



Guide for Program Participants

01/03/2024

université
PARIS-SACLAY

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INSTITUT
PASCAL

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Introduction

Welcome to Institut Pascal!

Institut Pascal is an international scientific hub, dedicated to the exchange of knowledge and the development of new ideas. Our programs and facilitation enable numerous researchers from all over the world to meet, establishing new collaborations, exploring both new and shared ideas and expertise while working together on site. Institut Pascal aims to shape the identity and influence of the Paris-Saclay University, both regionally and internationally, as a place of intellectual excitement.

This guide covers the practical information that you will require in order to make the most of your time at the institute, and in the region. Please don't hesitate to contact your Program Manager if you have any questions.

We are looking forward to welcoming you!

The Institut Pascal Team

The Institut Pascal Administrative Team ensures that program participants can find the best conditions during their time in the region. Your Program Manager will be your first point of contact regarding all aspects of your arrival and stay in the region.

The Administrative Team

Anna Guerreschi, Program Manager

Vesna Cupic, Program Manager

Francesca Sconfienza, Program and Communication Manager

Landry Kibinza, IT officer

The Board of Directors

Yves Balkanski, Director

Jacques Bittoun, Deputy Director

Anniina Salonen, Deputy Director

Aurélie Lando, General Secretary

The Pascal Building

Work spaces

The Institut Pascal disposes of single and shared offices for guests and 4 collaboration rooms that are placed around a large meeting area (“the Cathedrale”). The office spaces are equipped with computer screens and Wi-Fi and LAN internet access. Eduroam Wi-Fi is accessible throughout the building and campus, but for those that do not have access to Eduroam, visitor Wi-Fi logins can be provided by the IPa staff. The four collaboration rooms are equipped with a large screen to see the people remotely engaged in the discussion and a connected whiteboard on which both on site and remote participants can contribute.

Further facilities

At disposal of participants there is a kitchenette equipped with coffee machines, a microwave, a refrigerator, and dishwasher. IPa also shares several facilities and communal rooms with 2 Physics laboratories (FAST and LPTMS), including a library, a reception hall and shower facilities.

Getting here

The IPa building is located at [530 Rue André Rivière, Orsay](#) (GPS coordinates: 48°42'024.200N 2°10'038.100E) on the Paris-Saclay University campus.

For those arriving from Paris or Charles de Gaulle airport or from the City, take [the RER B train](#) to Orsay- Ville (In the direction of Saint-Remy-les-Chevreuse or Orsay), then get off the train at the Orsay-Ville train station. Then, take a short walk to the bus stop to [catch the line 7 bus](#) (Bus direction Plateau de Moulons-Corbeville). To get to the bus stop, go down the stairs from the train platform, then turn left in the underground passageway so that you can exit on rue Georges Clemenceau, and almost immediately right on rue Elisa Desjobert. The bus stop is approximately 40 meters from the train station. Get off the bus at the bus stop called ‘De Broglie’. From there, the IPa is just a couple minutes walking distance away.

If you are coming from Orly airport, your itinerary will be the same as the one above except you will first need to catch the connecting service from Orly airport to the RER B train station (Orlyval).

If you are coming from the ‘Residhome’ hotel, you can catch [the line 7 bus](#) at the bus stop called Launay (In the direction of Plateau de Moulons - Corbeville) and get off the bus at the stop called ‘De Broglie’. Details of this itinerary are available [here](#).

We also highly recommend that you download the free public transport application called ‘ViaNavigo’ on your smartphone. It will help you to calculate routes anywhere within the Ile-de-France region, plus it will keep you informed about any disruptions to your public transport line. Download the application for free or access the website here: www.vianavigo.com/en/home It is also available in English.

For those who do not want to take public transport or drive, please be aware that all of the pedestrian paths to our institute are steep. We do not encourage you to walk up from any of the train stations if you have luggage or if you don't like to hike.

Please also note that we do not recommend that you walk up to the institute through the forest if it is (or has

been) raining as the path becomes slippery.

Slack-communications

The Slack channel of your program will facilitate communications with other participants and organizers during the program. Slack enables all program attendees to share and discuss their slides, scientific articles/papers, and other important media.

