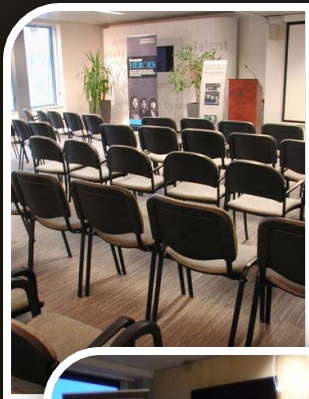




University of Birmingham Brussels Office



Facilities and directions to the Office



Main meeting room

- 120 seat capacity
- Can be split into two meeting rooms (X and X seats)
- Can be set as boardroom/theatre style
- Seats can be removed
- Video projector and screen
- Access to video conferencing facility
- Space for displays

Coffee Area

- 4 high tables with stools
- Space for displays
- Flat screen display with mini-computer (DVD/USB drives)
- Access to kitchen, coffee/tea machine and water fountain



Hot desk

- Desks with access to wifi
- Desktop computer may be available if booked in advance.

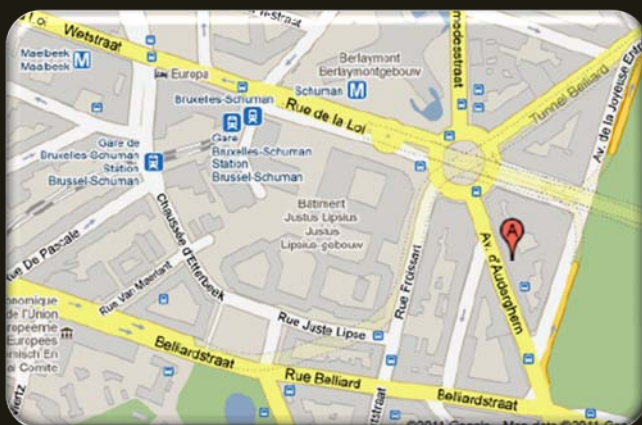
Additional facilities

- Display stands - Possibility to replace or add to the University publications to fit a particular event
- University Brussels Office plaque on wheels, with A3 space for poster and slot for five brochures
- 1 pop-up European Heroes banner
- 6 A0 Heroes Posters with mounting clips
- Wifi – code to be obtained from one of the member of staff

Directions

The Office is located close to Rond-point Schuman ([click here for Google Map – open in web browser](#)).

The address is: Avenue d'Auderghem 22-28 Oudergemselaan B-1040 Brussels Tel: +32 (0)2 740 27 13



How to get to the office

- By Metro: Nearest metro station is Schuman on lines 1 & 5.
- By Eurostar: After arriving at Gare du Midi follow the M signs to the Metro. Take lines 2 & 6 towards Simonis (Elisabeth) to Art-Loi station. From there change to lines 1 & 5 towards Stockel or Hermann-Debroux, alighting at Schuman.
- From the Airport
 - By bus: Follow the bus signs and catch the N° 12 or 21 bus to Schuman Roundabout.
 - By train: Follow the signs to the train station and catch the train to the Central Station ('Gare Centrale'). Then catch the metro four stops to Schuman, line 1 & 5, direction Herman Debroux or Stockel.

Using the Office

- The Office can be used for professional and networking purposes as well as taking a break between meetings.
- The facilities can be used free of charge. People are most welcome to drop by when in Brussels. Advanced booking is essential when organising events. Refreshments can be organised for large events but may need to be charged.
- The Office provides a relaxing yet professional looking setting. Visitors and delegates are asked to keep the office tidy.