



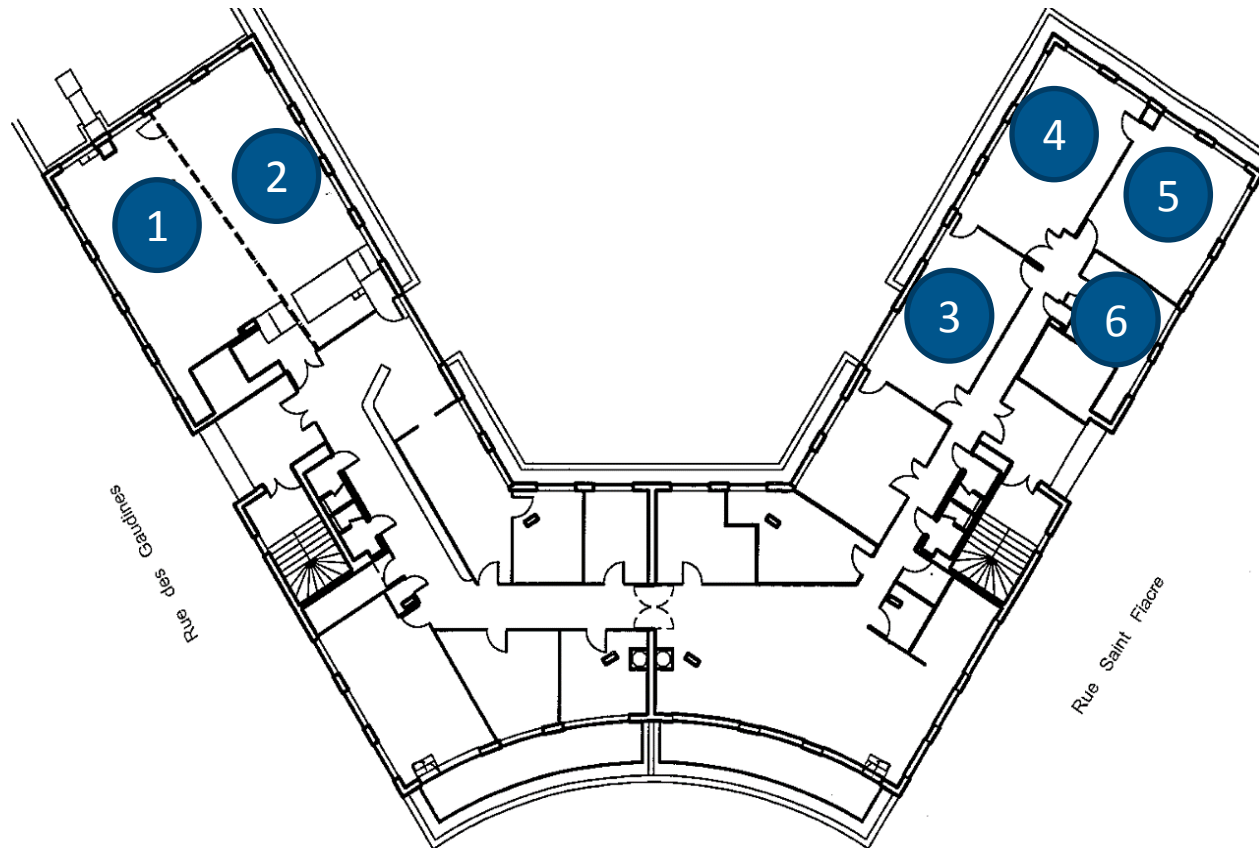
IAA SAFETY DIVERSING IALALA



IALA OFFICES IS A NO SMOKING ZONE!

