



# GENERAL INFORMATION FOR PARTICIPANTS

(IALA COMMITTEES)

## WELCOME MESSAGE FROM FRANCIS ZACHARIAE IALA SECRETARY-GENERAL



Distinguished IALA Members and Participants

The IALA Secretariat has the pleasure of inviting you to the IALA Committee meetings. If this is the first time you will attend an IALA Committee meeting, we hope that you will find the general information provided in this leaflet useful during your stay in Saint Germain en Laye.

I look forward to your active participation in the Committee meeting. Your support and expert contribution at this meeting is valuable to the success and the continued work of IALA.

I would like to express my thanks in advance for your active involvement.

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



10, rue des Gaudines - 78100 Saint Germain en Laye, France  
[www.iala-aism.org](http://www.iala-aism.org)

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



WELCOME TO IALA

Main entrance



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International Association of Marine Aids to Navigation and Lighthouse Authorities  
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### ADDRESS: STRATEGY CENTER – 3<sup>rd</sup> floor

Telephone of Main switchboard: +33 (0)1 34 51 70 01

e-mail: [contact@iala-aism.org](mailto:contact@iala-aism.org)

Office hours : Monday to Friday 09:00 to 17:30

Closed on Saturday and Sunday

### REGISTRATION TO ATTEND A MEETING

In accordance to the rules of IALA, participants are invited to register their attendance at the IALA Committee meeting via the **On-line registration system (ORS)** at the IALA Website: [www.iala-aism.org](http://www.iala-aism.org) , the Registration form must be completed in order to ensure appropriate arrangements. Please note that there is no registration fee to attend a committee meeting.

### LOGIN and PASSWORD

Login and Password are required to register of your participation to the meeting and to access meeting documents from the Committee website: [www.iala-aism.org](http://www.iala-aism.org) . Registration to the website is necessary: follow the instructions, submit your registration, you will receive a notification from the Secretariat that your registration has been activated. **Nota Bene:** Keep your Login and Password in a safe place for future use.

### INVITATION LETTER

Official invitation letter for visa purposes can be obtained by writing to : [contact@iala-aism.org](mailto:contact@iala-aism.org)

### HOTEL INFORMATION

The hotel information is available on the IALA website as an Input paper (i.e. VTS41-0.1 ) of each session of IALA Committee meeting. There are specified reference codes to book accommodation of each Committee meeting session. Participants are responsible to book their hotel reservation.

### LOCATION / TRANSPORT

The IALA Headquarters is located in the town of Saint Germain en Laye, 19 kms west of centre of Paris. For more information to reach IALA from the airports refer to IALA website : [www.iala-aism.org](http://www.iala-aism.org) under : About IALA / Location. See also Annex A.

### TRANSPORTS and WAYS TO REACH IALA HEADQUARTERS



RER-A train to and from Paris - situated opposite the “Château de St. Germain en Laye”

Train ticket: 4, 00€ or 34, 80€ / carnet de 10 billets (cheaper to buy in lots of 10)

[www.ratp.fr/en/ratp/c\\_21879/visiting-paris](http://www.ratp.fr/en/ratp/c_21879/visiting-paris)



There are 2 buses that you can take from the RER Station to go to IALA Headquarters

**BUS (Réalys): R2 Sud**

**BUS (Réalys): R1**

**Bus ticket: 2€** (this can be bought on the bus)

**Metro tickets** can also be used

(*Carnet de 10 billets 13, 70€ - can be bought in Paris metro station*)

Bus terminal: beside the Town Hall of St Germain en Laye ([Hôtel de Ville](#))

Bus stop for **Bus R2 S: Gaudines**

Bus stop **Bus R1 : Gare du Bel-air**

Bus timetable: R2N from 05:57 to 21:00

**See also Annex B**



### NIGHT BUS / NAVETTE MUNICIPALE DE NUIT

A municipal bus (*free of charge*) runs from **21:30 to 01:30** from **Monday to Friday only!**

Where to catch the bus: opposite the **Château de St. Germain en Laye** and tell the driver as you hop on to the bus to let you out at the **Gare du Bel-Air**.

