

# PARTICIPANT INFORMATION PACK

Event: IHI Coordinators Training Day

Date: 21 April 2026

Location: The Hotel, Bd de Waterloo 38, 1000 Brussels

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Dear participant,

Thank you for participating in the IHI Coordinators Training Day. We are delighted to have you join us and look forward to your valuable contribution. This information pack includes all the essential details regarding agenda, logistics, and practical information for the workshop.

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## Agenda

08:30-09:00	<b>Registration &amp; welcome coffee</b>
09:00-09:15	<b>Welcome &amp; Introduction</b> <ul style="list-style-type: none"><li>Hugh Lavery, Head of Scientific Operations, IHI</li></ul>
09:15-10:00	<b>Amendments process</b> <ul style="list-style-type: none"><li>Karolina Gutt-Mostowy, Legal Officer, IHI</li><li>Kalliopi Christoforidi, Head of Sector Operations, IHI</li></ul>
10:00-10:20	<b>Reporting process</b> <ul style="list-style-type: none"><li>Nathalie Seigneuret, Senior Scientific Project Manager, IHI</li></ul>
10:20-10:45	<b>Reporting process (financial part)</b> <ul style="list-style-type: none"><li>Antoine Juliens, Financial Manager, IHI</li></ul>
10:45-11:15	<b>Coffee break</b>

11:15-13:00	<b>Reporting process (financial part)</b> <ul style="list-style-type: none"> <li>Gaëlle Lanckmans, Senior Financial Officer, IHI</li> </ul>
13:00-14:30	<b>Lunch</b>
14:30-14:45	<b>Best practices on reporting</b>
14:45-15:15	<b>Ex-post audits: process and steps</b> <ul style="list-style-type: none"> <li>Jeremy Lesage, Ex-post Control and Risk Management Officer, IHI</li> </ul>
15:15-16:00	<b>Project communication</b> <ul style="list-style-type: none"> <li>Catherine Brett, External Relations Manager, IHI</li> </ul>
16:00-16:30	<b>Exploitation of project results</b> <ul style="list-style-type: none"> <li>Anneleen Stinckens, PMO ExPoint PML and PAC lead, Johnson &amp; Johnson</li> </ul>
16:30-16:45	<b>Feedback session</b>
16:45-17:00	<b>Key takeaways &amp; closing remarks</b>
17:00-18:30	<b>Networking cocktail</b>

## Practical Information

### Venue Address

- The Hotel**
- Address:** Bd de Waterloo 38, 1000 Brussels

### Reach The Hotel

#### From Brussels Airport (Zaventem):

Take a train from **Brussels Airport-Zaventem** to **Brussels Central (Gare Centrale)** or **Brussels Midi (Gare du Midi / Zuidstation)** (about 15–20 minutes). ( )

- From **Brussels Midi**: take metro **line 2 or 6 (direction Elisabeth)** and get off at **Louise / Louiza**. From there, it's about a 3–5 minute walk to the hotel. ( )
- From **Brussels Central**: take metro **line 1 or 5** to **De Brouckère**, then change to line **3 or 4 (tram)** or continue by taxi to **Louise**.

**By public transport (direct option from airport):**

Take the STIB Airport Bus (line 12 or 21) to **Luxembourg** or **Trône**, then a short tram/metro ride or taxi to **Louise**. ( )

**Nearby metro/tram stops:**

- **Louise / Louiza** (closest – ~300 m)
- **Porte de Namur / Naamsepoort** (also nearby) ( )

**By taxi:**

A taxi from the airport takes around 20–30 minutes and drops you directly in front of the hotel.

**Walking from Louise station:**

Exit at **Louise**, walk along **Boulevard de Waterloo** for about 300 meters—the hotel is a tall building on your right.

**Catering**

- Lunch, coffee breaks and a cocktail will be provided.

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**On-Site Contact**

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