



International Civil Aviation Organization

INFORMATION PAPER

FALP/6-IP/3

5/5/10

English only

FACILITATION PANEL (FALP)

SIXTH MEETING

Montréal, 10 to 14 May 2010

ADMINISTRATIVE ARRANGEMENTS

(Presented by the Secretary)

1. INTRODUCTION

1.1 Please find attached a document setting out the administrative arrangements for the meeting.

2. ACTION BY THE FAL PANEL

2.1 The FAL Panel is invited to note the contents of the attached document.

APPENDIX

Conference Room 3, 1st Floor

ADMINISTRATIVE ARRANGEMENTS

Hours: 0930-1230 (except Monday, 10 May 2010, when the morning session will begin at **10:30**)
1400-1700

Coffee breaks: 1045 and 1515 (except the first day, when there is no coffee this morning)
Location: 3rd Floor, Delegates' Lounge

Cafeteria for lunch: 5th Floor, via the elevator.

Commissariat: Open Tuesdays/Thursdays at lunch time, and Thursdays in the evening.

Smoking: NO SMOKING in the building, except in the smoking section in the cafeteria.

Order of Business: Tentative. At the end of each day, we will announce the OB for the next day.

How to work the sound system:

In order to facilitate:

- a) communication between the Chair and other speakers; and
- b) the work of the interpreters

Speakers should:

- ask for the floor by pressing the microphone button **once** (pressing the button a second time will only cancel their request);
- wait until they have been given the floor before starting to speak (the microphone is only active when the **red light is on**). Otherwise they are not heard and, therefore, not interpreted;
- speak directly into the microphone and avoid turning sideways or backwards when answering somebody (the microphones are really unidirectional);
- be careful not to hit the microphones with their papers. The noise is amplified in the headsets and hurts the listeners' and the interpreters' ears.
- when referring to a text, please quote not only the page number but also the **paragraph number**.

MOBILE/CELL PHONES/BLACKBERRIES:

Participants are requested to **switch off** their mobile/cell phones and blackberry devices while in the meeting room.

Operation of these devices interferes with the electronic communications in the room. They also cause problems in hearing for the interpreters, who have their headphones on constantly.

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