



# ICAO EUR/NAT OFFICE MEETING VENUE AND FACILITIES GUIDE

## Planning your visit

For all information on the EUR/NAT Office location, contact details, transport directions, visa procedure, nearby hotels, tourism and other information, please refer to our website:

[www.icao.int/EURNAT/](http://www.icao.int/EURNAT/) > *Practical Information*

Before leaving for Paris, please check for updates on any disruptions in the public transportation system.

## Opening Hours

**09:00 to 17:00 Monday to Friday**

The Office is closed on the public holidays listed on the ICAO EUR/NAT Website at:

<https://www.icao.int/EURNAT/> > *Practical Information* > *Working hours* > *Official holidays*.

*Note: If you need access outside of working hours, please coordinate in advance with the Secretariat to ensure that the security guard is informed.*

## Meeting Working Hours

Working hours for the meeting are communicated in the invitation letter or decided during the opening session.

## Identification Badges

On the first day of the event, please register at the reception desk to obtain your visitor's badge.

On the following days, you **must** show your badge to the security guard in order to gain access into the building. Please wear your badge visibly while on the premises.

At the end of the meeting, please return your badge to the Secretariat, or leave it in the box provided in the foyer, before leaving the building.

## IT arrangements and assistance

Electrical sockets for personal laptops are located just beneath the meeting room desks.

Please do **NOT** use the floor electrical sockets and do **NOT** disconnect any connected equipment, such as cables or peripherals, including USB devices, screens and printers, in the meeting rooms.

If you have any questions or need assistance, please contact the Secretariat or Reception.

## Wi-Fi Access / Public PC and printer

Generally, Wi-Fi is available throughout the building and in the garden adjacent to the cafeteria.

Wi-Fi access information is printed on the back of your badge and published on the meeting room door.

One public PC with access to the Internet and a printer is available in the basement lobby adjacent to the meeting rooms.

## Documentation and Presentations

All documentation is available for downloading from a dedicated meeting website. Please contact the Secretariat for information on how to access the documents.

If you intend to make a PowerPoint presentation during the meeting, please provide your presentation to the Secretariat in advance.

*Note: Personal laptops cannot be connected to the meeting room systems for presentations.*

## Refreshments

Coffee and tea are served free-of-charge at the cafeteria:

**Morning: 10:15 - 10:45 / Afternoon: 15:15 - 15:45**

The exact break times will be notified to all participants by the Meeting's Chair and Secretary.

Whenever possible, kindly use the cafeteria and the garden facilities to consume food and beverages. Please note that water is provided in the meeting rooms.

## Smoking regulations

Smoking is not allowed in the ICAO EUR/NAT building. If you wish to smoke, please use the garden adjacent to the cafeteria.

## Mobile phones

Please switch your mobile phone to silent mode during meetings and leave the meeting room when making or receiving a call.

## Fire alarm and evacuation procedure

In case of fire alarm, please evacuate the premises immediately in a calm and orderly manner, following the emergency exit signs, **using the stairs only**.

The assembly point is on the street, outside of the main entrance to the building.

## Assistance to delegates

Please contact the Secretariat or Reception if you require:

First aid and/or medical assistance; other assistance, such as photocopies, printing, taxis, etc.

## Arrangements to meet ICAO staff

If you wish to meet an ICAO staff member on the premises, please approach the Secretariat or Reception to verify your intended counterpart's availability and to make the necessary arrangements.

## Information for persons with reduced mobility or other specific requirements

We value inclusion and access for all participants, including persons with reduced mobility or other specific requirements. If you have any access or support requirements in order to attend a meeting, please let us know as soon as possible. We will contact you and do our best to accommodate your needs.

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