



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**

**21 September 2018**

European Commission  
Charlemagne building – Room: Gasperi  
Rue de la Loi/Wetstraat 170  
1040 Bruxelles/Brussel, Belgique/België

Registration, Agenda, and link to the live web stream available under <https://ec.europa.eu/digital-single-market/events/cf/coordinators-day-on-grant-agreement-preparation-21092018/register.cfm>.

Presentations (included in the agenda) and recording of the event will be available under the same link after the training.

*08:30 – Registration*

09:30 – Welcome, agenda and logistics

09:40 – Overview of the grant preparation process

10:00 – Participant Portal – Paperless grant management

10:30 – Your organisation: legal status and financial capacity

*10:50 – Coffee break*

11:30 – Legal and financial issues

*13:00 – Sandwich lunch*

14:00 – Managing your project: Do's and don'ts

14:20 – Scientific/Technical description of the project - Description of Action

15:20 – IT tools, support and practical details

15:40 – Dissemination and Exploitation of project results

*16:00 – End of the meeting*

## H2020 Coordinators' Day GAP – 21 September 2018 – 8.30 to 17.00

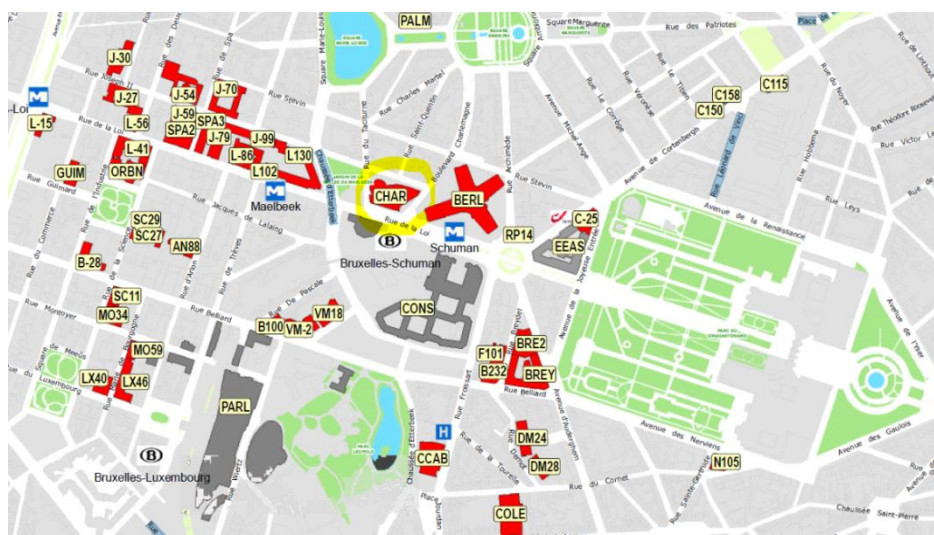
The H2020 Coordinators' Day GAP is an invitation-only event, for coordinators of proposals invited to prepare a grant agreement. Other participants may be accepted subject to the availability of seats. [Registration](#) is required to access the venue.

### Venue: **European Commission**

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

Rue de la Loi/Wetstraat, 170

1040 – Bruxelles/Brussel



### 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 Schuman Station. The trains leave in intervals of approx. 30 minutes. From the Schuman stop, walk along Rue de la Loi (Wetstraat). The Charlemagne building is on the right-hand side.

#### 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](#). **Registration is not necessary in order to follow the live stream.**