### TAXIS DE ST. GERMAIN EN LAYE

(*Can be hailed at the Taxi Rank at the RER A Station*)

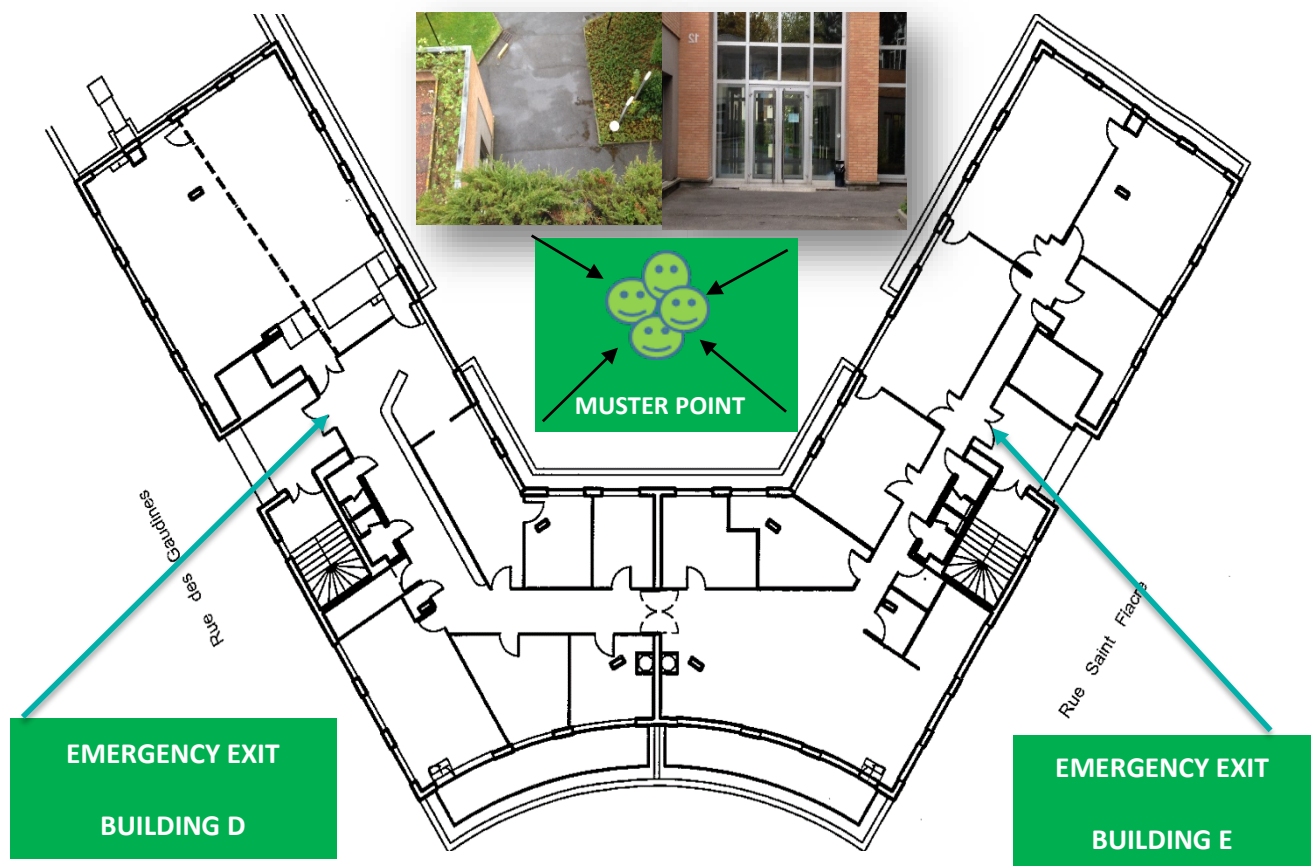
**Tel: +33 (0)1 48 78 05 05**

## SECURITY AT IALA – SAFETY BRIEFING

### EMERGENCY EXITS and MUSTER POINT

There are two Emergency exits at the IALA Offices as shown in the diagram. The Muster Point is at the Ground level between the Strategy Center building D and E and the Site Cafeteria as shown in the diagram.

