



Instructions for CIUP Residents

Welcome to the Cité Universitaire Internationale de Paris (CIUP, <http://www.ciup.fr/en>).

ROOM

First of all, please make sure that you bring your own *towel*, *soap* and *shampoo*, as the first is not provided by the university residence, and the other two only in limited amount. Internet is available *wired* only: an Ethernet cable is provided in the room, but you might want to bring a spare one just in case. You will have your own direct phone number in the room and can receive incoming calls immediately. To place outgoing calls, however, you will need to credit a phone card at the house reception during opening hours (see below). All further instructions will be included in your welcome envelope.

LOCATION

Please familiarize yourself with the location and map of the CIUP here: <http://ecal11.org/rooms> (also displayed on pp3-5 of the “Information for Attendees” document and the program booklet). The 3 important buildings for ECAL’11 are “Maison Internationale” (MI, circled in red), “College Franco-Britannique” (CFB, circled in blue) and “Maison du Cambodge” (MC, circled in green, top). MI is the main building where most of the conference will take place. CFB and MC are the two housing quarters for ECAL’11 (and CFB also serves as an auditorium for oral sessions).

ECAL DESK

On Sunday, August 7 afternoon, the conference organization will be holding an ECAL check-in desk for early arrivals from 2pm until 7pm in the main entrance of MI. You can come see us to receive your registration package and for orientation or any question you have. On Monday, August 8 and for the rest of the week, the ECAL registration/information desk will be open non-stop from 8am until 7pm and will be located in the lobby, mezzanine level of MI.

KEYCARDS

Independently from the ECAL desk opening hours, you must also go to your house of residence to receive your room keycard from the concierge there. Room keycards must always be claimed from, and returned to the concierge of your house of residence – not the conference organization. The role of concierge is held by two different employees depending on the time: a receptionist during the day and a security guard in the evening. Note that security guards cannot provide as much information as receptionists about the premises, and that houses are generally *closed at night*, and can be opened only with a keycard (see section below about late check-in). You will be residing in one of CFB or MC:

Collège Franco-Britannique (CFB), opening hours:

- Sunday: 8am-1:30am at night (guard only + receptionist on Aug. 7 from 10am-3pm)
- Mon-Fri: 8am-1:30am at night (receptionist: 8am-7pm / guard: 7pm-1:30am)
- Saturday: 1pm-1am at night (guard only)

Maison du Cambodge (MC), opening hours:

- Sunday: 24h til midnight (guard only + receptionist on Aug. 7 from 12noon-3pm)
- Mon-Thu: 8am-midnight (receptionist: 8am-4pm / guard: 4pm-midnight)
- Friday: 8am-5am at night (receptionist: 8am-4pm / guard: 4pm-5am)
- Saturday: 12noon-midnight (guard only)

AFTER HOURS

If you arrive for *check-in* outside the above times, then you must go to another house to claim your keycard and welcome package: “Fondation Deutsch de la Meurthe” (FDM, #14 on the map, entrance from inner courtyard, center building), which is open non-stop 24h/7d. If you have *lost* your keycard and are coming back after hours, then you must go to the security checkpoint (#40 on the map, next to “Argt”), not to FDM.

UPON DEPARTURE

Please make sure that your room door is locked behind you and return your keycard to the concierge of your residence during opening hours (see section “Keycards” above). Outside of opening hours, you must drop your keycard in a mailbox marked “administration” at CFB / leave it inside the room at MC. The CIUP asks that you please vacate the room before 9am the day of your departure. Remove everything you brought in it, including food in the fridge. Throw trash in the bin, do not leave it on the table or the bed (that will help the cleaning staff make the difference between forgotten and discarded documents, for example). Thank you for your attention.