

IPG Leuven

You have been invited to our office at *Leuven*. In this document you will find some information on how to reach us and the guidelines applied at our office.

WHAT'S OUR ADDRESS?

[IPG Leuven](#)
Arnould Nobelstraat 32
3000 Leuven

WHAT ARE OUR COORDINATES?

Questions?
Please contact your contact person
Or Tel. +32 16 27 05 11

Transportation

By Car

Route

Our office at Leuven can be reached by taking the European Highways *E40* and *E314* and is located close to the main city center of Leuven in the county of Flemish Brabant.

1h from Brussels and Hasselt
1,5h from Antwerp
2h from Gent



Parking

Please request your parking code in advance

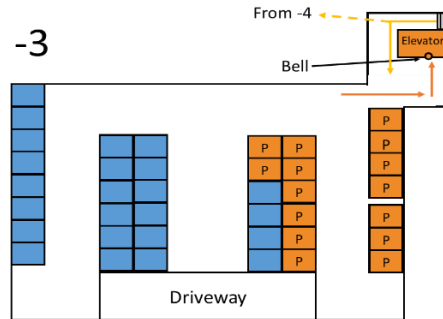


20 meters before you reach our office you will see a side entrance for cars on the right. (Even Tuinen) Drive through and insert your code including the hashtag. The barrier will open. You can park in the underground garage on -3 and -4 on parking spots indicated with an IPG sign.



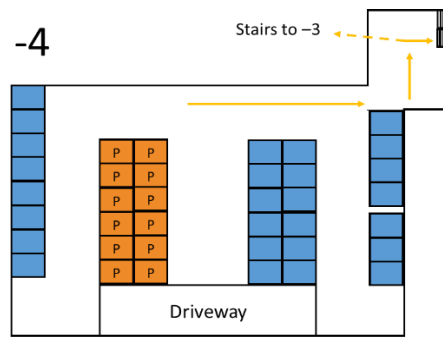
-3

Walk to the right corner of the garage following the IPG arrow. There will be a door with a bell that you need to ring. An operator will answer your call and give you access. Enter the elevator and go to floor BG. In front of you is a reception desk and a computer. Sign in to the computer and call your contact making him aware of your presence.



-4

You need to take the stairs to -3. Arrows with IPG indicate the path. On -3 there will be a door with a bell that you need to ring. An operator will answer your call and give you access. Enter the elevator and go to floor BG. In front of you is a reception desk and a computer. Sign in to the computer and call your contact making him aware of your presence.



When you leave please reinsert the code to open the barrier.

By Public Transport

Train

IPG Leuven is located from a 9 minute walk to the National Railway Station of Leuven with national railroads to the biggest cities in Belgium.

Bus

There are several busses that stop in the vicinity of IPG Leuven.
Closest bus stop in the area: Leuven Kleine Gevangenis (Lines 1,4,5,6,597)
(4min walk to IPG Leuven)

House Rules @ IPG Leuven

At our offices we use an **identification procedure** based upon the use of **colored lanyards**. Doing so it is possible to distinguish colleagues, clients and suppliers from one another and maintain a **safe** working environment. Therefore we would like to ask you to wear your lanyard at all times. Didn't you receive a lanyard? Please ask you contact.

Furthermore we ask you kindly:

- only to **eat and drink soda on the designated area's**
- to **always present yourself** to your contact before entering the calling area
- to **be aware** that it is the responsibility of the Team Coach to give direct feedback to an agent

Thanks for your understanding.