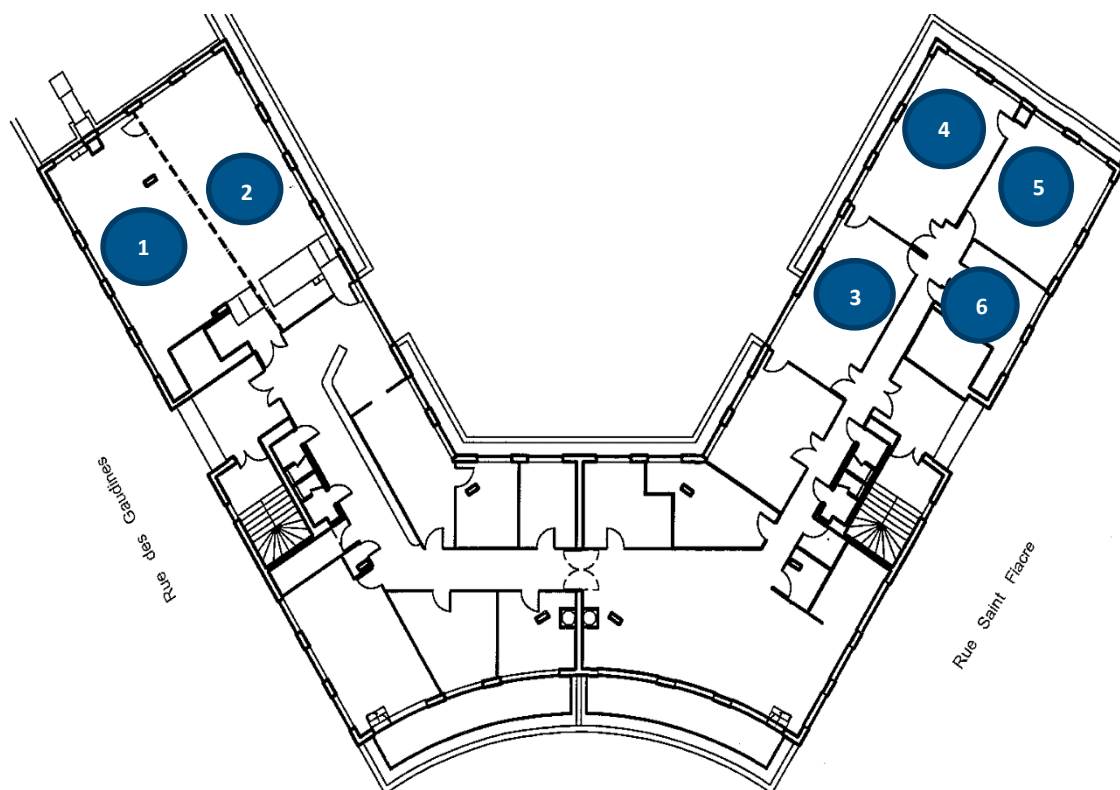
## MUSTER POINT AT THE GROUND LEVEL



**IALA IS A NO SMOKING ZONE!**



# LAYOUT OF MEETING ROOMS



## Meeting rooms 1 & 2

The meeting rooms 1 and 2 are used for the Plenary Session:

- Monday afternoon at the start of the meeting
- Thursday afternoon depending whether the committee members would adjourn
- Friday morning at the closing Plenary Session

The room can also be divided into 2 separate rooms allowing for the use of Working Groups during the week. It has a capacity of 100 maximum.

