

UKRO Meeting Room – your venue in Brussels

Facilities and directions to the Office

Meeting room

- 22-seat capacity
- Wi-Fi
- Phone conference equipment (incoming calls only)
- Data projector
- Flip chart
- Tea/coffee
- Free of charge for UKRO subscribers and sponsors
- Working lunch is possible on site (a list of caterers can be provided)



Hot desk

- Wi-Fi



To book the meeting room or hot desk, please use the booking form on the UKRO Portal at www.ukro.ac.uk

Directions

- The UK Research Office is located at *Rue du Trône 4, 1000 Brussels* in the European quarter of Brussels.
- For directions see the [UKRO Portal](#).
- The nearest metro station is *Troon/Trône*, exit *Luxembourg*.
- Cross *Rue du Luxembourg* and turn left onto *Rue du Trône*.



- Centrally located in Brussels within walking distance to most EU Institutions, UKRO offers all their subscribers and sponsors meeting room facilities free of charge.
- Subscribers also benefit from a hot desk facility.

The UKRO Meeting Room

The meeting room is available from **09:30 to 17:00**. It is possible to arrive 15 minutes earlier in order to prepare the room if necessary.

The meeting room seats **22** comfortably and comes equipped with data projector and flip chart. A wireless connection is also available. Extra audiovisual material can be rented through:

✓ Auvipartners

Tel: 0032 2 421 06 20

Email: info@auvipartner.be

<http://www.auvipartners.be>

✓ BIS

Tel: 0032 15 287 487

Email: info@bis.be

<http://www.bis.be/fr/#h-top>

Coffee and tea are available during the meeting.

There is a water fountain inside the room.

Reasonable access to phone (local calls only) provided.

Photocopying is available (maximum 30 pages). A charge will be made.

At the start of your meeting, please make your group aware of emergency escape routes. We will notify you of any planned fire alarm drills.

According to Belgian law, smoking is not allowed in the building.

UKRO's reception staff will give you a short introduction to the office layout and facilities you can use when you arrive. Please note and kindly ask your group to keep in mind during the breaks that the meeting room is within a working office. In case you need to make phone call we kindly ask you to go to the lobby outside the Office.

Conference phone

UKRO has installed a Konftel conference phone in the room. The phone is equipped with OmniSound audio technology and the sound covers the size of the meeting room.



A delegate unable to attend your meeting in person, can phone to our switchboard +32 2 230 15 35, asking to be transferred to the meeting room.

Please note that this is a normal, Belgian (Brussels) number and that the costs incurred will be charged to the caller's telephone bill.

The phone cannot be used for outgoing calls.

The number cannot be used in publicity materials or as a general contact number for your event.

Catering, cafés and lunch/dinner venues

Working lunches are permitted in the meeting room, but please help us by clearing up afterwards. The Office is staffed throughout lunch-time.

Catering

If you want to have lunch delivered, please find below the contact details of some caterers which are frequently used by groups using the meeting. In principle, you will need to pay the caterer in cash on the day of delivery, but in some cases it is possible to make a bank transfer.

✓ **Bon – Handmade with love** €

Rue du Luxembourg, 23

1000 Brussels

info@bonwithlove.com

We have catered several times with them and are very happy with the service they provide. In case of dietary requirements it is really useful that their order has all products itemised by ingredients and/or dietary requirements.

✓ **Exki** €

EXKi Delivery

Chaussée d'Ixelles, 12

1050 Bruxelles

delivery@exki.com

02 514 16 50

✓ **Pulp** €€

Rue du Luxembourg 4
Tel: 0032 2 513 50 16

✓ **Tamarind Foods** €€€

Brixtonlaan 2C
1930 Zaventem
Tel: 0032 2 731 6977
Email: mail@tamarindfoods.be

Lunch outside the Office

If you prefer to have lunch outside the Office or buy some lunch, you will find some restaurants at Place Luxembourg, just opposite the European Parliament (5 minute walk away), or not far from the Office, as for example:

✓ **Tout Bon**

Rue du Luxembourg 68
Tel: 0032 2 230 42 44

✓ **Boulangerie Paul**

Rue de Luxembourg 2
1000 Bruxelles
Tel: +32 2 502 96 18
(To take away)

✓ **Bon – Handmade with love**

Rue du Luxembourg, 23
1000 Brussels
info@bonwithlove.com
(To take away)

Cafeterias

There are some cafeterias around the Office where you can meet in the morning before the meeting:

✓ **Pulp**

Rue du Luxembourg 4
Tel: +32 (0) 2 513 50 16

✓ **The Foodmaker**

Square de Meeûs 38//40
Tel: +32 (0) 2 512 48 40

✓ **Boulangerie Paul**

Rue de Luxembourg 2
1000 Bruxelles
Tel: +32(0) 2 502 96 18
(To take away)

✓ **Tout Bon**

Rue du Luxembourg 68
Tel: +32 (0)2 230 42 44

Restaurants

There are many nice restaurants in the area of Saint Boniface, about 5-10 minutes from the office that are also a nice option for Group Dinners.

✓ **DEUXIÈME ÉLÉMENT** (€€)

Thai Cuisine
7 Rue Saint-Boniface
1050 Ixelles
Tel. +32 (0)2 808 25 20

✓ **Le clan des Belges** (€€)

Belgian and occidental cuisine.
Rue de la Paix, 20.
Tel. +32 (0)2 511 11 21

✓ **Osteria Bolognese** (€)

One of the best Italian restaurants in Brussels, very good quality. Not suitable for big groups, the place is very small.

Rue de la Paix 49
1050 Ixelles
Tel.+32 (0)2 6085154

Also, a nice place to go for Lunch/Dinner, is [Madou's folie](#), very close to Madou station and Cirque Royal, in the institutions area. They have different menu options and are very suitable for group reservations.

✓ **Madou'S Folie** (€€)

Rue de la presse, 23
1000 Brussels
+32 (0)2 217 38 31

Hot desk facility

You can also book our hot desk facility. This is usually available for one person per day. The hot desk facility may be in a shared office, depending on the availability on the day.

Please let us know if you are planning to have a small meeting or you need a break out room. Depending on availability, we might be able to provide you with a small office for meetings with up to four people.

How to find us

The UK Research Office is located at 4, Rue du Trône, 1000 Brussels in the European quarter of Brussels.

The nearest metro station is Troon/Trône. Use the exit marked "Luxembourg". You will come out on Rue du Luxembourg, cross the street and then turn left onto Rue du Trône.

Troon/Trône metro station is located at 5 stops (approx. 10 minutes) from Gare du Midi/Zuid Station, lines 2 and 6.

[UKRO map](#)