



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL FOR RESEARCH & INNOVATION

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

## **H2020 COORDINATORS' DAY**

**08 September 2015**

European Commission  
Charlemagne building – Room: Gasperi  
Rue de la Loi 170  
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

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

15:15 - Managing your project: Do's and don'ts ([presentation](#))

15:30 - IT tools, support and practical details

*17:00 - End of the meeting*

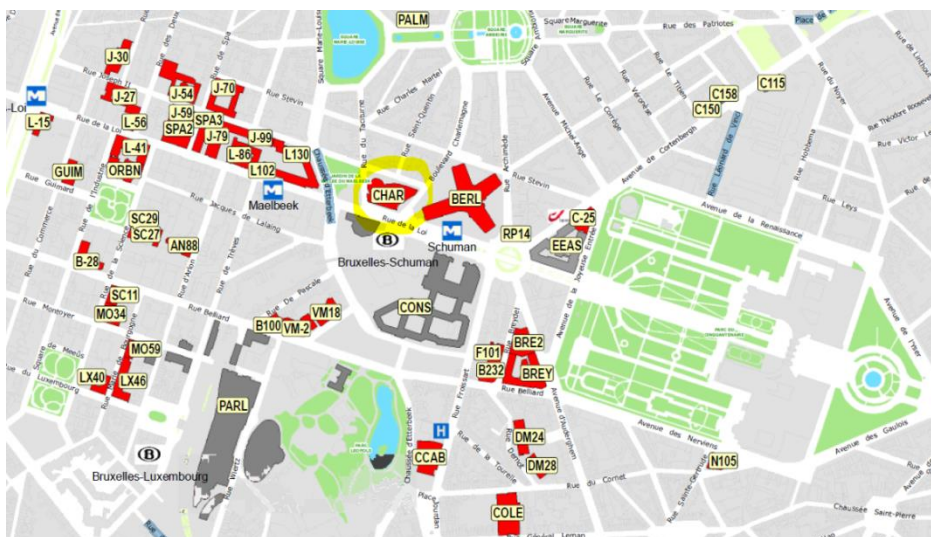
## H2020 Coordinators' Day – 08 September 2015 – 8.30 to 17.00

**Venue: European Commission**

Building: Charlemagne (CHAR) **Room: Gasperi**

Rue de la Loi, 170

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 along Rue de la Loi (Wetstraat). The Charlemagne 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 in intervals of approx. 15 minutes. Then follow the instructions from the Train Station, 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. 5 stops on, leave the metro at Schuman. From Schuman, walk along Rue de la Loi (Wetstraat). The Charlemagne 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 stops on, leave the metro at Schuman. From Schuman, walk along Rue de la Loi (Wetstraat). The Charlemagne 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.

The event will be web-streamed, recorded and posted on the internet. The H2020 Coordinators' Day is mainly invitation-only event, for coordinators of proposals who were invited to prepare a grant agreement. Registration is required for access to the venue. Other participants may be accepted subject to the availability of seats.