## The following meeting room are available for Working Groups:

- ☐ **Meeting room 3:** 11 maximum (with screen) / 12 maximum (without)
- ☐ **Meeting room 4:** 20 maximum (with screen) / 22 maximum (without)
- ☐ **Meeting room 5:** 13 -14 maximum
- ☐ **Library room 6 :** 8 maximum





## IT SERVICES: WI-FI / FILE SHARING SYSTEM

### ❑ WI-FI NETWORK

Login: IALAGUEST

Password: belair2013

### ❑ FILE SHARING SYSTEM

Please go to website: [www.iala-aism.org](http://www.iala-aism.org)

Then to "Meetings & Events" menu

Username: ftpcttes

Password: Cttee&216!

**For use during the WG's to share files**

**Download and upload of documents**

### ❑ 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 meeting rooms are now equipped with Visualization video screens for the Click Share Wireless Presentation system. The Click Share dongles are available at the 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.

#### **Please note:!**

- ✚ RED LIGHT means ON
- ✚ WHITE LIGHT means OFF
- ✚ To disconnect the Clickshare dongle correctly to avoid crashing the Clickshare receiver

### ❑ VIDEO CONFERENCE

A Video Conference system is available between the Plenary rooms (1&2) and Meeting room 4 to allow a bigger audience that cannot be accommodated in Meeting rooms 1 & 2 e.g. over 100 participants.

### ❑ INTERNET CAFÉ

Two computers are available for personal use to access internet, print documents, boarding pass etc. The computers have FileZilla software installed.

- Click Lounge 1 or 2
- Password: iala

## ❑ RICOH PRINTER

The printer is located at the Reception.

Printing of PDF and TIFF documents only is available with the Ricoh printer with the USB Key.

Instructions available on the printer.

## ❑ SCREEN IN THE LOUNGE

The screen is available for use for your display of presentation related to the committee work that would be of interest to the other members. For more information for its use, please contact Virginia prior to.

## ❑ WEBSITE ENQUIRY

Website enquiry should be directed to Audrey Guinault, IALA webmaster at the Reception or via [contact@iala-aism.org](mailto:contact@iala-aism.org)

## LUNCH OPTIONS DURING THE WEEK

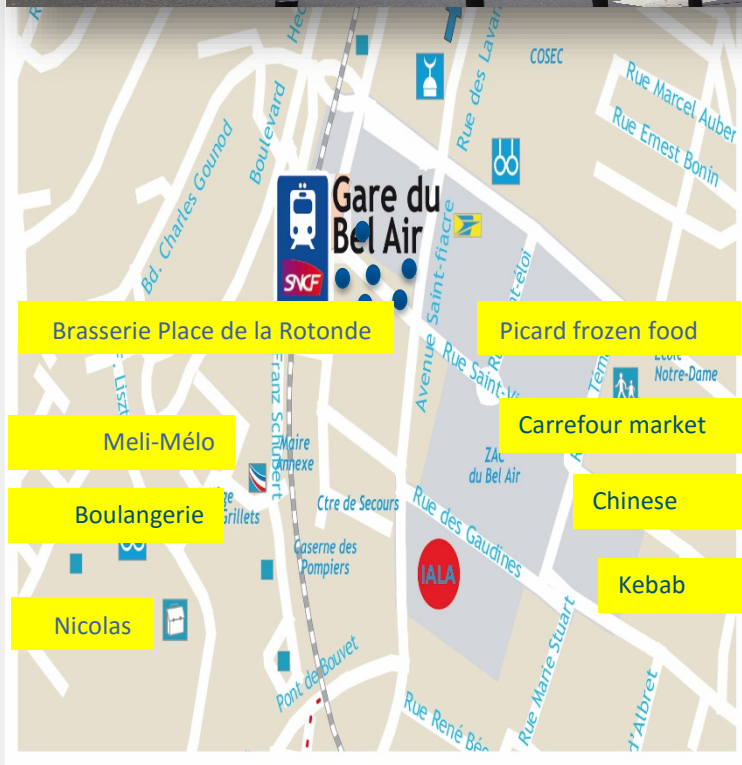


- ❖ Site cafétéria :
- ❖ 12€ - all inclusive
- ❖ Cash payment only !
- ❖ IALA badge to gain entrance

