



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. Please consult the ICAO EUR/NAT website (www.paris.icao.int) which lists dates when the office is closed.

➤ **Working Hours**

Working hours for the meeting will be decided during the opening session.

➤ **Refreshments**

Coffee and tea service at the cafeteria is available from 10:15 to 10:45 hours in the morning and from 15:15 to 15:45 hours in the afternoon. Please note that the cafeteria is not staffed outside of these hours.

Coffee and tea are available free-of-charge; however, soft drinks must be purchased.

➤ **Documentation and Presentations**

Documentation should be submitted in soft copy to the Secretariat at least two weeks prior to the meeting.

All documentation will be made available for downloading from www.paris.icao.int. Delegates in need of hard copies of documentation are invited to inform the Secretariat about their needs before the meeting.

Delegates wishing to make presentations are requested to coordinate with the Secretariat in advance to ensure that sufficient time is allocated on the agenda.

Presentations should be sent in advance by email or provided on a USB key on the first day of the meeting. Please note that the connection of personal laptops for presentations is not encouraged in the meeting rooms equipped with LCD screens.

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

Wireless connection to the Internet is provided in all of the building and in the garden next to the cafeteria. Password information for gaining access will be available in meeting rooms and can be provided by the Secretariat.

Two public PCs and printers with access to the Internet are available in front of the B1-B2 meeting room in the second basement.

➤ **Badges**

Delegates attending meetings in the ICAO EUR/NAT Office are requested to wear identification badges at all times while on the premises. Delegates are requested to return their badges to the Secretariat, or leave them in the box provided in the foyer, before leaving.

➤ **Smoking regulations**

Delegates are advised that smoking is not allowed in the ICAO EUR/NAT building. Delegates wishing to smoke are invited to use the garden next to the cafeteria rather than the street at the entrance of the building.

➤ **Portable phones**

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

➤ **Assistance to delegates**

First aid and medical assistance to Delegates is available through the main Reception Desk. To call the main Reception Desk, dial 9 from any internal phone.

Delegates requiring other assistance, such as making use of the telephone, fax or photocopying facilities, 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 ready to arrange for such liaison.