Your PM will invite you (via email) to join the Slack group for your program. You simply have to click on the link in the email to join the group.

Reimbursement of expenses

Following information applies only to participants that have been approved for travel support:

If your application for the reimbursement for travel costs has been approved, you can turn to your Program Manager to have the Reimbursement Form. You will have to fill it out and submit it, attaching the supporting documentation, **within 5 days after the end of the program**. The reimbursement of expenses will be processed after the completion of the program.

Please note that:

- **Institut Pascal does not provide any payment advancements.**
- **Only personal expenses (meaning made by you on your personal bank account) can be reimbursed. Expenses paid by your institution or a third party are not eligible.**
- **Our accounting department will only accept a statement of your banking identity with a BIC/SWIFT code integrated on the document.**
- **Please make sure that your bank accepts money transfers in euros currency.**
- **Exchange rates and extra fees may be applied by the bank for deposits into foreign accounts. Institut Pascal is not able to reimburse any of these extra fees.**

Social Events

Each week some social events will take place. A buffet lunch is provided for attendees at the institute once a week, generally on Mondays. On all other days, the participants have lunch together at the canteen, which is located just next to the IPa building.

One afternoon per week a 'social drinks' event will be facilitated at the institute. For these events, alcoholic, soft beverages and snacks are provided.

Once per week, all present participants will be invited to attend a social dinner. This is nice informal way to share a special moment with your colleagues.

Coffee, tea and snacks are provided in the various coffee stations throughout the institute at all times.

We kindly ask that everyone is concerned about the cleanliness of the premises and place their dishes, cups and glasses in the dishwasher and the bottles in the kitchen when they have finished with them, as there are no cleaning staff on site during the day.

Feedback

At the end of the program, every invited attendee will receive a feedback survey via email, which they can complete anonymously. This survey contains questions about the scientific qualities of the program, as well as the logistical or administrative aspects. Therefore, we kindly request that you take a moment of your time to complete it, as your feedback enables us to constantly improve upon all aspects of our future scientific programs, some of which you might (hopefully!) be a part of.

In order to stress to our funding institutions, the benefits of the programs held at our institute, the following acknowledgment must appear in all publications that resulted from your program or its collaborations:

"This work was made possible by Institut Pascal at Université Paris-Saclay with the support of the program "Investissements d'avenir" ANR-11-IDEX-0003-01 ".

Contact Us

If you have any questions or if you require assistance, you can contact the IPa administrative officer who has been assigned to your program, or by emailing us all at: institut-pascal@universite-paris-saclay.fr

Appendix I: Frequently asked questions

How do I order a taxi in the region?

If you would like a taxi booked for you, please see the administrative team, or call this company:

APS TAXI

12 Avenue Jean Jaurès

91120 Palaiseau

Tel. 01 60 14 33 33

You may also choose to use a popular app such as Uber while you are in the region.

Printers?

You can print from the institute's machine (on the 1st level near the guest offices) by inserting a USB stick, or by connecting to the printer: 'Toshiba b&w'. If you experience any difficulties, please feel free to approach your Program Manager about printing it for you.

Bicycles?

Institut Pascal has some bikes that can be borrowed by participants. Please consult your Program Manager for further information.

Town Centres?

The institute is located near the towns of Orsay, Bures-sur-Yvette, Le Guichet and Gif-sur-Yvette. You will find ATMs (cash machines) near all four of these train stations, as well as grocery stores, restaurants and bakeries. Further information about these areas, local attractions, and fitness options in the region will be given in a different brochure.

Appendix II: Health and safety protocols

What to do in the case of an emergency

If you are the first witness to any type emergency, crime or very dangerous situation, the general number to call is 112.

Medical emergencies

In the case of a medical emergency, dial 15 to reach a doctor and medical staff.

Fire

In the case of a fire, dial 18 to alert the fire department.

Crime

If you witness a crime, dial 17 to speak to the police.

Safety features of the building

The building is fitted with fire extinguishers and fire escapes, and there are two First Aid Kits available on site.