**Newly opened!**

**Brasserie de la Place de la Rotonde**

**IALA** does not organize lunches during the Committee meetings. Options for lunches are available in the area as indicated in the diagrams on this page. The IALA Lounge is of course open for everyone to take their lunch there. Coffee machines/teas and water fountains are provided at the Lounge area for the use of everyone.





## IALA SECRETARIAT

**Francis ZACHARIAE**  
**SECRETARY-GENERAL**

### **FINANCE and ADMINISTRATION (FA)**

Christine PHILIP - Finance and Administration Manager  
Lorraine MBONG - Membership and Finance Officer  
Virginia BUTLER - Executive Assistant  
Audrey GUINAULT - Administrative Assistant  
Aline DEBIEVRE - IALA Consultant  
Christophe LAGLENNE - General Duties

### **WORLD WIDE ACADEMY (WWA)**

**Dean**  
Jean-Charles LECLAIR  
**Vice-Dean**  
Stephen BENNETT  
**Programme Manager**  
Gerardine DELANOYE  
**IALA Senior Adviser**  
Jacques MANCHARD

### **STRATEGY and TECHNICAL OPERATIONS (STO)**

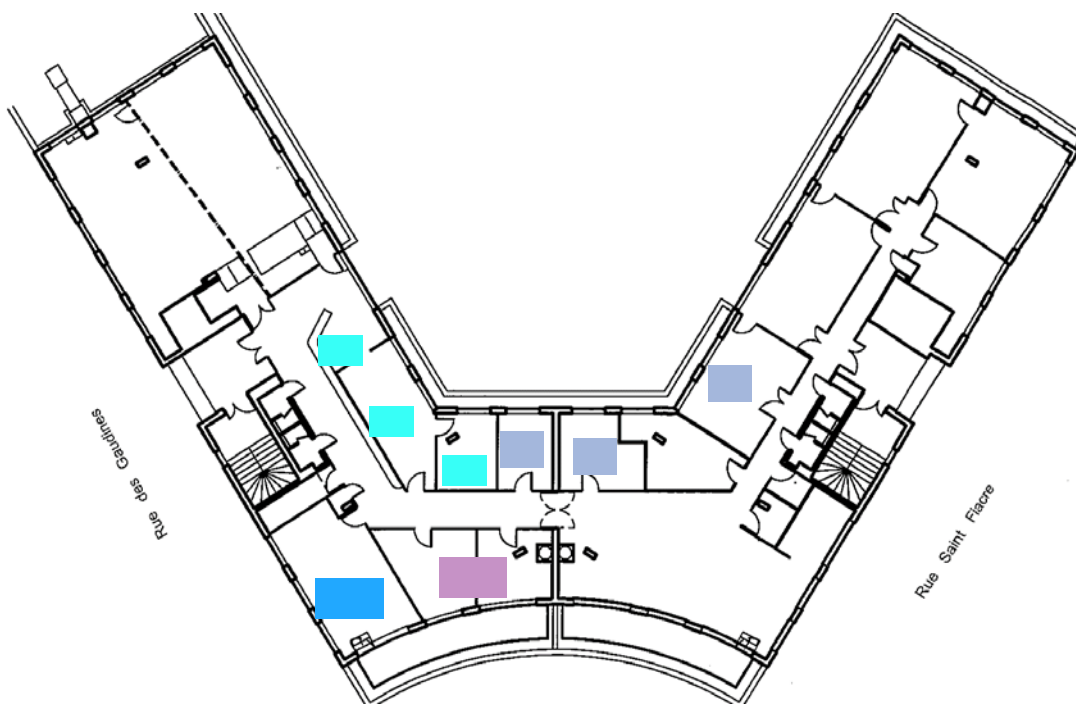
Mike CARD - Deputy Secretary-General  
Marie-Hélène GRILLET - Technical Operations Manager

