



GENERAL INFORMATION HANDBOOK FOR PARTICIPANTS

(IALA COMMITTEES)

WELCOME MESSAGE FROM FRANCIS ZACHARIAE SECRETARY-GENERAL



Distinguished IALA Members and Participants

I, together with my colleagues in the IALA Secretariat have the pleasure of welcoming you to the IALA Headquarters in Saint Germain en Laye and to the IALA Committee meetings. If this is your first visit, we hope that you will find the general information provided in this booklet useful both for your stay in Saint Germain en Laye and your attendance to the Committee meetings.

I look forward to your active participation in the work of the Committees. Your expert contribution to the discussions and your support to the Committee Chairs are important to the success and the continued work of IALA.

I wish to express my thanks in advance for your active and valuable involvement.

The Staff of the Secretariat joins me in wishing you a very pleasant stay in Saint Germain en Laye and a fruitful meeting.





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IALA Headquarters

STRATEGY CENTER

3rd floor



10, rue des Gaudines - 78100 Saint Germain en Laye, France
www.iala-aism.org

International Association of Marine Aids to Navigation and Lighthouse Authorities
Association Internationale de Signalisation Maritime

Front desk telephone: +33 (0)1 34 51 70 01 **General e-mail address:** contact@iala-aism.org

Office hours : Monday to Friday 09:00 to 17:30 **Closed** on Saturday and Sunday and public holidays

REGISTRATION TO ATTEND A COMMITTEE MEETING or OTHER EVENT

In accordance with the rules of IALA, participants must register their attendance at Committee meetings via the **On-line Registration System (ORS)** on the website: www.iala-aism.org subject to Login and Password. The Registration Form is compulsory and must be completed. There is no registration fee to attend to the Committee meetings.

LOGIN and PASSWORD

Login and Password are required for participation in all Committee meetings and to access meeting documents from the various Committees' websites, which are accessible via www.iala-aism.org. Please keep your User account: Login and Password safely for future use.

INVITATION LETTER AND VISA APPLICATION

An official invitation letter for internal procedures and/or visa purposes can be obtained by writing to: contact@iala-aism.org

Visa applications must be prepared well in advance by each participant to secure their entry into the Schengen area. It is the participant's responsibility to go through the administrative procedure to obtain a visa. If all remedies have been used and you could not obtain a visa, in this case the IALA Secretariat can support and help directly.

HOTEL INFORMATION

Hotel information is made available on the Meeting documents via www.iala-aism.org. Code reference: **"IALA"** is used to book accommodation to benefit the corporate rates. Participants are responsible for booking their hotel rooms, cancellation policies of each accommodation establishment.

TRANSPORT SERVICES

INTRODUCTION

The IALA Headquarters building is located in the **"Bel Air"** district of Saint Germain en Laye, a former royal town, 26 kms west of the centre of Paris.

Regional Express Railway (RER) trains is the best option compared with taxis as Paris traffic can be heavy and unpredictable at all times. A taxi journey from one of the Paris airports to St Germain en Laye can take up to more than one hour depending on the time of the day and the cost approximately Euro 90.00. A taxi from Central Paris takes 30 to 45 minutes, depending on traffic, and costs approximately Euro 70.00.

GENERAL INFORMATION ON TRANSPORT

The St Germain en Laye RER station is the western terminus of **RER Line A** ("RER A"). Please note that RER Line A divides at one point outside Central Paris so you need to make sure that the train you board is going to St Germain en Laye. Illuminated destination boards on the train platforms clearly indicate which stops the arriving train will make.



RER tickets: a single RER ticket costs Euro 4.45€. It is cheaper when purchased in lots of 10 (a booklet of tickets or "*carnet de billets*" costs Euro 35.60). **RER tickets are also valid on the Paris Metro.** For more information see : <https://www.ratp.fr/>

Upon arrival at St Germain en Laye RER station, you can take the local buses (Résalys) to reach IALA HQ. The ride takes about 15-20 minutes. The local bus station is located around the corner from the RER station, next to the Town Hall ("*Hôtel de Ville*"). When you reach street level exiting the RER station, you need to stay on the same side of the street – on the opposite side you will see the Castle of St Germain en Laye ("*Château de St. Germain en Laye*") and the entrance to its park. When you exit the RER station, turn back onto yourself (i.e. make a U-turn) and walk about 40 metres, past de Town Hall ("*Hôtel de Ville*"), and you will see the bus station right there. A map can be found at <http://www.saintgermainenlaye.fr/en/cadre-de-vie/venir-circuler-et-stationner-a-saint-germain/rer-bus-voiture-taxis-liaisons-avec-les-aeroports/>

Bus tickets: a bus ticket costs Euro 2.00 and can be bought from the driver in cash ONLY! Please note that Paris Metro tickets are also valid (tickets to travel on the Metro), a booklet of 10 tickets ("*carnet de billet*") costs Euro 13.70 and can be purchased at any Paris Metro or RER station.



