



Guide for Program Participants

01/04/2022

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 unite, 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 look 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

Aurélie Lando, General Secretary

Anna Guerreschi, Program Manager

Bamissa Sangaré, Program Manager

Francesca Sconfienza, Program and Communication Manager

To be recruited, IT officer

The Board of Directors

Denis Ullmo, Director

Yves Balkanski, Deputy Director

Jacques Bittoun, Deputy Director

Slack-communications

Communication Between Participants and Organisers

Institut Pascal uses the well-known tool called 'Slack' to aid the ease and efficiency of communications between all participants during a program.

Slack enables all program attendees to share and discuss their slides, scientific articles/papers, and other important media. IPa also use Slack to inform participants about group outings, and to conduct polls to obtain RSVPs for social events.

Your IPa Program Manager 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.

The Institut Pascal Building

Our Spacious Collaboration Areas and workspaces

At any given time, Institut Pascal can host around 60 working guests that will occupy 9 single offices and 17 shared offices and 4 collaboration rooms organised around large meeting areas.

Most of the office spaces contain a computer screen and all of them have 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 will be provided by your Program Manager.

The shared zones also include a kitchenette, coffee machines, a microwave, a refrigerator, and light refreshments are made readily available throughout the day.

Please note that the offices have no garbage cans. In order to dispose of your waste, we thank you for using the selective sorting bins located in the corridors and for leaving your office clean when you leave.

IPa also shares several facilities and communal rooms with 2 physics laboratories (FAST and LPTMS), including a library, a reception hall and a shower facility.

Access to the building

During thematic programs, the door of the main entrance of the Pascal building will generally be open between 9:00am and 5:00pm from Monday to Friday. However, if you need to access the building outside of these ‘access hours’, please see your program manager or scientific organiser as they will make arrangements for you.

Swipe cards for entry and offices

To enter the Pascal building during times when doors are locked, swipe cards will be provided to scientific organisers and, if requested, to participants who are attending the program for an extended duration (*i.e.* at least 2 weeks). These swipe cards can also be used to open the shared office spaces. For security and organisational reasons, we would like however to *limit the distribution of these swipe cards to those who absolutely need one*. Recipients of swipe cards will be required to sign a register so that the distribution of the cards can be tracked, **and are required to return their swipe cards before they depart the region.**

Please note that participants do not need a swipe card to secure their belongings on site. Lockable cabinets are available in all of the guest offices for you to secure your laptop and other valuables.

Getting here

The IPa building is located at [530 Rue André Rivière, Orsay](#) (GPS coordinates: 48°42'24.200"N 2°10'38.100"E) on the Paris-Saclay University campus.

For those arriving from Paris or Charles de Gaulle airport, 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 metres from the train station.

Get off the bus at the bus stop called 'De Broglie'. From there, the IPa is just 1- or 2- minutes walking distance away. Here is the path:



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.

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.

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.

We also highly recommend that you download the free public transport navigation application called 'ViaNavigo' to 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.

Accommodation options

For most Institut Pascal programs, the cost of accommodation for invited participants is covered by the program's budget.

Please be sure to consult your Program Manager to find out what accommodation expenses and options have been agreed to by your program's organisers.

The usual procedure is that you will indicate your accommodation preferences while registering for a program via Indico. All modifications to your registration (date changes, cancellation or other) must be made by yourself on the [INDICO](#) platform. You will then be contacted by your Program Manager who will inform you of whether the option is available:

Option 1: We can book a room for you in one of the both hotels we are working with situated at a walking distance from the Pascal Institute (Hôtel d'Orsay www.orsay-hotel.com or Residhome [Residhome Apparthôtel Bures la Guyonnerie *** - Bures-sur-Yvette \(91440\) - MyResidhome](#)).

Option 2: You can book and pay for the accommodation of your choice and we will reimburse you up to 100 euros/night.

Travel bookings for participants

Most thematic programs have limited funds for travel expenses, making it possible for the Institute to reimburse at least partially a selected set of flight or long-distance train tickets.

Following the circular issued by the Prime Minister on the 13th of November 2020, we can reimburse flight ticket only for travel that would take longer than 3 hours by train.

It is imperative that participants contact the IPa administrative staff before making any travel reservations, as the need for reimbursement is assessed on a case-by-case basis.

Reimbursement of expenses

Institut Pascal's reimbursement criteria and procedures

Please note the following important information which applies in particular to participants that have been approved for travel support:

If your application for financial travel support has already been approved, you may apply for reimbursement. You must complete and submit [this form](#) provided by the Program Manager, accompanied by the relevant documentation.

In order to reduce the deadline for your reimbursement, we ask you to provide us with the requested documents as soon as possible, without exceeding 10 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 for travel, accommodation or other expenses.**

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- 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 SWIFT code or an IBAN integrated on the document so that refunds can be made.
 - 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.

Catering and Social Events

Time for refreshments and introductions

For all thematic programs, the Institut Pascal Program Managers take care of the reservations and planning of lunch catering and certain restaurant reservations.

What is described below corresponds to the typical organisation of a generic program, but small, or not so small, variations may apply to your particular program.

Lunches

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.

Social drinks

One afternoon per week, at about 4:30pm, a 'social drinks' event will be facilitated at the institute. For these events, alcoholic, soft beverages and snacks are provided.

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.

Social dinners

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.

In order to do so, we announce the social dinners in advance, before the talks at the beginning of the week, asking that participants *RSVP via the poll that the Program Manager created within 'Slack'*.

Reports and Feedback

Feedback from participants

Immediately after a program has ended, 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.

About one year after, another survey will normally be sent by the scientific organiser in order to assess how the program has impacted your research field and yielded fruitful outcomes (such as new collaborations, published articles, new research projects, fundings secured, etc.). Not only do we believe that this survey will be interesting for the community involved in the program, but it will also be very useful to our Institute when defending its actions to its stakeholders and decision-makers.

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

Get in touch!

Please do not hesitate to contact us if you have any questions or if you require assistance.

You can do this by contacting the IPa administrative officer who has been assigned to your program, or by emailing us all at: institut-pascal@universite-paris-saclay.fr

We would like to take this opportunity to formally welcome you to the institute.

We look forward to greeting you!



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.

Bicycle hire?

If you prefer to get around the region by bike, there is a local service that you could take advantage of called 'Zoov'. Zoov is an electric-bicycle-sharing service that integrates into public areas thanks to its compact and easy to install parking system. You can find out more about Zoov by visiting their site: <https://www.zoov.eu/en>

Institut Pascal is also developing its own bicycle hire service for 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.

COVID 19 precautions

Please, respect the sanitary instructions, wash your hands, keep your distance, when required during your stay. Room occupancy restrictions may apply in the meeting rooms and common spaces.

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.