



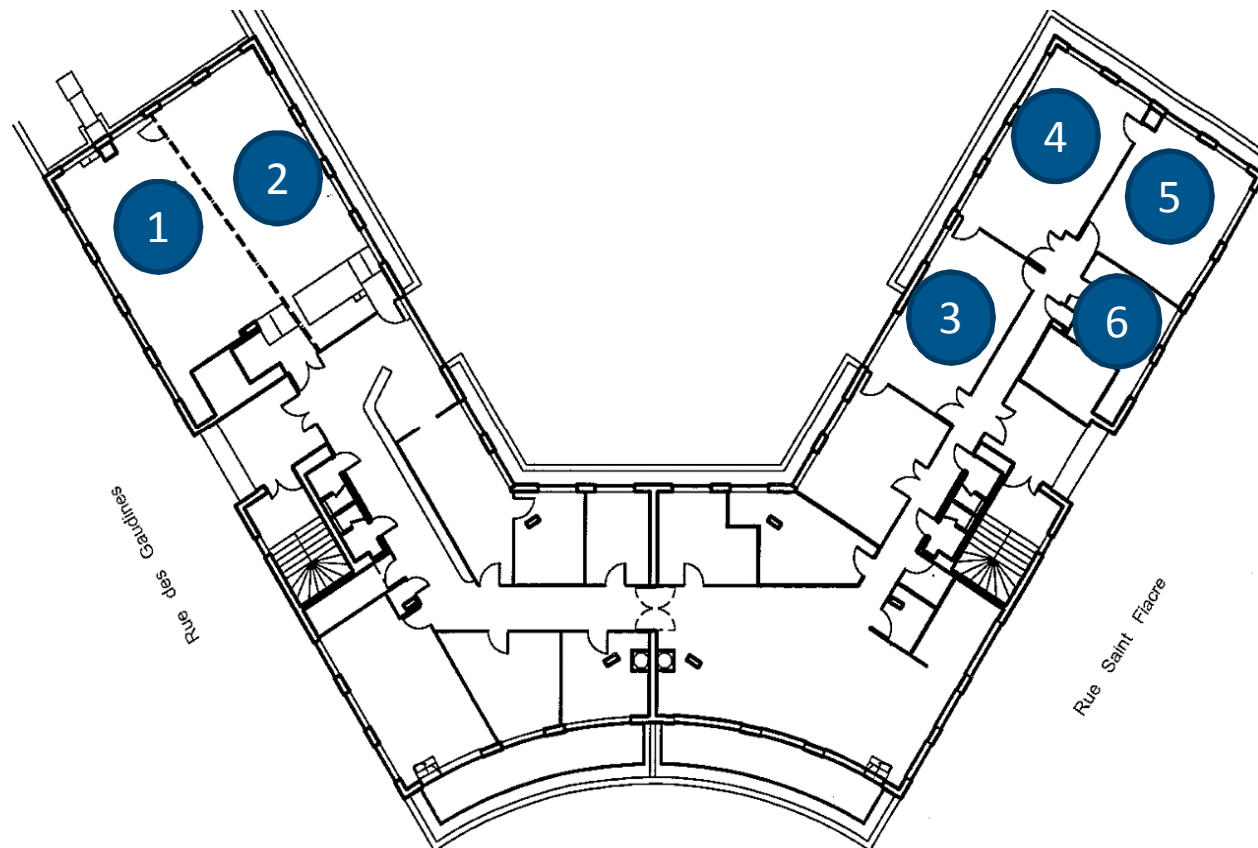
IALA SAFETY BRIEFING AND ADMIN



IALA OFFICES IS A NO SMOKING ZONE!

