

# Learning Theatre



LEARNING &  
INNOVATION  
CENTER



## General information

- The Learning Theatre is located **on the ground floor** of the LIC and can accommodate up to a **maximum of 80 people**.
- The Learning Theatre features a **theatre setup**, with 60 chairs and 20 fixed seating places.
- Upon arrival, please **check in at the Info Desk** on the first floor of the LIC. Our staff will happily assist you getting started.
- Unlike the Board Room, there is **no need to pass through the speed gates**, as the Learning Theatre is situated in the publicly accessible part of the LIC.



## Technical specifications

- **1 large LED-screen** in front of the room.
- **1 retour screen** for the speaker.
- **5 microphones** available:
  - 2 hand-held microphones*
  - 2 head-set microphones*
  - 1 table microphone*
- The Learning Theatre is equipped with with Microsoft Teams to support **hybrid meetings**.

You can **easily connect** your laptop/device to the room's screen and audio system with the **available USB-C docking cable or wireless AirMedia dongles**.

## Catering possibilities

- **Catering is to be organised by yourself.** You can use the known ULB or VUB catering services or make use of an external caterer.
- The space **in front of the Learning Theatre** can be used for catering purposes, such as coffee breaks, receptions, or lunch. Here, **a designated area can be set up** using barrier poles, as seen in the picture on the right. High tables and two low tables are available for catering arrangements. Reservation of the complete area (Learning Café) is not possible, since this is a public space.
- **Delivery of catering equipment** is only possible during the preparation time stated above and collection is only possible during the specified cleaning time.
- The organizer is responsible **for leaving everything clean** and that **all items are returned to their original positions** after the event.
- It is **forbidden to cook in the premises**. Only heating food is possible with electric bain maries.



# Board Room



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## General information

- The Board Room is located on **the 5th floor** of the LIC and can accommodate up to **a maximum of 40 people**.
- This room features a meeting setup, with tables arranged in **circular formation**.
- In addition, there is **an informal seating area** available.
- Upon arrival, please **check in at the Info Desk** on the first floor of the LIC. Our staff will happily assist you getting started.
- To get to the Board Room, **you must pass through the speedgates in the LIC**. ULB and VUB staff and students can do so using the **Roamer X app**, which contains a digital access pass. For download instructions, go to [www.lic.brussels](http://www.lic.brussels). **It is highly recommended that participants (ULB and VUB) download and install the app before the meeting.**
- Participants that are not from the ULB or VUB **can report to our Info Desk on level 1 of the LIC**. Our colleagues will assist them with gaining access.



## Technical specifications

- **1 large LED-screen** in front of the room.
- **6 retour screens.**
- Televic discussion system **with 40 microphones**.
- Event setup with:
  - 2 hand-held microphones*
  - 2 head-set microphones*
- The Board Room is equipped with with Microsoft Teams to support **hybrid meetings**.

You can easily connect your laptop/device to the room's screen and audio system with the **available USB-C docking cable or wireless AirMedia dongles**.



## Catering possibilities

- **Catering is to be organised by yourself.** You can use the known ULB or VUB catering services or make use of an external caterer.
- Just outside the Board Room, there are tables that can be used for catering puposes, such as coffee breaks, receptions, or lunch. Also in the Board Room, there is a large cabinet that can be used for catering purposes.
- **Delivery of catering equipment** is only possible during the preparation time stated above and collection is only possible during the specified cleaning time.
- The organizer is responsible **for leaving everything clean** and that **all items are returned to their original positions** after the event.
- It is **forbidden to cook in the premises**. Only heating food is possible with electric bain maries.