



ARRANGEMENTS DURING ECAC MEETINGS HELD IN PARIS PREMISES

➤ **Opening Hours**

The opening hours of the premises are from **09:00 to 17:15 hours** from Monday to Friday. Please coordinate with the ECAC Secretariat if you need access outside of these times.

➤ **Meeting Working Hours**

Working hours for the meeting are communicated in the invitation letter, and mentioned in the provisional agenda of the meeting.

➤ **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**

Delegates wishing to make presentations are requested to coordinate with the ECAC Secretariat in advance to ensure compatibility with the software/equipment used in the building and that sufficient time is allocated on the agenda.

Presentations should be sent in advance via electronic means, or in exceptional cases provided on a USB key on the first day of the meeting. Please note that the connection of personal laptops for presentations is not allowed in the meeting rooms, unless in a very exceptional cases. Please refer to the paragraph "ICT arrangements and assistance" for the conditions and technical requirements of the exceptional use of personal laptops for presentations.

➤ **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 ICAO 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 ECAC 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 ECAC 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 ECAC Secretariat, or leave them in the box provided in the foyer, before leaving.

Delegates who are not on the List of participants shall only be given a badge after the ECAC assistant/expert responsible for the meeting has confirmed his/her identity and participation in the meeting.

➤ **Fire alarm and evacuation procedure**

In case of fire alarm, delegates and staff 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 building. Delegates wishing to smoke are invited to use the garden adjacent to the cafeteria and are requested not to smoke on the street in front of 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 ECAC Secretariat.

➤ **Special recommendations during the Corona Virus Outbreak**

We recommend participants to our meetings to undertake the following preventive measures:

- Wash your hands regularly with soap and water (or with provided hydro alcoholic solution in meeting rooms).
- Cover your mouth and nose when coughing or sneezing with a handkerchief. Immediately throw the tissue into a trash can and wash your hands.
- If you feel unwell with the symptoms of fever and cough or any other respiratory diseases, consult a doctor without delay (telephone number **15** for SAMU Medical Emergency Center).

For more information please consult <https://hr.un.org/page/coronavirus-disease-covid-19>.