooms. For more information, consult: [www.ema.europa.eu/en/about-us/legal/general-privacy-statement](http://www.ema.europa.eu/en/about-us/legal/general-privacy-statement)





## Accessibility

The building is fully accessible. There is full step-free access to all floors via the elevators.

There are male and female toilets, including toilets for persons with reduced mobility, on each floor.

A pick-up and drop-off point for vehicles is available in front of the building. Visitors can use this drop-off point when they come to the EMA building via taxi or private car.

Delegates with impairments are welcome to contact EMA staff in advance to allow time to make the necessary arrangements (e.g. installation of hearing loop, specific health and safety measures, parking, etc.).



## Fire and emergency / First aid / Health and safety

- **Fire and emergency**

In case of fire, the whole building will be evacuated simultaneously.

Please pay attention to the fire alarm message: every floor will hear the same alarm - a slow 'whoop siren', followed by a voice message in English and Dutch, asking you to leave the building:

"Attention please, you must leave the building immediately by the designated emergency exits. Do not use the elevators".

"Attentie, u moet het gebouw verlaten via de aangegeven nooduitgangen. Maak geen gebruik van de liften".

Please note that each conference room has a specific evacuation plan which, in the larger rooms, requires delegates seated in different sections to evacuate via different room exits and, possibly, different fire staircases. This is part of the evacuation plan for the first and second floors. This and other health and safety information will be provided at the start of each meeting via a room-specific slideshow. Please pay careful attention to the information provided. If a fire alarm happens during a meeting, please follow the instructions from EMA staff, who will remind you of which exit to use. Evacuation plans are mounted on the wall in each conference room and on all floors.

Suitcases and other bulky items must not be taken into the staircases in case of an evacuation.

Any persons with a mobility-impairment who are planning to attend a meeting at the Agency should notify their Agency contact in advance so that arrangements can be made to assist them in case of fire or other emergency.



- **First Aid:** call 7777 from an EMA phone (e.g. in meeting rooms) or +31 (0)88 781 7777 for all First Aid matters, including access to the two First Aid / Nursing Rooms (located on the 1<sup>st</sup> floor of the EMA building).
- **Emergency number:** call 112 (for ambulance only, both from land lines and mobile phones). Please note that security will call the police or fire brigade in case of fire.

## KEY EMA SERVICES



### Wi-Fi

A free Wi-Fi service is available for delegates to use with either a personal device or a borrowed EMA device. You can access the Agency's Wi-Fi service by searching for wireless networks, selecting the 'Delegates' service and logging in using your ECD credentials.

- Wireless network name: DELEGATES (type of network: open SSID)
- Log-in details: your personal ECD credentials

Please contact the IT service desk for further information: tel.: +31 (0)88 781 8520

It is possible to connect to the Agency's Wi-Fi network using a laptop or another personal device, such as a tablet or smartphone. Although the IT service desk can only guarantee IT support for EMA equipment, it will try to provide all the information needed to enable delegates to configure their personal laptop or other device in order to connect successfully to the Agency's Wi-Fi service.



### IT service desk

The IT service desk, which is located on the 3<sup>rd</sup> floor, handles questions relating to IT equipment and services, audio-visual (AV) systems and telephony.

To contact the IT service desk:

- Raise a Service Desk ticket via <https://servicedesk.ema.europa.eu/jira/servicedesk/customer/portals>
- Only call the Service Desk if you have no access to the portal. Tel.: +31 (0)88 781 8520

**Please note:** although the IT service desk can help with the installation of print drivers on a non-EMA laptop, general support for using the printer/photocopier machines is provided by the Reprographics team, not the IT service desk.

## Delegates lounge

The Delegates lounge is on the 3<sup>rd</sup> floor. The lounge is equipped with seating for 50 people, including 20 individual desks as well as coat cupboards. Four separate offices and a printer are also available. The lounge gives access to the coffee bar and to the rooftop garden.





Other breakout spaces with seating and kitchenettes are located on the conference floors (first and second floor).

Opposite of the delegates lounge, you will find the IT service desk and the Information Centre, whose services you are welcome to use.

### Storage space

Plenty of storage space for personal belongings, similar to that available in the former building in London, is available in the foyers on all floors hosting conference rooms (ground floor, 1<sup>st</sup> floor, and 2<sup>nd</sup> floor).

Please be aware that EMA is not responsible for any items stored in the cupboards or left unsupervised in the building.



### Meeting support services

Meeting support services coordinate the logistics around meetings held at the Agency, including hotel and travels arrangements for Delegates.

- Tel.: +31 (0)88 781 7700
- Opening hours: Monday to Thursday from 08:30 to 18:00 and Friday from 08:30 to 17:00
- Email address: [MeetingsManagement@ema.europa.eu](mailto:MeetingsManagement@ema.europa.eu)



### Restaurant, coffee bar and Sky Lounge

Please note: you can pay for your purchases using your debit or credit card. American Express cards are not accepted.

The **restaurant** is located on the second floor and is open from 08:00 to 10:15\* for breakfast and from 12:00 to 14:30 for lunch. The restaurant offers a variety of hot and cold meals for breakfast and lunch, as well as 'grab and go' options.

The **coffee bar** is on the third floor and is open from 07:30 until 17:00\*. The roof terrace is accessible from the coffee bar area on the third floor and has wooden benches. Smoking or vaping on the roof terrace is strictly prohibited.

The **Sky Lounge** is located on the 18<sup>th</sup> floor, in the North zone and offers views over the city. More information on the use of the Sky Lounge will be communicated once available.

\* *Opening hours might change*

## **KEY DOCUMENTS**

- [Reimbursement rules \(adopted March 2023\)](#)
- [Bank form](#)
- [Double daily allowance form](#)
- [Hotels e-brochure](#)
- [Online travel booking tool Cytric – FAQs](#)





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[www.ema.europa.eu](http://www.ema.europa.eu)

