

## NESSI OFFICE

11 Avenue des Pléiades  
1200 Brussels  
BELGIUM

A place for NESSI partners, members and the NESSI Community at large

- to meet
- to organise meetings and workshops
- to share and disseminate information

### Project meetings

### Committee or Working Group Meetings

### Project Workshops

### Collaboration Meetings

enabling  
the next wave  
of services

## THE NESSI OFFICE

### NESSI Office

**1st Floor**  
**11 Avenue des Pléiades**  
**1200 Bruxelles**  
**BELGIUM**

The NESSI Office is the headquarters of the Networked European Software and Services Initiative.

It caters to the needs of the NESSI Community at large and supports all the activities of NESSI.

#### From Zaventem Airport

Take bus number 12 towards Schuman and alight at Geneva. From Geneva, take bus number 21 towards Hertog/Ducale and alight at Carena/ Carene. Turn right (under the highway bridge), then immediately left on to Avenue des Pléiades.

#### From South Station (Eurostar & Thalys travellers)

Take Subway line 2 and alight at Arts-Loi – Kunst-Wet. Take line 1A or B towards Herman-Debroux or Stokkel and alight at Schuman.

Take bus number 79 towards Andromède and alight at Pleiades.

#### From the City Centre

Take Subway line 1A or B towards Herman-Debroux or Stokkel and alight at Schuman. Take bus number 79 towards Andromede and alight at Pleiades.

#### If you are willing to walk 20 minutes

Take Subway line 1A and alight at Gribaumont. Walk down Ridder Konginlaan (250 m) until you reach Square de Meudon. Turn on to Heydenberg-laan. After 540 m turn left at the roundabout on to Orionlaan. After 170 m, turn right onto Sterrebeeldenlaan. After 220 m, turn left, still on Sterrebeeldenlaan. At the roundabout after 100m, turn left on to Avenue des Pléiades.



Download directions and access procedure  
[www.nessi-europe.eu](http://www.nessi-europe.eu) →Homepage →About us →Nessi office →Presentation

## A PLACE TO HOST YOUR MEETINGS

### Choose from our three meeting rooms

- **Rome:** the main meeting room: seats 35 people, white boards, projector
- **Maastricht:** seats 10 people, white boards, projector, conference call facility
- **Brussels:** open-space meeting room: seats 10 people

### Meeting-hosting fees

NESSI Office provides a place where projects, working groups and committees can organise meetings and workshops.

**Meetings are free of charge** (NESSI funded) when organised for NESSI working groups, committees and strategic projects. A business lunch can be provided for these meetings when requested.

The NESSI Office can also host meetings organised in a different context. For these meetings a catering fee will be charged by the organisers if lunch is required.

Please contact the Office assistant.

Coffee, tea and cold drinks are provided free of charge for all meetings.

### Facilities and amenities

- 3 meeting rooms
- WIFI internet connection
- Conference call, fax, limited printing and photocopying facilities
- On-site catering
- NESSI information website
- NESSI collaboration wiki

### How to request a meeting

- Check available dates on the website calendar.
- Fill in the meeting request form.
- The Office team will then check availability and confirm the reservation (3 days max).

### Manage your meetings online

#### Meeting calendars

[www.nessi-europe.eu](http://www.nessi-europe.eu) →Homepage →Member area →Calendar of NESSI meetings

#### Meeting request forms website

[www.nessi-europe.eu](http://www.nessi-europe.eu) →Homepage →About us →NESSI Office →Book a meeting room

#### NESSI Office IT facility – local printer details

[www.nessi-europe.eu](http://www.nessi-europe.eu) →Homepage →About us →NESSI Office →Presentation

#### NESSI Office IT facility - Wifi connection details

[www.nessi-europe.eu](http://www.nessi-europe.eu) →Homepage →Member area →NESSI Office →Presentation

#### Conference call support

→ To obtain instructions and codes, call the office assistant: Tel. +32(0)2.762.00.82

### Communication services

The NESSI Office is a **central meeting point** and information centre to **aid communication between all NESSI parties and stakeholders**.

The office team provides NESSI with **IT support**, enabling the platform and its bodies to make efficient use of electronic communication, information exchange and document handling.

The office provides tools and support for **publication, documentation handling and collaborative work**.

### Information - The NESSI Website

The office team maintains the NESSI **website** by appointing a **content support manager** for each webpage and contributing to content.

The office publishes **monthly reports** of NESSI Web **statistics** and carries out updates on the website.

### Community link - The NESSI mailing lists

**Mailing lists** are created on demand by the office team for all NESSI entities (WG, committees, projects, specific topics, etc.).

### Collaboration - The NESSI wiki

The office oversees the functioning of the **wiki** (used for collaborative work by NESSI entities).

### Memberships - The NESSI online process

The office handles **NESSI membership requests** and maintains the membership database.

Online information  
[www.nessi-europe.eu](http://www.nessi-europe.eu)  Homepage → Member area → Office page

Online membership forms  
[www.nessi-europe.eu](http://www.nessi-europe.eu)  Homepage → About us → Become a member

### The NESSI Office collaborates closely with the Strategy & Communication Committee of NESSI.

Through this collaboration, the NESSI Office supports

- ➔ the identification of relevant events offering speaking opportunities for NESSI
- ➔ the participation of NESSI members in external events
- ➔ the organisation of NESSI events
- ➔ the visibility of NESSI members activities

**One major conference** is organised every year by NESSI. In 2006 and 2007 these were the NESSI General Assemblies, which attracted over 300 delegates each time.

In 2008, NESSI is organising the new services conference, ServiceWave, in collaboration with eMobility, EPoSS, ISI and NEM ETPs, the S-Cube and CoreGrid Networks of Excellence, the INES Spanish national platform, the EIFFEL think-tank and the international ICSSOC.

In addition to the annual event, NESSI Office supports **the organization of events and workshops** for NESSI committees and working groups.

The NESSI Office supports the **quarterly NESSI newsletter** and edits the **NESSI Information flyers**.



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[www.nessi-europe.eu](http://www.nessi-europe.eu)  Homepage → Publications → NESSI Publications

### Supporting the Board and Steering Committee bodies

The NESSI Office provides **organisational, secretarial and operational support** to the Steering Committee and the Board, helping them with the administration, preparation of minutes and their distribution to the Board and the Steering Committee, and follow-up of their decisions.

The NESSI Office supports the **information flow** between the working groups and the committees

Overall, the NESSI Office supports **strategy formulation and implementation**.

### For any enquiries about NESSI contact us

#### NESSI Office

Phone: +32(0)2.762.00.82  
 Fax: +32(0)2.762.01.51  
 Email: [office@nessi-europe.eu](mailto:office@nessi-europe.eu)  
 Web: [www.nessi-europe.eu](http://www.nessi-europe.eu)

The NESSI Office can provide support with event and workshop organization to NESSI committees and working groups (with a max of one major event per year, one medium-sized event per year, and ten workshops in the Office).

**Quarterly newsletters** sent out to over 1,500 contacts

Printed **NESSI Information flyers** available on demand

Speaking and participation opportunities identified at over 80 events every year



NESSI Office activities are supported by the NESSI partners and by support actions

Office Director: Bruno Francois-Marsal  
 Office Assistant: Danielle Gibas