Taxis are available right outside the St Germain en Laye RER station. A ride to IALA HQ may cost Euro 20.00 to Euro 30.00, depending on traffic (which tends to be heavy in the town centre). The RER station is about 2 kms by car to IALA HQ.

Last, for those who like to stay fit and see something of the charming town of St Germain en Laye, it is possible to walk to IALA HQ. This will take half an hour (brisk walk) to 40 minutes, but you should not attempt this with heavy luggage (small suitcase on wheels is fine). For walking directions see map in **Annex D**.

RER TRAINS FROM THE TWO PARIS AIRPORTS

Paris is served by two airports: **Aéroport Roissy-Charles de Gaulle** and **Aéroport Orly**.

The RER train journey to St Germain en Laye takes approximately one and a half to two hours.

For more information look under : About IALA / Location on the IALA website www.iala-aism.org

Detailed directions are also provided in **Annex A**.

RER TRAINS FROM CENTRAL PARIS RAILWAY STATIONS

The most commonly used Central Paris railway stations (“*gare*” in French) from which you may depart to reach St Germain en Laye. They are: **Gare du Nord**, **Gare de Lyon** and **Charles de Gaulle-Etoile Metro and Châtelet station**. Detailed directions are provided in **Annex B**.

LOCAL BUSES AND TAXIS IN SAINT GERMAIN EN LAYE

BUSES DURING THE DAY:

- **Bus R2-Sud** (“Sud” stands for southern circuit) stops at “**Gaudines**” (Rue des Gaudines)
- **Bus R1** stops at “**Gare du Bel-Air**”

They depart from the local bus station (around the corner from the St Germain en Laye RER station). They run **from 05:57 to 21:00 only**. Their routes are shown on the map provided in **Annex C**.

NIGHT BUS SERVICE / NAVETTE MUNICIPALE DE NUIT :

- A **free of charge** municipal night bus runs **from 21:30 to 01:30, Monday to Friday only**.
- You can catch it opposite the castle (“*Château de St. Germain en Laye*”).
- It stops at the “Gare du Bel Air” but **you need to tell the driver your stop when you board the bus**.



The Château de Saint-Germain-en-Laye.

TAXIS:

There is a taxi rank right outside the St Germain en Laye RER station served by **Taxis de St Germain en Laye**.
Call Tel: **+33 (0)1 47 78 05 05** when there are no taxis on site.

ATS Transport: Mr Noël Estublier speaks English, Spanish and French.

IALA has corporate rates. Reservation is recommended to book your transportation via e-mail:
noel.estublier@gmail.com or Tel mobile **+33 (0)6 15 21 51 07**

LOCAL TRAMWAY IN SAINT GERMAIN EN LAYE

T13

A new tramway line has opened this July 2022, departing from the Saint-Germain-en-Laye RER station.

In the station “Camp des Loges” you will find the hotel Cazaudehore****.

In the station “Lisière Peireire” you will find the hotel Appart’City, which has an IALA rate when booking.

IALA HQ is located 5min walk from the station “Fourqueux – Bel Air” (see orange arrow).



Tram ticket: you can buy a tram ticket at the station by selecting the stations you go from and to.

Price: Differs depending on your destination, starting at 1,95€.

SECURITY AT IALA - SAFETY BRIEFING

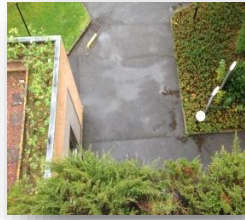
IALA takes security of all its visitors very seriously and would appreciate your full cooperation.