#### Committee Secretaries:

- Wim van der HEIJDEN (VTS & ARM)
- Seamus DOYLE (ENAV & ENG)

#### Technical Officer/Secondment Officers:

- CHO, Yong Hun
- Mahdi AL MOSAWI



## Annex A

### ACCESS OPTIONS TO REACH IALA – ST GERMAIN EN LAYE

#### FROM PARIS AIRPORTS: ROISSY CHARLES DE GAULE or ORLY

- TAXI

**Cost** : approximately 90€ from the airport to St Germain en Laye

**Journey time**: 1 hour or more depending on traffic.

- RER train service

#### Access to IALA by train service - RER

St Germain-en-Laye is served by St Germain-en-Laye station on Paris RER (Regional Express Railway) line A. St Germain en Laye station is a western terminus of RER Line A, but Line A divides just West of central Paris, so make sure that the train you board is going to St Germain en Laye. Illuminated signs on the platform will indicate which stops the next train will make.

##### ➤ From the Airport Roissy Charles de Gaulle

Buy a ticket to Saint Germain en Laye

Take RER Line B south (direction St Remy les Chevreuse). Get off at Chatelet les Halles. There, follow corresponding signs to RER line A1 direction St Germain en Laye. Once on the platform, check the destination boards to make sure that the train you are taking is going to St Germain en Laye.

Destinations appear on the boards just before the trains enter the station.


**Journey time**: About 1h30.

##### ➤ From Orly Airport Sud or Ouest terminal


There is a shuttle bus from the terminal to the Orlyval station. From Orlyval station to Antony station on RER line B. Buy a ticket to St Germain en Laye. Take the RER line B direction Aeroport Roissy Charles de Gaulle - Mitry Claye. Alight at Chatelet les Halles and follow corresponding signs to RER line A1, direction St Germain en Laye. Once on the platform, make sure you are taking the right direction by checking the destination boards. Destinations appear on the boards just before the trains enter the station.

**Journey time**: About 1h30 to 2 hours.


**FROM CENTRAL PARIS : GARE DU NORD, GARE DE LYON , GARE DE L'EST**

 **GARE DU NORD** - follow the corresponding signs to RER Line B, direction St Remy les Chevreuse. Buy a ticket to St Germain en Laye. Take any train to Chatelet les Halles (one stop), where you should alight and follow the corresponding signs to RER line A1 Direction St Germain en Laye. Once on the platform, make sure you are taking the right train by checking the destination boards. Destinations appear on the boards just before the trains enter the station.

**Journey time** : 35 - 40 minutes.

 **GARE DE LYON** - buy a ticket to St Germain en Laye. Follow correspondence signs to RER line A1 direction St Germain en Laye. Once on the platform, make sure you are taking the right train by checking the destinations boards. Destinations appear on the boards just before the trains enter the station.

**Journey time** : 30 minutes

 **GARE DE L'EST** - buy a ticket to Germain en Laye. Take the Metro line 4 direction Porte d'Orléans. Alight at Chatelet les Halles and follow the corresponding signs to RER line A1 direction St Germain en Laye. Once on the platform, make sure you are taking the right train by checking the destination boards just before the trains enter the station

**Journey time:** 35 - 40 minutes

**On arrival at RER Station St Germain en Laye**

The IALA offices are located in the Bel Air district of St Germain en Laye.

This is about two kms by car or two km by the most direct walking route from the RER station.

At the station, taxis may be obtained outside the station or you can take the local bus R1 stop at Gare du Bel-air or R2 and stop at "Gaudines" bus stop.

