




2026

LIC CATALOGUS

Events & rooms

MAIN CONTACT AND RESERVATION PROCEDURE

Room type	Room	Capacity	Reservation & contacts
<i>Classroom</i>	<i>2.02 - Brussels</i>	25	Through SACHA
<i>Classroom</i>	<i>2.03 - Bucarest</i>	24	Through InfraDesk
<i>Classroom</i>	<i>3.01 - Gothenburg</i>	36	Through SACHA
<i>Classroom</i>	<i>3.02 - La Havana</i>	24	Through SACHA
<i>Classroom</i>	<i>3.03 - Istanbul</i>	30	Through InfraDesk
<i>Classroom</i>	<i>4.09 - Québec</i>	16	Through InfraDesk
<i>Classroom</i>	<i>4.10 - Rabat</i>	25	Through InfraDesk
<i>Event room : council room</i>	<i>5.14 Board Room</i>	40	Request min. 5 weekdays before the event Fill these form Confirmation email under 1 month Contact : lic@ulb.be , camille.mostaert@ulb.be
<i>Event room : auditorium</i>	<i>0.04 Learning Theater</i>	80	Request min. 5 weekdays before the event Fill these form Confirmation email under 1 month Contact : lic@ulb.be , camille.mostaert@ulb.be
<i>Immersive room</i>	<i>4.19 Tempe</i>	10	lic@vub.be hicham.boukhrouf@ulb.be odona.daisne@ulb.be
<i>Event room</i>	<i>Outdoor Plaza</i>	100	Request min. 5 weekdays before the event Fill these form Confirmation email under 1 month Contact : lic@ulb.be , camille.mostaert@ulb.be



Main institutional email : lic@ulb.be


For classroom : priority goes to institutionnal request, then to ULB guidance.

- Biology guidance : each weekday between 10 AM and 2 PM
- Physics guidance : each weekday between 10 AM and 2 PM
- Chemistry guidance : each weekday between 10 AM and 2 PM

Please check schedule on [TimeEdit](#)

Please note that classrooms can also be used for event such as workshop, conference, etc. Let us know your needs!

Be aware that :

- **no storage** is taken by our team in the LIC building : event material can be brought on the event day only
 - **rooms are attended to be tidied up** at the end of your event : please gather catering items, throw away trashes, etc
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SPECIFICITIES

1. Access

Campus access

It is possible to access the Plaine campus via ULB or VUB.

ULB entrance is on Avenue Fraiteur (entrance 2). You will need to badge your staff card to enter. You can then walk down to the LIC: the easiest way is to follow the new pink-gravel path that goes down the Plaine, runs along the NO building, and leads to the LIC.

VUB entrance is on Boulevard du Triomphe (near Colruyt), via entrance 6. This is a specific entrance for catering and visitors. If you stay on this road, you will find two parking lots available, close to the LIC (which is located on the same road, after buildings S and G).

Parking

Plaine campus offers several parking options:

- ULB: near the Centre d'Action Laïque (entrance 2) and near building H (entrance 2 or 3)
- VUB: several staff parkings (we can request one day access) and public parkings (free for 3 hours, then paying 1 euro/h), most often accessible via entrance 6 or 13. More information can be found on the dedicated webpage.

Building access

ULB and VUB members must ideally download the Roamer X app before the event to come in. You can find all the informations to connect on LIC website or you can ask our colleagues at the InfoDesk (LIC building, 1st floor).

If you don't have a phone or the app doesn't work we can manage an other way for participants to enter.

SPECIFICITIES

2. Materials

See each space specificities.

As equipments can be challenging, please let us know if you want a tour or an assistance on your event. You can tell us your needs in advance once the room is reserved, through lic@ulb.be

3. Catering

We have no restrictions on the matter; you are free to choose any catering you wish for. On demand and usually we suggest the VUB restaurant, as they know the premises well and handle catering for most VUB events. Another advantage is that they are located directly on-site.

Here is a list of caterer that already come to the LIC :

- BelgoBon
- La Toque Blanche
- Royal Dujardin
- VUB restaurant
- Traiteur Les uns Les autres

You are also free to bring your own catering.

Catering can be delivered in or outside the room, whether it's a classroom, an event room or a meeting room.

Please let us know the caterer's license plate a few day before the event so we can register and let him enter the campus.

SPECIFICITIES

Be aware that there's no oven, fridge nor space at caterer disposal. All catering material must be provided and ensured by the caterer. However, high dining table such as disposal table can be set by our team for the catering. Board room also have two dedicated space for it (inside and outside the room).

4. Communication and signage

General communication and signage can be placed in front of the rooms, especially if you used the Learning Theater. Just in front, you can find 3 screens that can provide an agenda or poster.