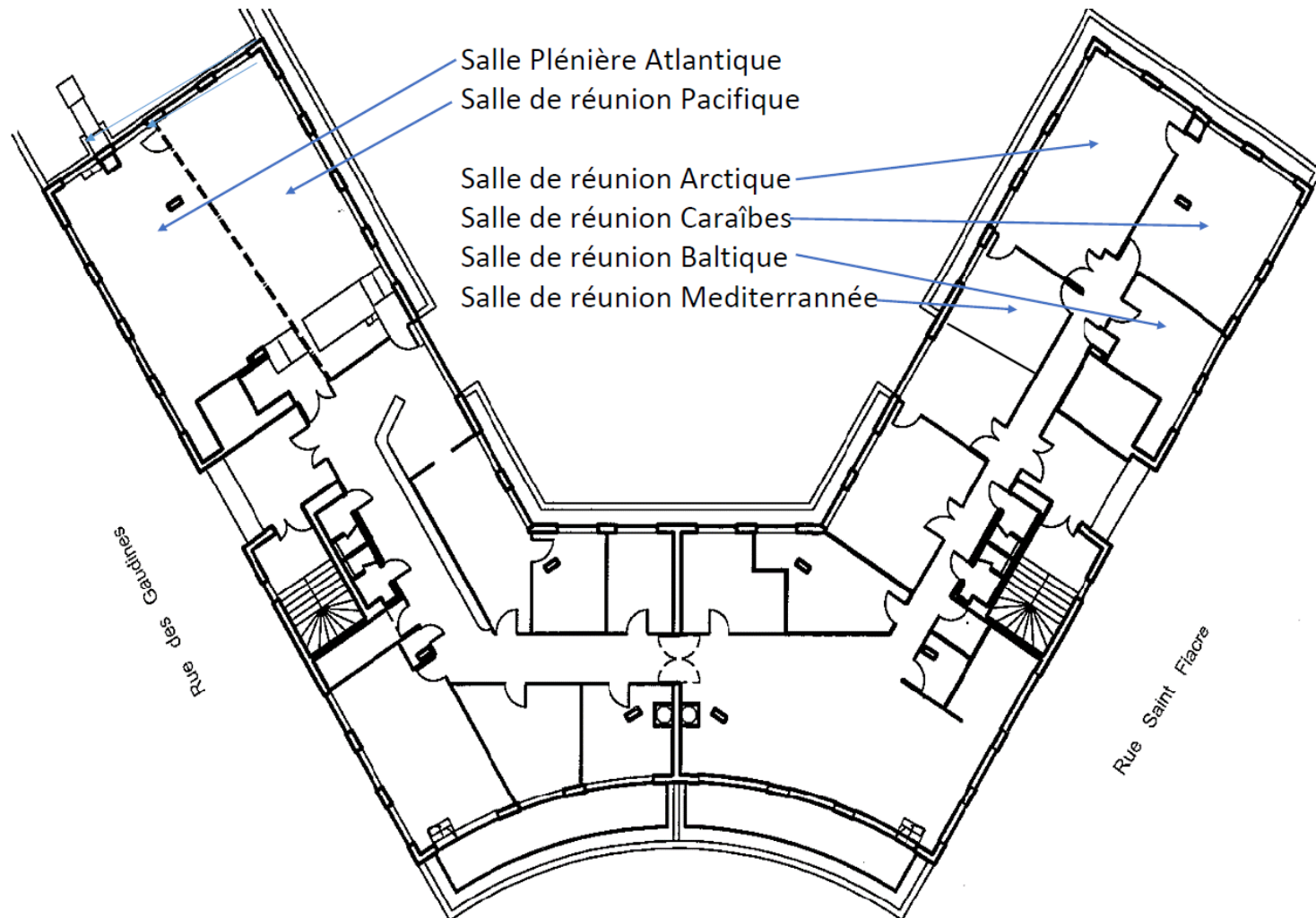


Layout of meeting rooms



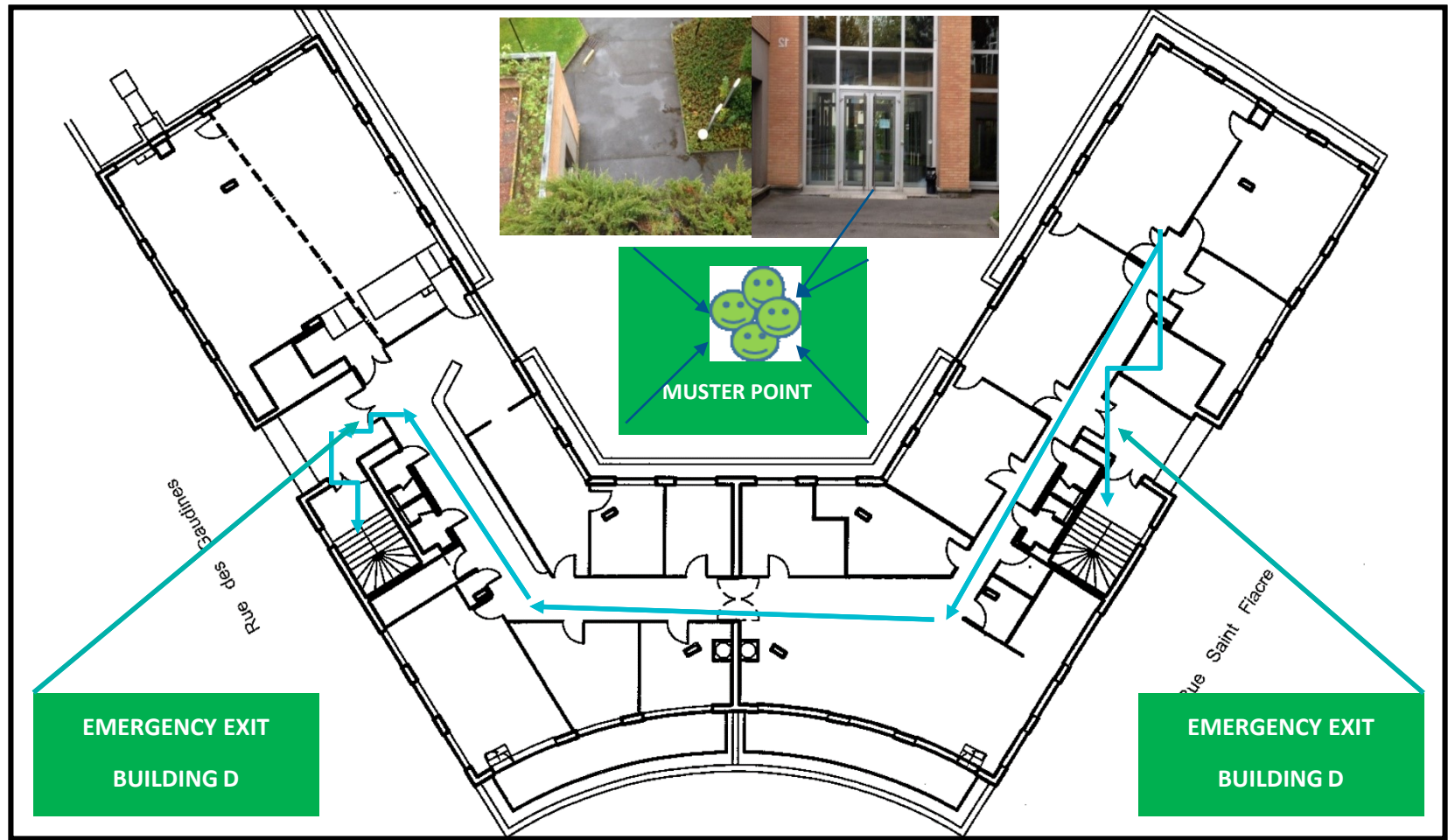


Layout of meeting rooms





EMERGENCY EXIT





REGISTRATION DAY and other information

NAME BADGE

Name badge is issued upon arrival on Registration day. It is to be worn during the Committee hours, it will also serve useful when taking lunch at the Site Cafeteria, it enables the participant to benefit the negotiated lunch rate.

At the end of your stay please leave them at the Reception desk for your future participation to the Committee meetings.

General Information leaflet – are available at the Reception desk

Programme of the week – available at the Reception desk and input papers

GROUP PHOTO : Tuesday a.m. before coffee break

REGISTRATION DAY and other information



Programme for the week

SOIREE / ICE BREAKER EVENING :

Monday, Time :17:30 to 19:30 in Lounge area

FOOTBALL MATCH:

Tuesday evening 17:30

COMMITTEE DINNER:

Wednesday 20:00 Please fill in the attendance sheet for Audrey



IT SERVICES: WI-FI / FTP SERVER

▪ WI-FI NETWORK

Login: IALAGUEST

Password: belair2013

• FILE SHARE SERVER

❖ Log into IALA web site/Meetings & Events/ File share

❖ **User:** ftpcttes

❖ **Password:** Cttee&216!

❖ For use during the WG's to share files

• CLICKSHARE

❖ Close before removing from laptop



IT SERVICES: PAPERS MANAGEMENT

▣ **INPUT PAPERS**

- ❖ Download from ARM8 webpage. Available before ARM8

❖ **OUTPUT/ WORKING PAPERS**

- ❖ Templates are available on the File Share for new documents
- ❖ WG please put papers on File Share and advise Secretary when ready
- ❖ Papers available on File Share « Output Papers from Secretariat » for plenary