EMERGENCY EXITS and MUSTER POINT

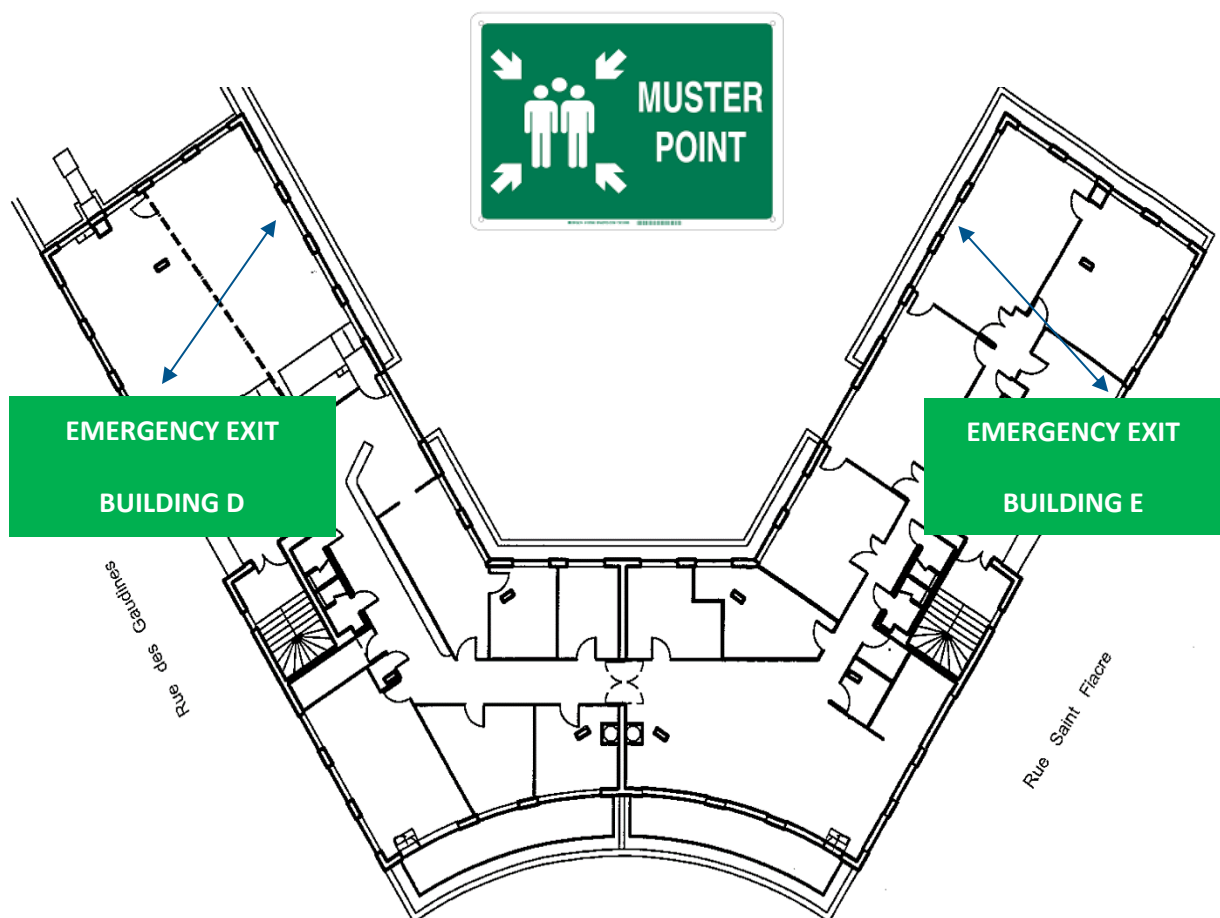
There are two Emergency Exits at IALA HQ, as shown in the diagram.

The Muster Point is at the Ground level and located between the Strategy Centre’s buildings D and E and the site Cafeteria.

