



ARRANGEMENTS DURING MEETINGS HELD IN THE ICAO EUR/NAT OFFICE

➤ Opening Hours

The ICAO EUR/NAT Office is open from **09:00 to 17:15 hours** from Monday to Friday. Please coordinate with the Secretariat if you need access outside of these times. Kindly consult the ICAO EUR/NAT website (www.icao.int/EURNAT) for the list of public holidays.

➤ Meeting Working Hours

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

➤ Access to the ICAO EUR/NAT Premises and other specific arrangements during pandemic

Due to the ongoing pandemic, to access the ICAO EUR/NAT office you shall be required to present a proof of health (i.e. full vaccination certificate or proof of COVID recovery). In the absence of any proof of health, access to the office shall be denied.

In addition, the following specific measures are in place:

- Strictly do not attend the meeting if you are unwell, have a fever, cough or respiratory symptoms. Instead use remote connection to participate.
- Wear a face mask inside the meeting room, take your face mask off only when speaking/taking the floor.
- Wear face mask inside the building at all times.
- Maintain distance of 2 meters in the meeting room with other participants.
- Frequently wash your hands and use sanitizer available in meeting room(s) and halls.
- Keep windows open, where and when possible, and
- Note that the air conditioning with the external air intake is on at all times during the meetings.

➤ Refreshments

In view of the ongoing pandemic, coffee and tea service is normally available at the cafeteria from 10:30 to 10:45 and from 15:30 to 15:45. More details to be provided by the Meeting's chair and secretary in order to avoid congestion in the cafeteria.

Coffee and tea are available free-of-charge; however, soft drinks are available for sale.

With the exception of water, no food and beverages are allowed in the meeting rooms.

➤ Documentation and Presentations

All documentation will be made available for downloading from the dedicated EUR/NAT Office meeting websites, using the ICAO Portal (<https://portal.icao.int>). Detailed information on how to access the documents are provided in the invitation letter.

➤ ICT arrangements and assistance

Electrical sockets for personal laptops are located just beneath the meeting room desks. Delegates are requested **NOT to use the floor electrical sockets** in the meeting rooms B1-B2 and 101-102.

Computers and their peripherals in the meeting rooms and in the public areas are set up in a specific manner. Delegates are not allowed to disconnect any cables or peripherals (including USB devices,

screens and printers). If you have any questions or need assistance, please contact the ICT team at **8521** or **8552** from any internal phone.

In the exceptional case that personal laptops are to be used for presentations, please bring a cable suited to the personal laptop concerned with a VGA connector and inform the Secretariat at least one day in advance in order to test the connection.

➤ **Access to the Internet / Public PCs and printers**

Wireless connection (WiFi) to the Internet is provided in all of the building and in the garden adjacent to the cafeteria. Access information to WiFi is printed on the back of the delegates' badges and can also be provided by the Secretariat.

One public PC with access to the Internet and printer is available in the lobby adjacent to meeting rooms B1-B2, B3 and B4-B5.

➤ **Identification Badges**

For security reasons, all delegates must pass by the reception desk to pick up their visitors' badges which **must** be worn visibly at all times. Delegates are requested to return their badges to the Secretariat, or leave them in the box provided in the foyer, before leaving.

➤ **Fire alarm and evacuation procedure**

In case of fire alarm, delegates are requested to immediately evacuate the premises 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.

➤ **Smoking regulations**

Smoking is not allowed in the ICAO EUR/NAT building. Delegates wishing to smoke are invited to use the garden adjacent to the cafeteria and are requested not to smoke on the street at the entrance of the building.

In order to avoid cigarette smoke recirculating in the Meeting Rooms, delegates are requested not to smoke beside the air conditioning units that are located against the wall to the right of the door leading to the garden.

➤ **Mobile phones**

Delegates are requested to switch their mobile phones to silent mode during meetings and to leave the meeting room when making or receiving a call.

➤ **Assistance to delegates**

First aid and medical assistance to Delegates is available through the main Reception Desk. Please contact the main Reception Desk staff or dial 9 from any internal phone.

Delegates requiring other assistance, such as making use of fax or photocopying facilities, taxi services etc. should address their request to the Secretariat.

➤ **Arrangements to meet ICAO staff**

Meetings held in the ICAO EUR/NAT Office provide excellent opportunities for personal liaison between Delegates and ICAO officials; the Secretariat, as well as the main Reception Desk, is available to arrange for such liaison.

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