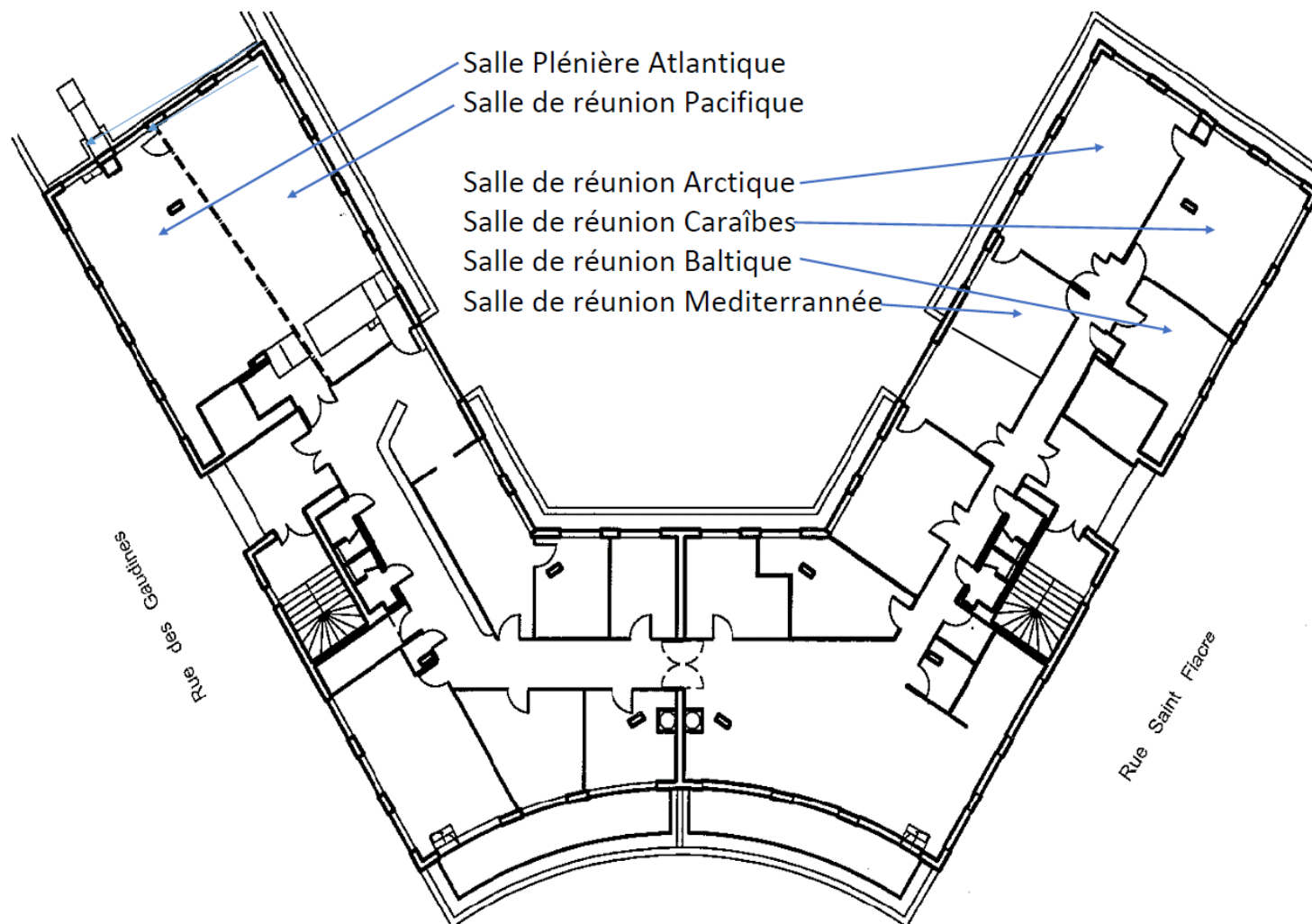


Layout of meeting rooms



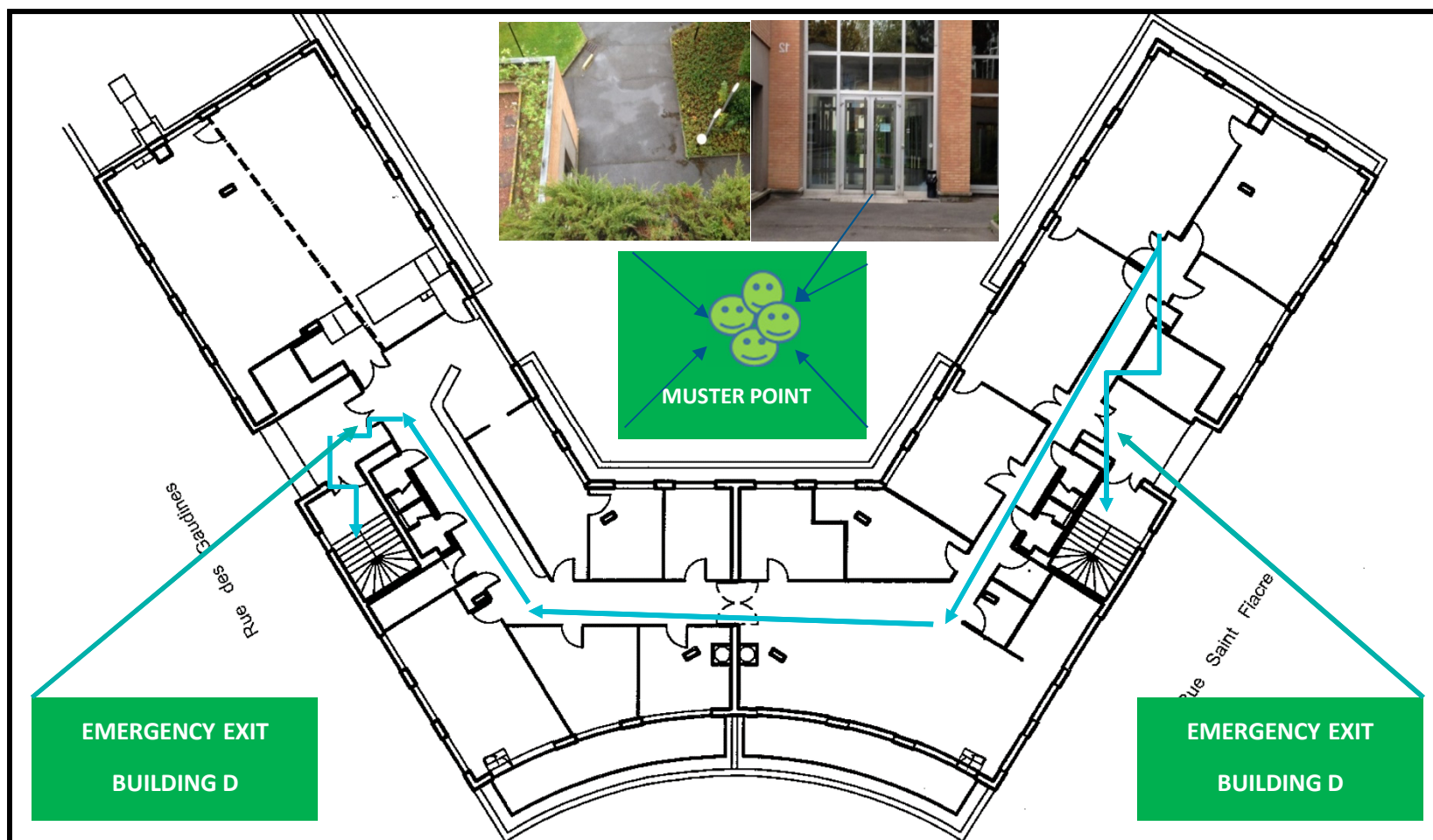


Layout of meeting rooms





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

SOIREE EVENING :

Tuesday, Time :17:30 to 19:30

Venue: Lounge area



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



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**
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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
- ❖ 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. 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.



Meeting Rooms

- ❖ Meeting ENUW CG **Tuesday** at 1600 Room 5 / Caraïbes before Soiree. Vacate 1545 please.
- ❖ WG1 use Room 6 / Baltique after coffee.



Have a successful meeting and
enjoyable stay in
Saint Germain en Laye !