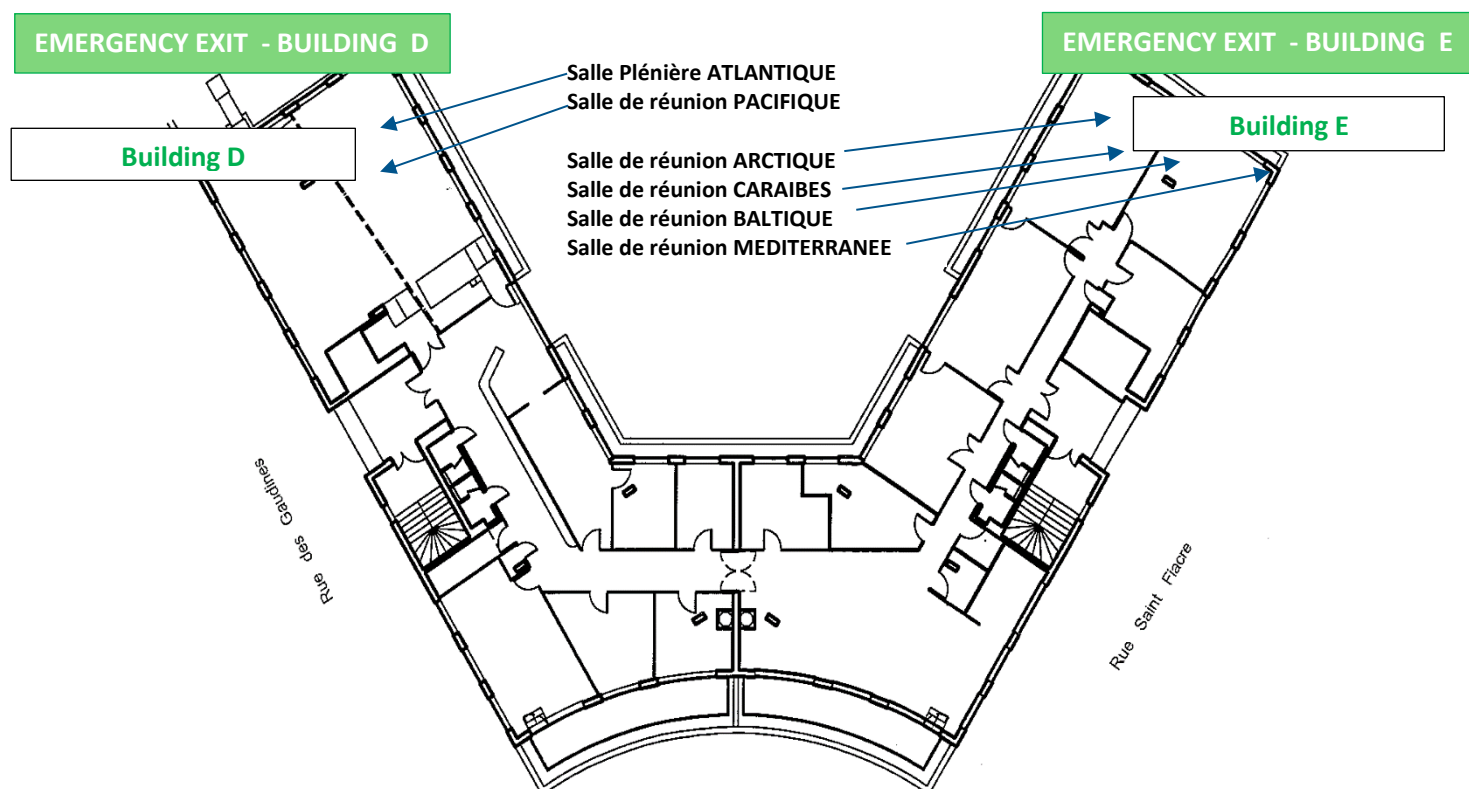
Please note that IALA maintains a strictly No Smoking policy for all its offices and meeting rooms.



MUSTER POINT AT THE GROUND LEVEL



LAYOUT OF MEETING ROOMS



The Meeting Rooms “**Salle plénière ATLANTIQUE**” and “**Salle de reunion PACIFIQUE**” can be opened up into one larger room, with a maximum capacity of 100, in order to accommodate the Plenary Sessions of the Committees:

- Monday afternoon (for the opening Plenary Session marking the start of the meeting, if at HQ)
- Thursday afternoon (depending on whether the Committee participants would adjourn)
- Friday morning (for the closing Plenary Session, if at HQ)

When functioning as separate rooms, they are used by Working Groups during Committee meetings.

The following meeting rooms are available for Working Groups throughout Committee meeting weeks.

<input type="checkbox"/> Meeting Room : Salle de réunion Méditerranée	12 U shape
<input type="checkbox"/> Meeting Room: Salle de réunion Arctique	22 U shape / 35 class room
<input type="checkbox"/> Meeting Room : Salle de réunion Caraïbes	18 U shape
<input type="checkbox"/> Meeting Room : Salle de réunion Baltique	10 U shape



IT SERVICES – COMMITTEE TOOLS

❑ WI-FI NETWORK

- Login : **IALAGUEST**
- Password: **belair2013**

❑ COMMITTEE DASHBOARD

Committee dashboard can be found at this address: <https://www.iala-aism.org/committeedashboards/>

Your IALA username and password is required to access them.

❑ FILE SHARING TOOL

The new file-sharing tool is called NextCloud which can be accessed via <https://nextcloud.ialaaism.org> using the same username and password you use to log into the IALA webpage.

