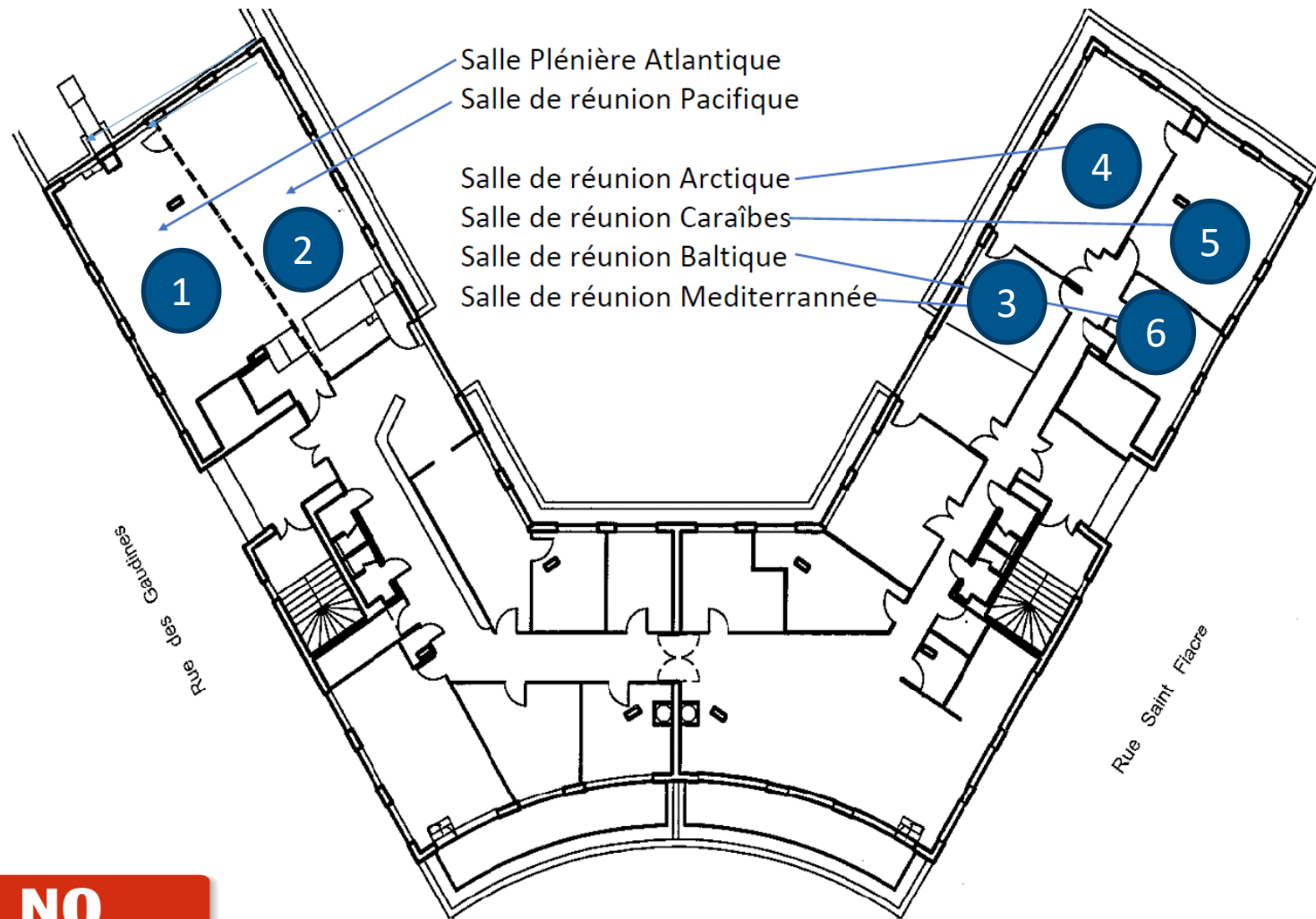




GENERAL INFORMATION

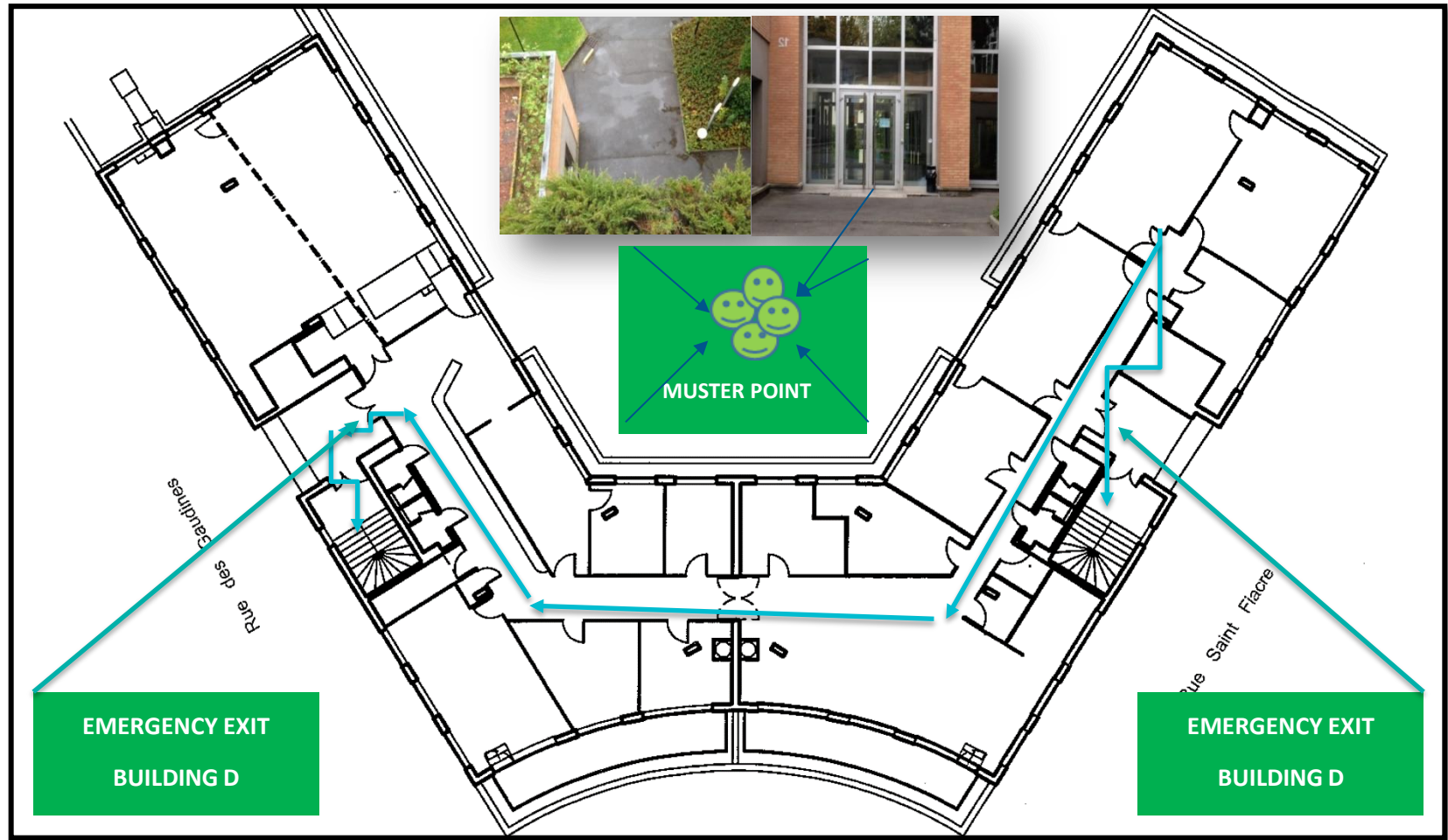
LAYOUT MEETING ROOMS



**NO
SMOKING**

IALA OFFICES IS A NO SMOKING ZONE!

EMERGENCY EXIT





REGISTRATION 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

Group Photo : Tuesday a.m. before coffee break

BYO Reception :

Tuesday, Time :17:30 to 19:30

Venue: Lounge area



IT SERVICES: WiFi and File Sharing

❖ 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



ADDITIONAL INFORMATION

- ☐ **See 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**
-



GUIDANCE FOR AUTHORS

- ❖ 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



At PAP33 Aids to Navigation (AtoN) was amended to Marine Aids to Navigation (MAtoN) on advice of the LAP. The draft Strategic Vision PAP33-18.10 has a mixture of AtoN and MAtoN.

MAtoN is used as an acronym for Mobile AtoN.

It is proposed that **AtoN** 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.



IALA PATENT POLICY

If participants have knowledge of any patents, including pending patent applications, either their own or of other organisations or individuals, the use of which may be required to practice or implement the content of IALA Documents being developed or worked on in the meeting, please advise the IALA Secretariat as soon as possible and in any event before the meeting.



**THANK YOU FOR YOUR ATTENTION,
HAVE A PRODUCTIVE MEETING AND A
ENJOYABLE STAY IN SAINT GERMAIN EN LAYE!**