



The guide for a smooth meeting in **ETSI, Sophia Antipolis**



ETSI is happy to welcome you !

OUTLINE



The purpose of this guide is to make your **arrival at ETSI easier** and **simplify your organisation on site.**



So, let's zoom on the logistics to make your **daily life** in Sophia Antipolis **much easier.**



This guide is dedicated for the **delegates** of the meetings hosted in **ETSI Premises.**

AGENDA

Location

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- Opening hours and access
- Registration & Check-in process
- Badges
- Premises

Room plan

- Ground floor
- Basement

Meeting Room Set-up

- Available Equipment
- WIFI

Meeting Services

- Onsite services & facilities
- Lunch at walking distance
- Lunch by car

Safety instructions

Contacts

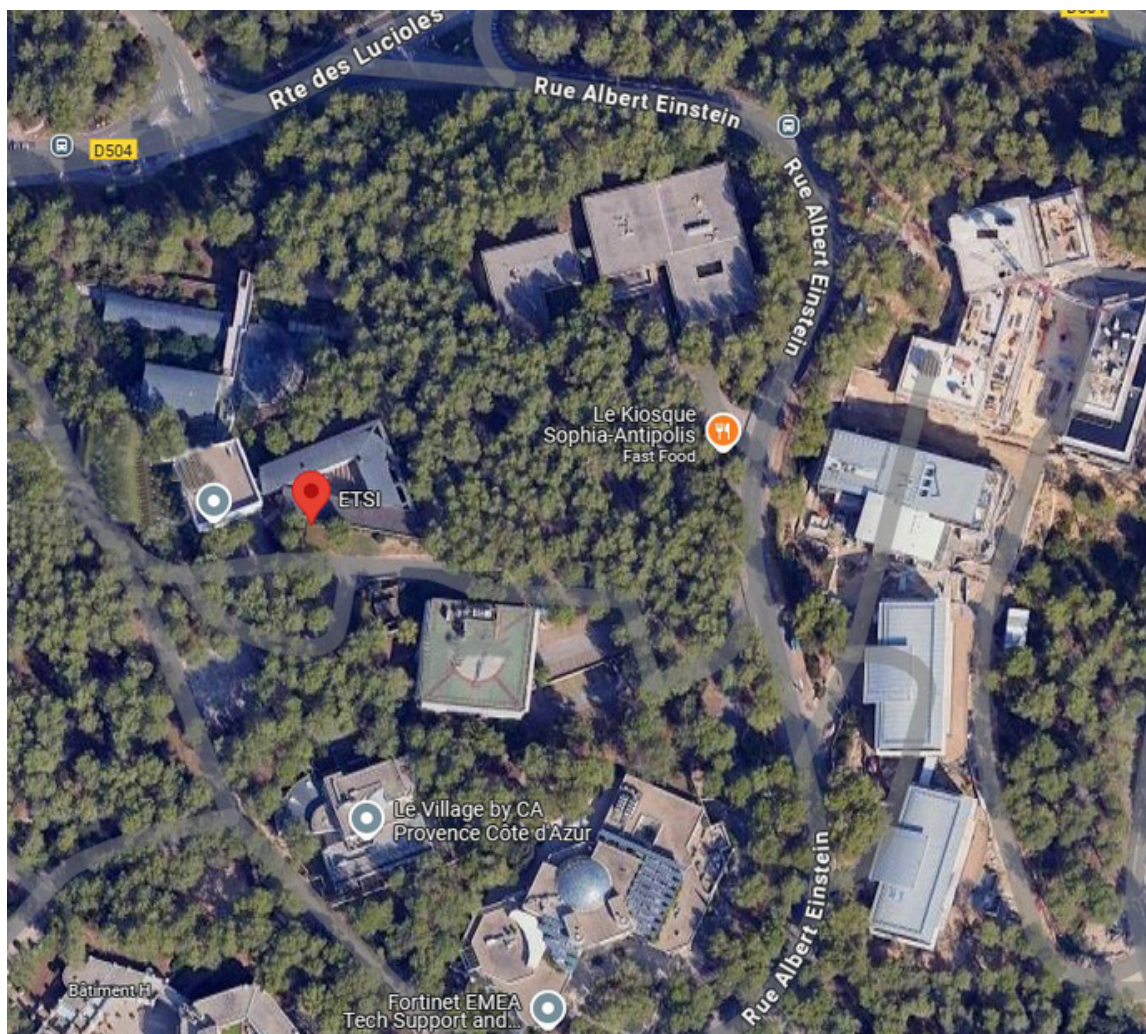


LOCATION

Address : Sophia Antipolis, 650 Rte des Lucioles, 06560 Valbonne

GPS data : 43.6140497,7.0467619

Information about ETSI premises, travel, local transports and accommodation are available [HERE](#)



 [Find us on Google Maps](#)



GENERAL INFORMATION

Opening hours & access

- The ETSI official opening hours are **from 08:00 to 20:00**
- **Delegates may access the ETSI main building from 07:30**, but access is limited to the **Lobby area**.
- (Vice) Chair and the responsible Technical Officer or other Secretariat meeting contact should be present to access the meeting room.
- In order to guarantee an inclusive experience for all participants, we kindly ask that any **accessibility needs** be communicated to us in advance when registering.