Further information on the use and features of NextCloud can be accessed via <https://www.ialaaism.org/committee-dashboards/file-sharing/>

❑ VIDEO CONFERENCE SYSTEM

A Video Conference system is available to provide a link to Plenary Sessions for the benefit of any

❑ CLICK SHARE - wireless presentation system

Click Share is an intuitive, dynamic and easy to use technology for wirelessly connecting laptops to the presentation projectors. All the IALA Meeting Rooms are equipped with Visualization video screens for the Click Share Wireless Presentation system. The Click Share dongles are available from the front desk (Reception).

- Plug a Clickshare dongle into a USB port. The circular light on the dongle will begin to flash;
- Open Windows Explorer and wait until the Clickshare drive appears;
- Click on the Clickshare drive to open and double click on the "Clickshare for Windows.exe" file. Wait while the Clickshare driver is opened and loaded;
- When the circular Clickshare dongle light becomes a fixed white light, press the button on the Clickshare dongle. The circular light on the dongle will change to fixed red;
- The laptop image should now be displayed on the projector/ screen;
- As soon as you are finished using the screen, press the Clickshare button to disconnect. The Clickshare circular dongle light will turn fixed white.

IMPORTANT! Disconnect the Click Share dongle correctly to avoid crashing the Click Share receiver

PLEASE REMEMBER! RED LIGHT means **ON** and WHITE LIGHT means **OFF**

"overflow" audience seated in Salle de reunion ARCTIQUE (i.e. when the combined Meeting Rooms ATLANTIQUE & PACIFIQUE have reached the maximum permitted 100-person capacity).

❑ INTERNET CAFÉ

Two computers and a colour printer with USB port are available in the Lounge area for personal use to access mails through Outlook - internet, print documents/ boarding passes, scan documents/images, etcetera.

There is no Login and no Password

❑ RICOH PRINTER

A Ricoh printer is located in the Conciergerie for use with a USB device (instructions are displayed on the printer). Please note that printing of PDF and TIFF documents only is available with the Ricoh printer.

❑ SCREENS IN THE LOUNGE AREA

The large screen positioned in the Lounge is available for displaying programme of the week , presentations related to Committee work and which you believe would be of interest to the other participants. The smaller screen positioned next to the Coffee machine serves with click share for presentation during the Working group at Committee meetings.

For more information please contact the Executive Assistant (Virginia Marshall) and we kindly request you to seek her assistance prior to attempting the use of the screen.

❑ WEBSITE ENQUIRY

Any IALA website enquiries should be directed to the IALA Communication Officer, Audrey Guinault at this e-mail: audrey.guinault@iala-aism.org

LUNCH OPTION

- IALA does not organize lunches for delegates.
- A food delivery system is available on Refectory (see leaflet) if you order before 10.00 am
- The lounge area is open for everyone wishing to eat their lunch there.
- The use of the water fountains, coffee machines, and hot water flasks for tea is free of charge.



