



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

EMA Building

Orientation guide for **INDUSTRY**







TABLE OF CONTENTS

PLANNING YOUR VISIT	4
TRAVEL ARRANGEMENTS	4
GETTING TO THE EMA BUILDING	5
LOCATION	5
ARRIVAL INFORMATION – HOW TO GET TO THE RAI STATION	6
OVERVIEW OF THE AMSTERDAM PUBLIC TRANSPORT SYSTEM	7
TICKET OPTIONS	8
THE EMA BUILDING	9
BUILDING FACILITIES	9
RECORDING AND BROADCASTING	9
VIDEO-SURVEILLANCE SYSTEM	9
ACCESSIBILITY	9
FIRE AND EMERGENCY/FIRST AID/HEALTH & SAFETY	10
KEY EMA SERVICES	11



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 train – include tram, metro and bus. Throughout the Netherlands, the public transport chip card ('OV-chipkaart') is used. The card that can be topped-up and reused.



Taxis

Several taxi companies are available in Amsterdam. Official taxis are easily recognisable by the 'taxi' sign 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.

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 Central Station.

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



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 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 Airport
- 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
Description	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)
Best for	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)
What can it be used for?	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 Connexxion) 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 Connexxion 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

The EMA building was designed to host the Agency. It is equipped with 7 conference rooms, an auditorium, IT, teleconferencing and Wi-Fi facilities, and an industry lounge.

All visitors attending meetings at the Agency will be requested to provide a proof of identification – their passport, ID card or driving license - when checking in at the reception front desk. Once your identity is verified, you will be given a visitor card together with a red EMA corporate lanyard.

Please keep your badge in the lanyard provided and wear it throughout your visit to the EMA offices.

RECORDING AND BROADCASTING

The Agency records or broadcasts many of its meetings, including virtual meetings, as part of its commitment to 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. For more information, please consult: 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.

Visitors with impairments are welcome to contact the staff of EMA in advance to allow time for 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 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:** two First Aid / Nursing Rooms are located on the 1st 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

Free Wi-Fi service is available for visitors. The Wi-Fi login details will be printed on the individual visitor badges.

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 information needed to enable visitors to configure their own laptop or other device in order to connect successfully to the Agency's Wi-Fi service. Should a visitor require any assistance from the IT Service desk, please contact the relevant EMA staff member(s) of the meeting.



Industry Lounge and arrangements to facilitate access

An industry lounge is available on the ground floor of the EMA building. The lounge offers over 50 seats, two dedicated meeting rooms, and all necessary amenities.

The industry stakeholders access procedure is detailed below:

- Prior to arrival in Amsterdam, companies should provide a mobile contact number to their EMA contact person.
- Upon arrival at the EMA building, the company, depending on the Committee or Working Party attended, provides handouts of the presentation to reception.
- The reception desk informs the relevant EMA staff member(s).
- The company collects security passes and is then invited to wait in the industry lounge on the ground floor.
- At the end of the oral explanation/scientific meeting, a debriefing meeting will be held as per normal practice in the dedicated meeting rooms, in presence of rapporteurs and EMA staff (not applicable for SAWP).

European Medicines Agency (EMA)

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