PRACTICAL MATTERS

How to get there: The workshop will take place in the centre of Leuven, at 15-minute walking distance from the train station. Please note that the train station may be signaled as “Leuven” or “Louvain”, depending on where you start from, and please note that you should NOT take a train to “Louvain-La-Neuve” (this is a different place).

There are 2 trains an hour from and to Brussels Airport Zaventem (13 mins) and more trains an hour from and to Brussels (North, Central, or South, about 30 minutes). Please check http://www.belgianrail.be/en/ for details, since times and frequencies vary throughout the day.

Travelling by car is not advised (many one-way streets, costly paid parking).

Walking from Leuven station (top right) to workshop venue (bottom left):

Internet: You can use your eduroam account or a one-day pass that we will provide.
Getting to the conference room:

This is the view on the venue building (MSI, Erasmusplein 2) from the parking lot:

Enter here

This is the entrance

Enter

This is the entrance hall

The lift is to your right

Turn right

3rd floor: Turn right. This is the room (03.18)

Go to 3rd floor
Self-paying dinner at Domus Leuven: (10-minutes walk from the workshop venue)

Please note that you need to register to participate in the dinner before the deadline given to you by email, to allow us to reserve a sufficient number of spaces!

Please send any further practical questions to the local organizer at bettina.berendt@cs.kuleuven.be (before 10 November) or inquire at the workshop reception that will be set up on-site (on the day).
Lunch break and coffee break – room arrangement

During the breaks, food and drink will be provided in the entrance hall by which you entered the building. We suggest you consume it in the entrance hall or in front of the auditorium where the talks take place.

*Please do not take food or drinks into the auditorium or into the breakout-group rooms, and please return cups, used serviettes, etc. to the spaces provided.*

Breakout groups – room arrangement

We plan to have 5 breakout groups, which will probably have different numbers of participants. We provide four rooms for these and will allocate groups to rooms by size. This will be decided on the day, and the breakout group leaders will help coordinate:

- Small room: Erasmushuis, 03.30
- Medium-size room I: MSI 02.18
- Medium-size room II: MSI 02.23
- Two groups remain in the auditorium of our main programme (MSI 03.18)

How to get to the breakout-group rooms (1): auditorium

This is the auditorium in which the main programme takes place. You are already in the room.

How to get to the breakout-group rooms (2): medium-sized rooms

Rooms 02.18 and 02.23 are in the same building. Using the same lift that took you from the entrance hall to the auditorium, go to the second floor. You will see the door and the yellow wall on the photo below. Turn right; 02.18 and 02.23 are the next rooms down the hallway.
How to get to the breakout-group rooms (3): small room

We are in MSI, shown by the red marker on the map. Erasmushuis is opposite.

Leaving our building and turning half-left towards the parking, you see the entrance of Erasmushuis. Walk towards it.

Enter and turn left. Advance until ... 

... you see this sign. Turn left (= follow the arrow to the ladies’ restroom, lift and stairs). Take the lift to the 3rd floor.

(continued on the next page)
On the 3rd floor, exit and go left. You will see this door.

Go through the door and through the glass door.

Advance towards the portrait poster that you see in the middle of this picture.

The breakout-group room 03.30 is to the left of the portrait poster. (The open door in this picture.)