To Shopping center



IALA SECRETARIAT – INFOGRAM and STAFF

SECRETARY-GENERAL
Francis ZACHARIAE

FINANCE and ADMINISTRATION

Finance and Administration Manager
Christine PHILIP

Membership and International Relations Officer
Lorraine MBONG

Office Manager
Isabelle BRACQ

Administrative Assistant
Julie NAVARRE

WORLD WIDE ACADEMY

Dean
Omar Frits ERIKSSON

Capacity Building and Resources Manager
Gerardine DELANOYE

IALA Senior Adviser
Jacques MANCHARD

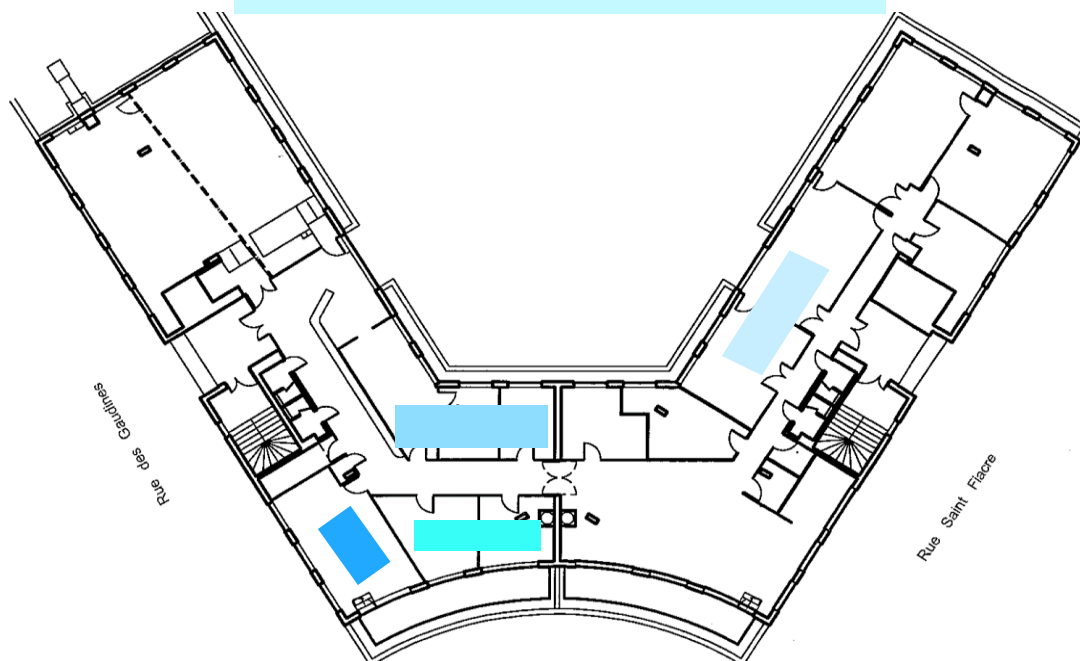
STRATEGY and TECHNICAL OPERATIONS

Deputy Secretary-General
Omar Frits ERIKSSON

Technical Operations Manager
Minsu JEON

Communication Officer
Audrey GUINAULT

Technical Officer / Committee Secretary
Tom SOUTHALL – VTS / ARM
Jaime ALVAREZ – ENAV / ENG





Annex A

DIRECTIONS FOR RER TRAINS FROM PARIS AIRPORTS OF ROISSY-CHARLES DE GAULLE and ORLY TO GERMAIN EN LAYE

Buy a ticket destination St Germain en Laye.

Follow the signs for RER Line B (“**RER B**”), taking the **direction “St Remy les Chevreuse”**. Get off at “**Châtelet Les Halles**”. Now follow the signs for RER Line A (“**RER A**”), taking the direction “St Germain en Laye”.

IMPORTANT! Make sure , **once you arrive on the platform for the RER A trains**, to board the train going to St Germain en Laye, which is the “**RER A 1**” Line. Illuminated destination boards clearly indicate which stops the arriving train will make.

FROM THE ORLY AIRPORT – SUD or OUEST TERMINALS: Journey time 1h30 – 2h

There is a **shuttle bus** from both terminals to the RER station of “**Orlyval**”. Buy a ticket destination St Germain en Laye at Orlyval station.

FROM THE ROISSY-CHARLES DU GAULLE AIRPORT: Journey time 1h30

Follow the signs for RER Line B (“**RER B**”), taking the **direction “Aéroport Roissy-Charles de Gaulle – Mitry Claye”**. Get off at “**Châtelet les Halles**”. Now follow the signs for RER Line A (“**RER A**”), taking the direction “St Germain en Laye”.

IMPORTANT! Make sure , **once you arrive on the platform for the RER A trains**, to board the train going to St Germain en Laye, which is the “**RER A 1**” Line. Illuminated destination boards clearly indicate which stops the arriving train will make.

Annex B

DIRECTIONS FOR RER TRAINS FROM CENTRAL PARIS RAILWAY STATIONS And METRO STATION (CHARLES DE GAULLE-ETOILE) to ST GERMAIN EN LAYE

FROM GARE DU NORD: Journey time 35 – 40 minutes

Buy a ticket destination St Germain en Laye. Follow the signs for RER Line B (“**RER B**”), taking the **direction “St Remy les Chevreuse”**. Get off at “**Châtelet Les Halles**” (one stop). Now follow the signs for RER Line A (“**RER A**”), taking the direction “St Germain en Laye”.

IMPORTANT! Make sure , **once you arrive on the platform for the RER A trains**, to board the train going to St Germain en Laye, which is the “**RER A 1**” Line . Illuminated destination boards clearly indicate which stops the arriving train will make.

FROM GARE DE LYON: Journey time 30 minutes

Buy a ticket destination St Germain en Laye. Follow the signs for RER Line A (“**RER A**”), taking the direction “St Germain en Laye”.

IMPORTANT! Make sure , **once you arrive on the platform for the RER A trains**, to board the train going to St Germain en Laye, which is the “**RER A 1**” Line . Illuminated destination boards clearly indicate which stops the arriving train will make.

FROM CHARLES DE GAULLE – ETOILE : Journey time 25 minutes

Charles de Gaulle – Etoile is a Paris Metro station: line 1, 2 and 6. Buy a ticket to St Germain en Laye. Follow the signs for RER Line A (“**RER A**”), taking the direction “St Germain en Laye”.

