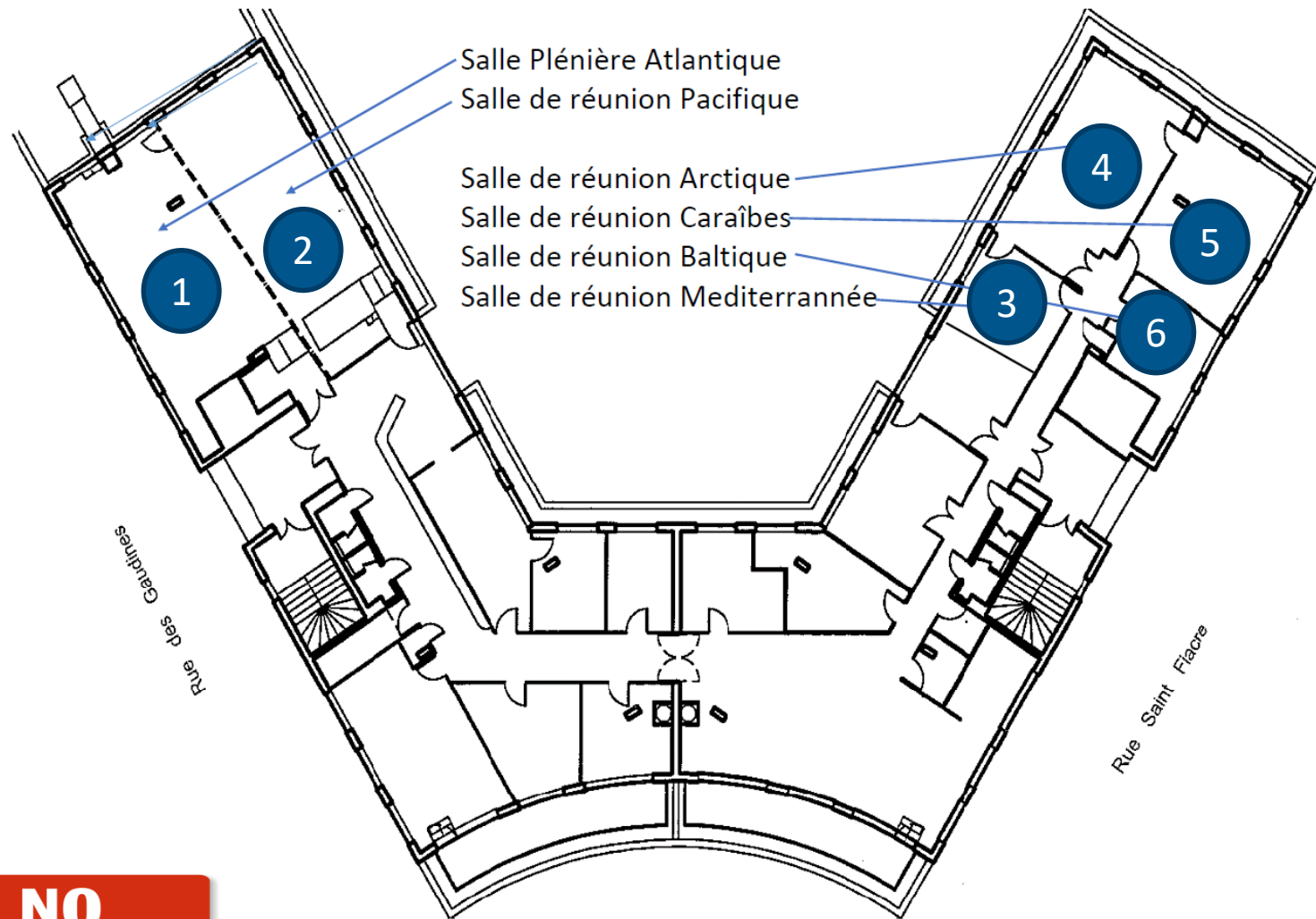




GENERAL INFORMATION

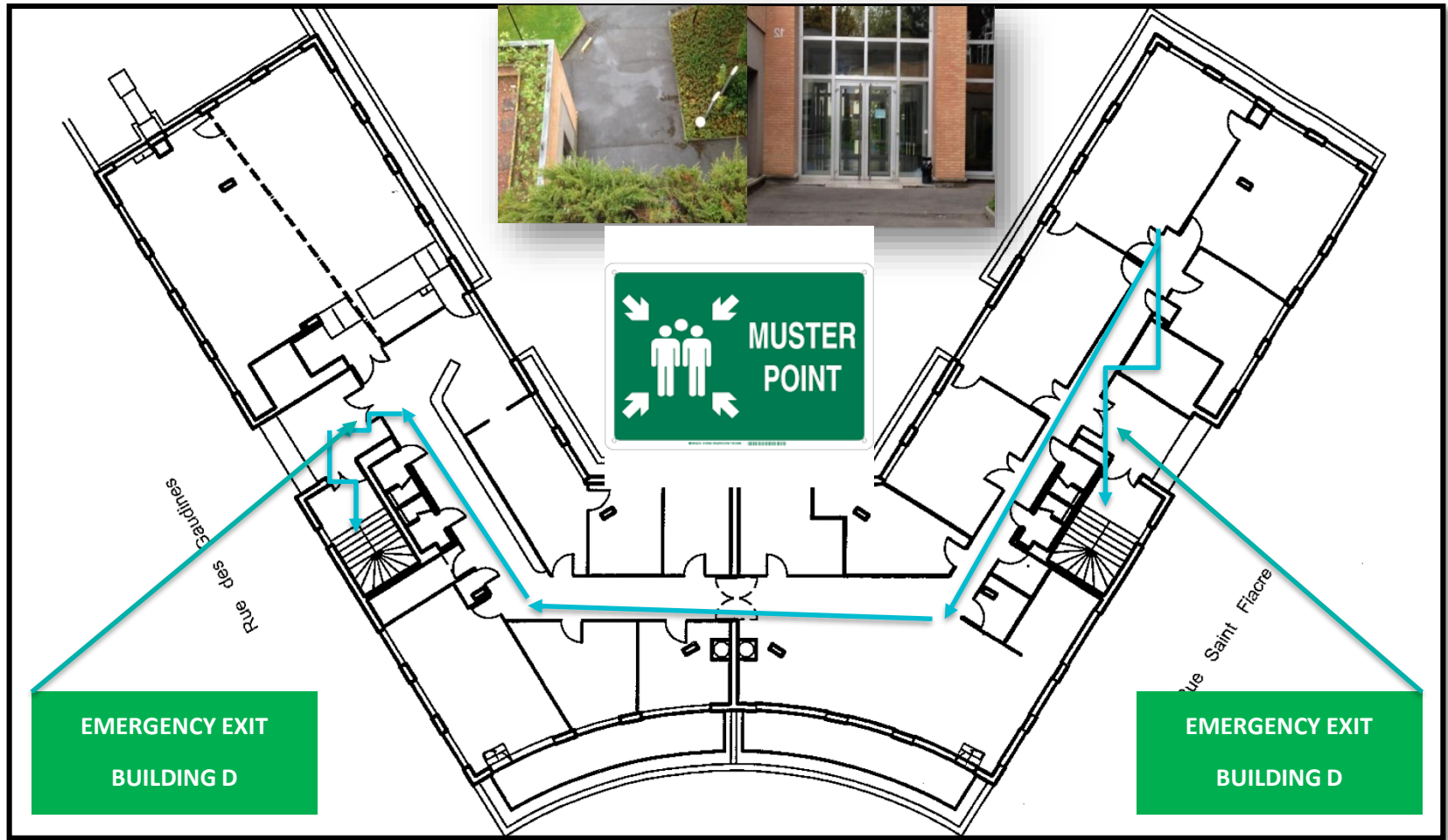
LAYOUT MEETING ROOMS



**NO
SMOKING**

IALA OFFICES IS A NO SMOKING ZONE!

EMERGENCY EXIT





Registration and other information

Name Badges: 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 gain entrance.

General Information leaflet: available at the Reception desk

Group Photo: Tuesday a.m. before coffee break

BYO Reception: Tuesday, 17:30 to 19:30 in the Lounge area



IT SERVICES

❖ WI-FI NETWORK

Login: IALAGUEST

Password: belair2013

❖ SLIDO: Event Code #R922

❖ FILE SHARE SERVER

❖ Log into IALA web site/Meetings Docs/ File share

❖ **User:** ftpcttes

❖ **Password:** Cttee&216!

❖ CLICKSHARE

❖ Close before removing from laptop



IALA GENERAL DATA PROTECTION POLICY

IALA complies with the General Data Protection Regulations of the EU. IALA will include a list of participants with their contact information in the report of this meeting. Any participant who wishes to remove their contact details from the participants list should advise the Committee Secretary as soon as possible.



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.



IALA