The bus station near the station is shown on a map at <http://www.saintgermainenlaye.fr/en/cadre-de-vie/venir-circuler-et-stationner-a-saint-germain/rer-bus-voiture-taxis-liaisons-avec-les-aeroports/> Look for the colored markers R1 and R2 to locate the bus terminus. The chateau is clearly shown on the map and will be visible to you the moment you emerge from the station, to assist you to get your bearings.

It is also possible to walk to IALA from the RER station, and this will take 30 to 40 minutes. We recommend that you do not attempt this with a suitcase. Refer to the walking map.



## ANNEX A

### WALK TO IALA HEADQUARTERS FROM TOWN CENTER

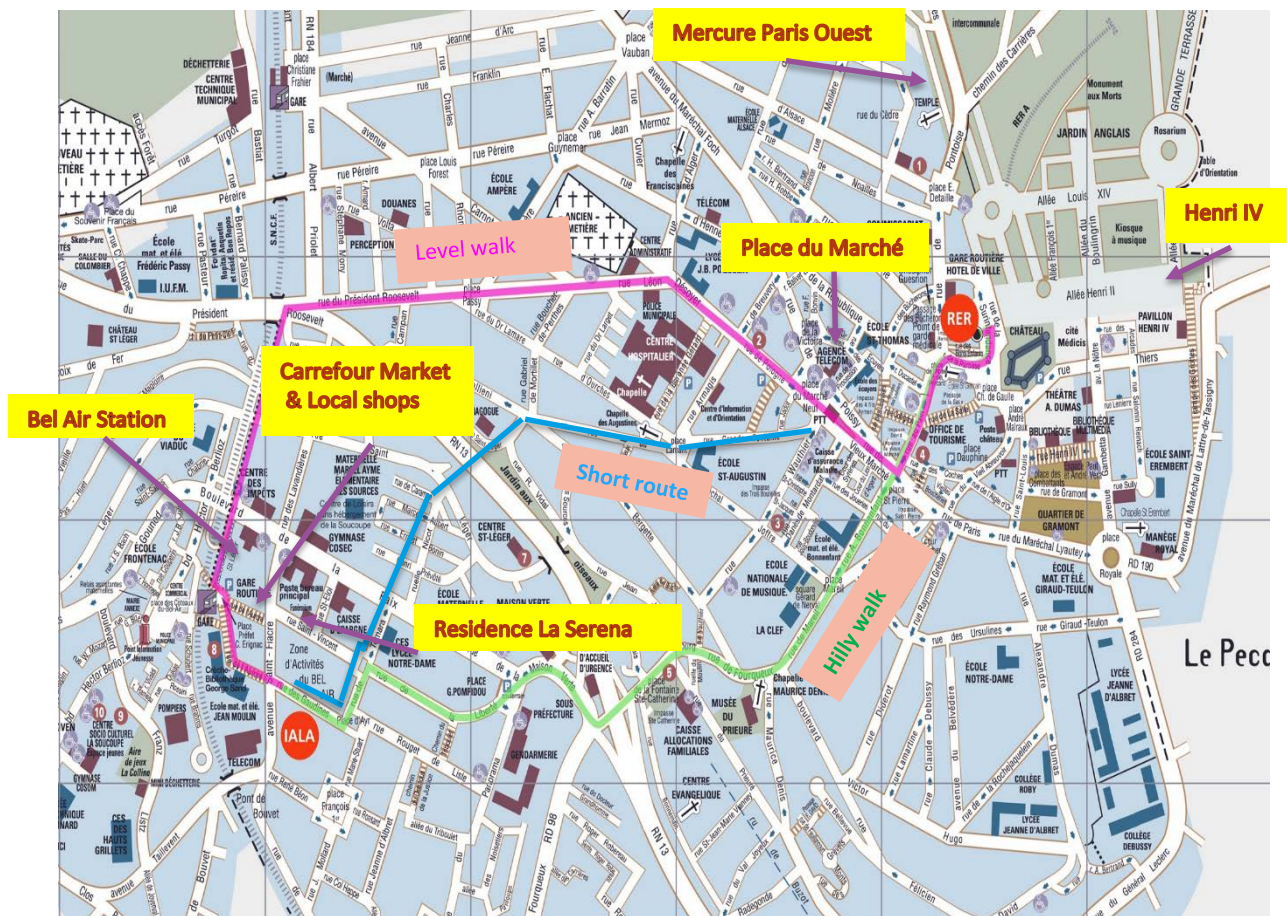
**IALA** can be reached on foot, however, we strongly advise not to do this with heavy luggage from the RER train station, from the hotel Mercure Ouest, from the Pavillon Henri IV.