IMPORTANT! Make sure , **once you arrive on the platform for the RER A trains**, to board the train going to St Germain en Laye, which is the “**RER A 1**” Line. Illuminated destination boards clearly indicate which stops the arriving train will make

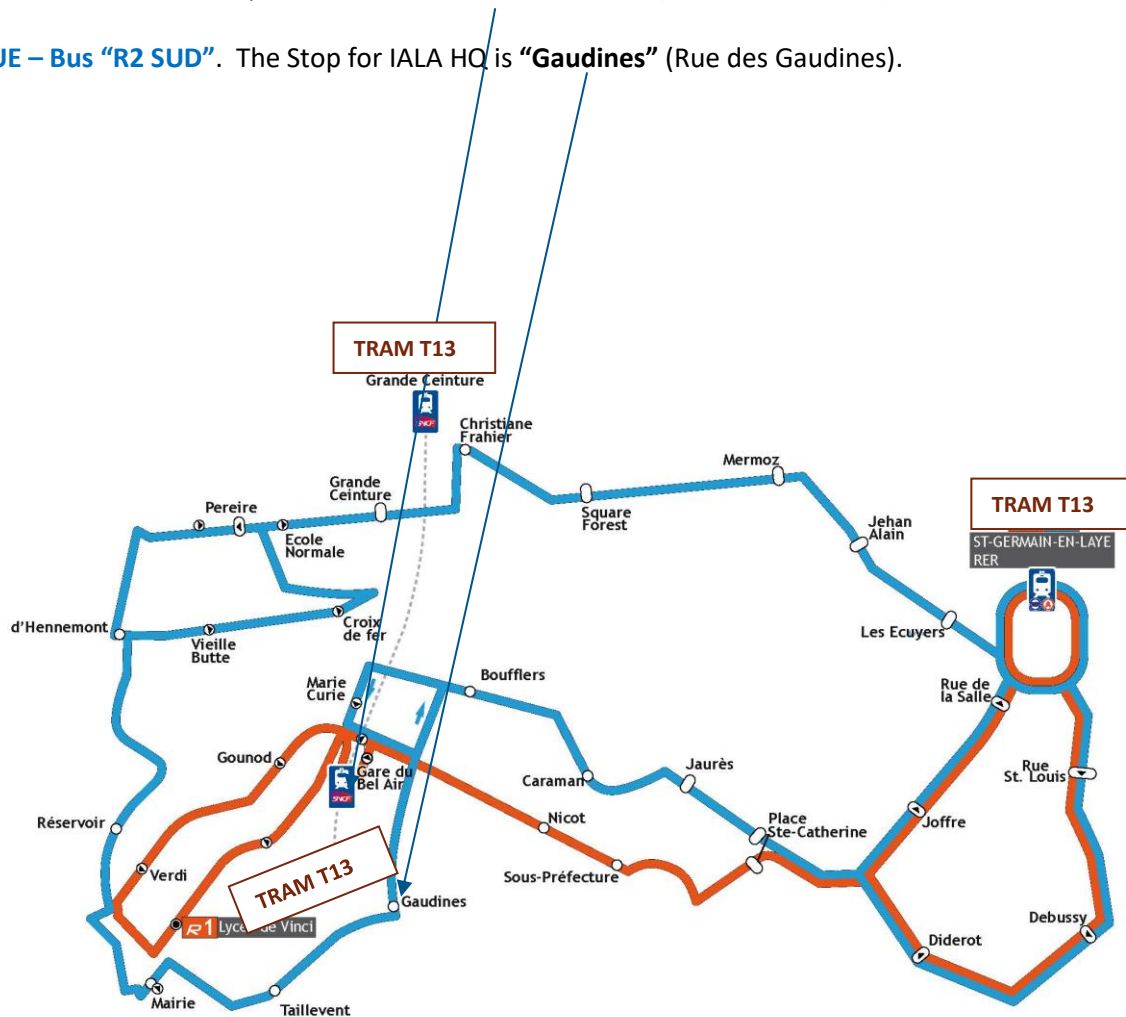
Annex C

LOCAL BUS AND TRAM ROUTES IN SAINT GERMAIN EN LAYE TO IALA HEADQUARTERS

The local bus station (the name of the bus company is Résalys) is located around the corner from the St Germain en Laye RER station, next to the Town Hall ("*Hôtel de Ville*").

RED – Bus “R1”. The Stop for IALA HQ is “Gare du Bel Air” (**TRAM T13** station)

BLUE – Bus “R2 SUD”. The Stop for IALA HQ is **“Gaudines”** (Rue des Gaudines).