You can send us the communication you desire or the specific information that needs to be mentioned and we'll make a LIC layout communication for your event.

Please be sure :

- Your design is created in 1080x1920 px/cm
- Your video is max 2 GB - max 8 mbph - max 30 sec frame rate

Signage can be place inside the LIC to help participant to go to the exact room, especially if you used multiple space in our building.

MEETING ROOMS

There's many rooms in the building, accessible for student and staff. Here are staff meeting rooms list.

Room	Capacity	Floor	Reservation	Flips screen
LIC 4.05 Melbourne	20	4	OneLens	Yes
LIC 4.17 Stellenbosch	5	4	OneLens	yes
LIC 4.18 Stockholm	5	4	OneLens	yes
LIC 5.12 Tokyo	12	5	OneLesn	yes
LIC 5.15 Tubigen	10	5	OneLens	yes
LIC 5.16 Venice	8	5	OneLens	yes

If you have any question or if you need to reserve room several weeks in advance, please contact us through lic@ulb.be

Each rooms provide you a Whiteboard and a screen for meeting with video and audio, through USB-C connexion.



CLASSROOMS

Classroom	Capacity	Institution	Equipment	Mob. Friendly*
<i>2.02 - Brussels</i>	25	ULB	5 pods, 2 screens, 1 whiteboard, 2 tablets, 1 micro + portative micro	No
<i>2.03 - Bucarest</i>	24	VUB	4 pods, 2 screens, 1 whiteboard, 2 tablets, 1 micro + portative micro	No
<i>3.01 - Gothenburg</i>	36	ULB	6 pods, 2 screens, 1 whiteboard, 2 tablets, 1 micro + portative micro	Yes
<i>3.02 - La Havana</i>	24	ULB	4 pods, 2 screens, 1 whiteboard, 2 tablets, 1 micro + portative micro	Yes
<i>3.03 - Istanbul</i>	30	VUB	5 pods, 2 screens, 1 whiteboard, 2 tablets, 1 micro + portative micro	Yes
<i>4.09 - Québec</i>	16	VUB	10 pl.+couch, 2 screens, 1 whiteboard, 2 tablets, 1 micro + portative micro	No
<i>4.10 - Rabat</i>	25	VUB	12 tables of 2, 2 screens, 1 whiteboard, 2 tablets, 1 micro + portative micro	No

CLASSROOMS

Reserved classrooms will be open for your arriving time.

Each ULB classroom provide you the same materials : two teacher's screens, pods with screen and one whiteboard. Room works through two tablets : one dedicated to Teams and one to manage and set up your class (classic or interactive). Microphones are also available if needed.

Since the first time teaching in our class can be challenging, please don't be afraid to ask us a visit or any assistance through lic@ulb.be after your reservation through SACHA or your faculty.



EVENTS ROOMS

	Learning Theater	Board Room
<i>Capacity</i>	80 persons	40 persons
<i>Space specificities</i>	Auditorium	Council room + lounge
<i>Type of use</i>	Presentation, projection, conference, debate, ...	Project presentation, conference, institutional meeting, ...
<i>Materials</i>	1 retour screen, 1 presentation screen, spotlight, cameras, micros, presentation desk, PMR access	2 retour screens, 1 presentation screens, 4 whiteboard screen, cameras, micros, presentation desk, sofas
<i>Possible disposition</i>	<ul style="list-style-type: none"> · We can set up a table if you planned a debate · We add two comfy chairs for an interview · You can film yourself while speaking or register the audience in case of an hybrid presentation · PhD Defense · 	<ul style="list-style-type: none"> · Classic use is council meeting disposition · Interactive workshops · PhD defense · Conference can be set · Seminar · ...

EVENTS ROOMS

Don't hesitate to reach us for a visit and to reserve as soon as possible (lic@ulb.be)

Share with us your idea and expected use of the room, this way we can set up the room in advance.

A dedicated space is set up in front of the Learning Theater for your event to sit and enjoy the catering properly



SPECIAL ROOMS

Please don't bring any food or liquid into those rooms.

	Immersive room [Tempe]	Recording room [Berlin]
<i>Assistance</i>	Please contact us to set up the experience and welcome you odona.daisne@ulb.be hicham.boukhrouf@ulb.be	Please contact us to set up the experience and welcome you hicham.boukhrouf@ulb.be
<i>Space specificities</i>	Empty room with 360° projection	Room dedicated to video and podcast with 5 places
<i>Materials</i>	/	2 cameras, 4 micros, 1 webcam document, video and audio managing system for capture, edition and direct export, teams connexion, live stream