#### Distance guide:

From the RER: 2 kms

From Pavillon Henri IV: 2, 3 kms

From the Mercure Ouest hotel: 2, 6 kms



The **pink route** is a level walk from the town center to IALA Headquarters via the Viaduct (*Passarelle de St Leger*), approximately 30 minutes

The **green route** is a hilly walk from the Town Centre to IALA headquarters, approximately 20 minutes

The **blue route** is shorter route and hilly walk from the Town Centre to IALA, approximately 20 minutes

## ANNEX B

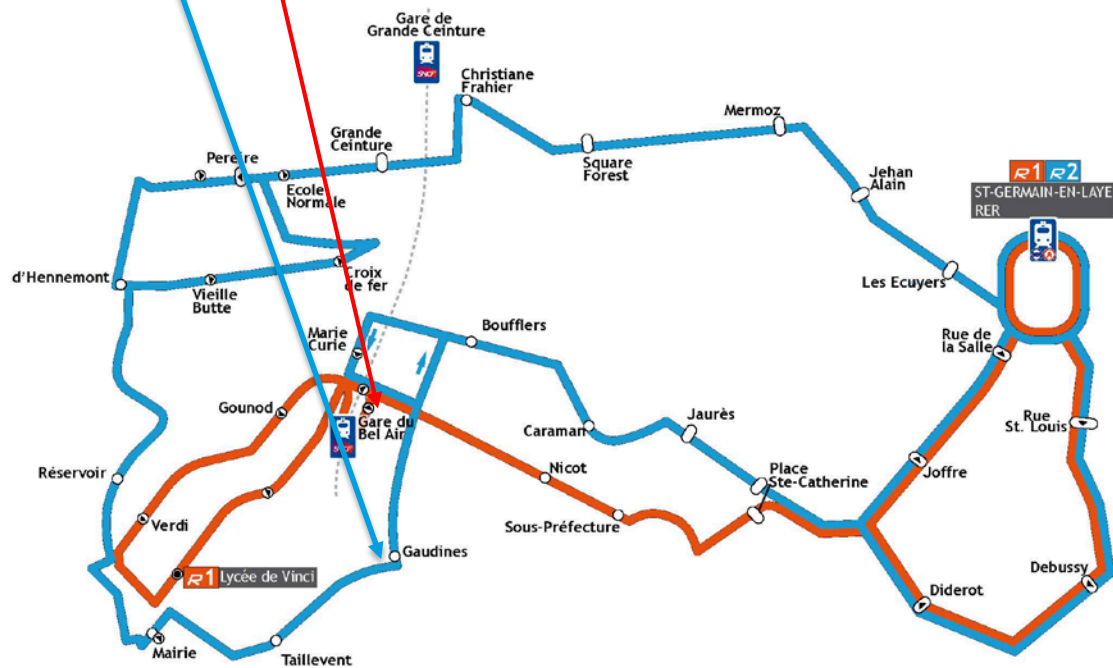
### RESALYS BUS ROUTES FROM ST GERMAIN EN LAYE TO IALA

#### RED - R1

Bus stop : **Gare du Bel-Air**

#### BLUE – R2 SUD

Bus stop : **Gaudines**



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Tél. +33 (0)1 34 51 70 01- Fax +33 (0)1 34 51 82 05 - [contact@iala-aism.org](mailto:contact@iala-aism.org)  
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