Inside the IST (aka. tecnico) campus, look for the Civil Engineering Building ("edificio de cívil"); number 2 of your map. Go to its main entrance.



When entering the building go through the first doors and, after about 20 meters, the second doors. Walk about 20 meters and take the steps on your left down one floor. Upon reaching the new floor turn right and walk about 20 meters, going through the glass doors. Take the long corridor which will appear on your left. The conference room (VA4) will appear on your right hand side, midway along the corridor.