



## 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](http://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.

### ➤ **Refreshments**

Coffee and tea service is available at the cafeteria from 10:15 to 10:45 in the morning and from 15:15 to 15:45 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 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**

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

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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