



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR RESEARCH & INNOVATION

Directorate J - Common Support Centre
J.3 - Common service for business processes

H2020 COORDINATORS' DAY **GRANT AGREEMENT PREPARATION**

23 September 2016
European Commission
Centre Albert Borschette building – Room: 0A
Rue Froissart, 36
1040 Brussels, Belgium

Online webcast of the event will be available through a live stream (link available [here](#)).

08:30 – Registration

09:30 – Welcome, agenda and logistics [[presentation](#)]

09:40 – Overview of the grant preparation process [[presentation](#)]

10:00 – Participant Portal – Paperless grant management [[presentation](#)]

10:30 – Your organisation: legal status and financial capacity [[presentation](#)]

10:50 – Coffee break

11:20 – Legal and financial issues [[presentation](#)]

13:00 – Sandwich lunch

14:30 – Managing your project: Do's and don'ts [[presentation](#)]

14:45 – Scientific/Technical description of the project - Description of Action
[[presentation](#)]

15:30 – IT tools, support and practical details [[presentation](#)]

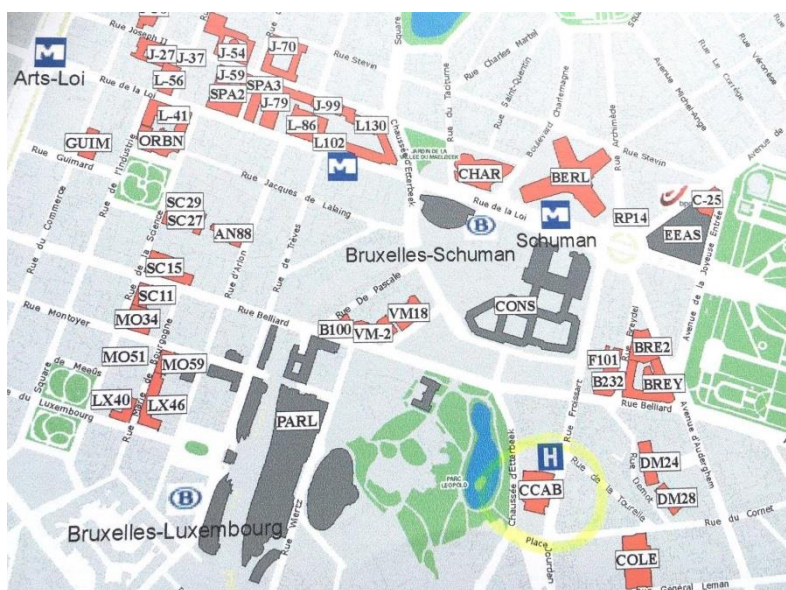
16:00 – Common Exploitation Booster Services pilot for H2020 projects [[presentation](#)]

16:15 – End of the meeting

H2020 Coordinators' Day – 23 September 2016 – 8.30 to 17.00

Venue: **European Commission**

Building: Conference Centre Albert Borschette (CCAB) Room: 0A
Rue Froissart, 36
1040 – Bruxelles



How to get there:

From Airport: Brussels Airport Zaventem

- **Transfer by Bus:** There is a convenient shuttle bus (Line 12) from the airport to the City, get off at Schuman (approx. 30 minutes). From the Schuman stop, walk down Rue Froissart. The Conference Centre Albert Borschette building is on the right-hand side.
- **Transfer by Taxi:** A taxi from the Airport takes about 20 minutes.
- **Transfer by Train:** Take the shuttle from the airport to the Centre of Brussels, to Central Station (Gare Centrale). The trains leave at intervals of approx. 20 minutes. Then follow the instructions from the Train Station (below), via the Metro, to Schuman.

From Train Station:

- Central Station (**Gare Centrale**) via Metro to Schuman. At the Gare Centrale take the underground (Metro) in the direction of Stockel or Herrmann-Debroux. Four (4) stops on, leave the metro at Schuman. From the Schuman stop, walk down Rue Froissart. The Conference Centre Albert Borschette building is on the right-hand side.
- South Station (**Gare du Midi**) via Metro to Schuman. At the Gare du Midi take the underground (Metro 2 or 6) in the direction of Simonis (Elisabeth) and change at Arts-Loi (Kunst Wet), take the underground (Metro 1 or 5) in the direction of Stockel or Herrmann-Debroux. Two (2) stops on, leave the metro at Schuman. From the Schuman stop, walk down Rue Froissart. The Conference Centre Albert Borschette building is on the right-hand side.

Online live stream:

- To allow maximum participation of a wide audience, this meeting will be webcast through a [live stream](#), which will be published on the day of the event. **Registration is not necessary in order to follow the live stream.**

In addition to the web-stream, the event will be recorded and posted on the internet (same link than the web-stream). The H2020 Coordinators' Day is an invitation-only event for coordinators of proposals who were invited to prepare a grant agreement. Other participants may be accepted subject to the availability of seats. **Registration is mandatory for access to the venue.**