- ❖ Papers will be uploaded to the ARM8 website after ARM8
- ❖ **For use during the WG's to share files**
- ❖ **File share contents will be cleared before ARM9**



GENERAL DATA PROTECTION REGS

- **IALA has a policy regarding compliance with the General Data Protection Regulations.**
- **IALA will include a list of participants with their contact information in the report of this meeting.**
- **Any participant who wishes to remove their information from the participants list should advise the Committee Secretary as soon as possible.**



ADDITIONAL INFORMATION

- **See Participants Information and Lounge screen for more information**
- **Computers and printers in lounge for Participants use – printing boarding passes / working documents/ etc.**
- **No coffee in meeting rooms – only water**



IALA Authors Guidance

- ❖ **Templates for *IALA Documents* are available in File Share**
- ❖ **To help maintain consistency and quality of IALA Recommendations and Guidelines, a *Guidance for IALA Authors* has been prepared and is on the File Share**
- ❖ **Under templates on the File Share**



Marine Aids to Navigation

- ❖ At PAP33 Aid to Navigation (AtoN) was amended to Marine Aid to Navigation (MAtoN) on advice of the LAP. These are now the official acronyms in the IALA Constitution.
- ❖ MAtoN is used as an acronym for Mobile AtoN.
- ❖ **AtoN** will continue to be used as the acronym for **Marine Aids to Navigation** and **MAtoN** as the acronym for **Mobile AtoN**.
- ❖ All text references should be Marine Aids to Navigation.



Meeting Rooms

- ❖ **WG rooms assigned after plenary Monday evening.**
- ❖ **See registration desk and room doors for assigned rooms.**