Annex D

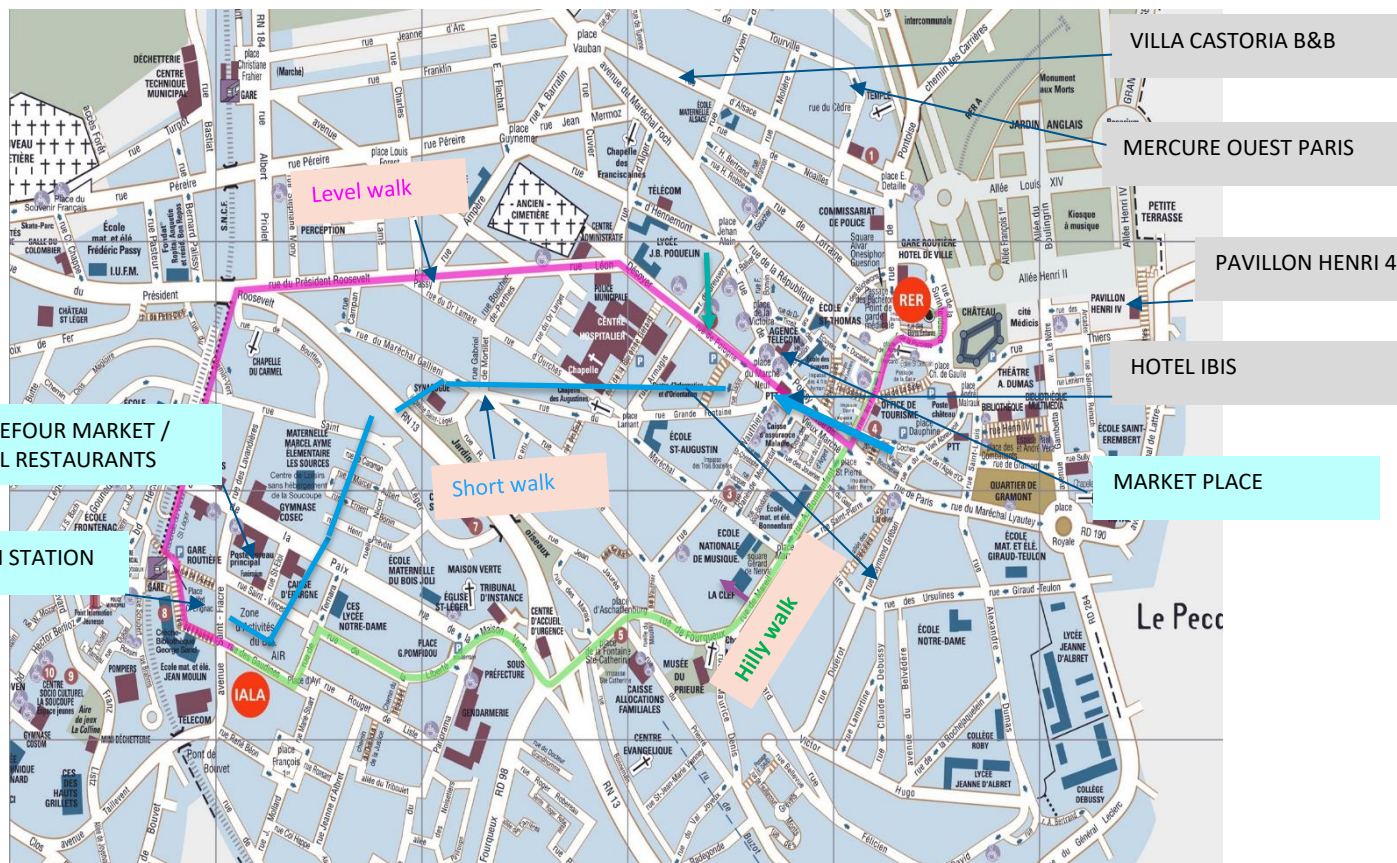
WALK TO THE IALA HEADQUARTERS from SAINT GERMAIN EN LAYE CENTRE



Distance from St Germain en Laye RER station; Hotel IBIS and Market Place 2 kms

Distance from Hotel “Pavillon Henri IV”: 2.30 kms

Distance from “Hotel Mercure Paris Ouest”: 2.60 kms





10, rue des Gaudines - 78100 Saint Germain en Laye, France
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www.iala-aism.org

International Association of Marine Aids to Navigation and Lighthouse Authorities
Association Internationale de Signalisation Maritime