GENERAL INFORMATION

Registration & Check-in process

- Registration on the **ETSI portal** is **mandatory** to access the premises and obtain a delegate badge.
- Upon registration for a face-to-face meeting, the delegate receives a confirmation mail that includes a **QR code** :
 - This code allows him/her to do a self-check-in when arriving at ETSI.
 - Delegates can scan their QR code from a smartphone or printed confirmation email at one of the self-check-in stations at the entrance.
- The badge will be printed and the attendance for the meeting is recorded automatically in the ETSI portal.
- In case the delegate does not have his/her confirmation email, the QR code is easily accessible via the **ETSI portal**.
- Check-in opens per default **30 mins before meeting start time**.



GENERAL INFORMATION

Badges



Please note that access to meeting rooms is **NOT** permitted without a badge.

Delegates are requested to always **wear their badge visibly** :

- To confirm their authorisation to access meeting areas.
- For safety and security identification purposes.

GENERAL INFORMATION

Premises

Amphi Athena, Floor -2



Check-in machines, Lobby



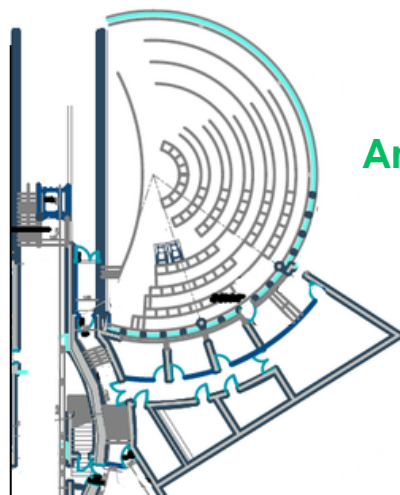
Atrium, near Lobby



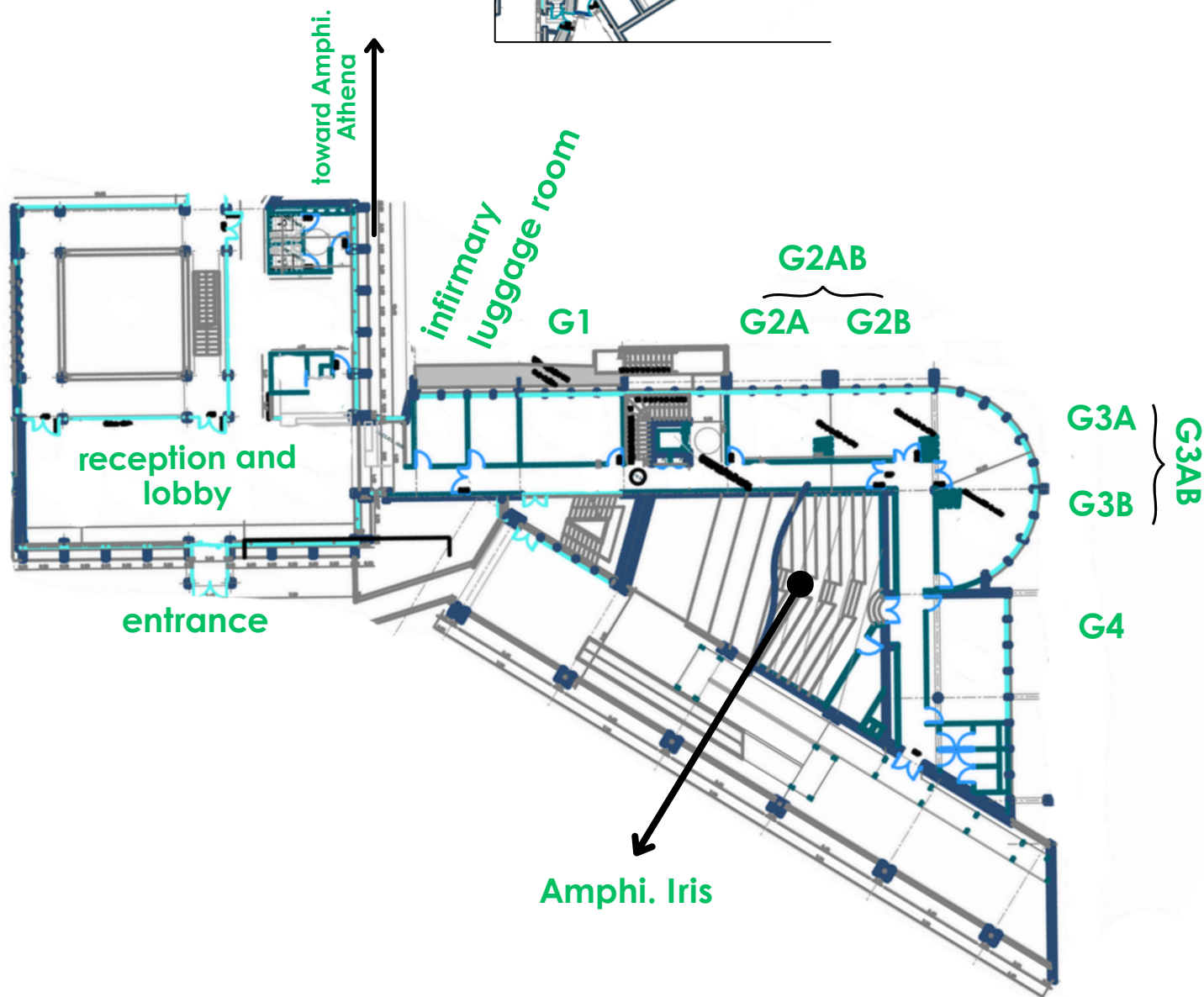
Coffee machine, Lobby and near meeting rooms

ROOM PLAN

Ground floor

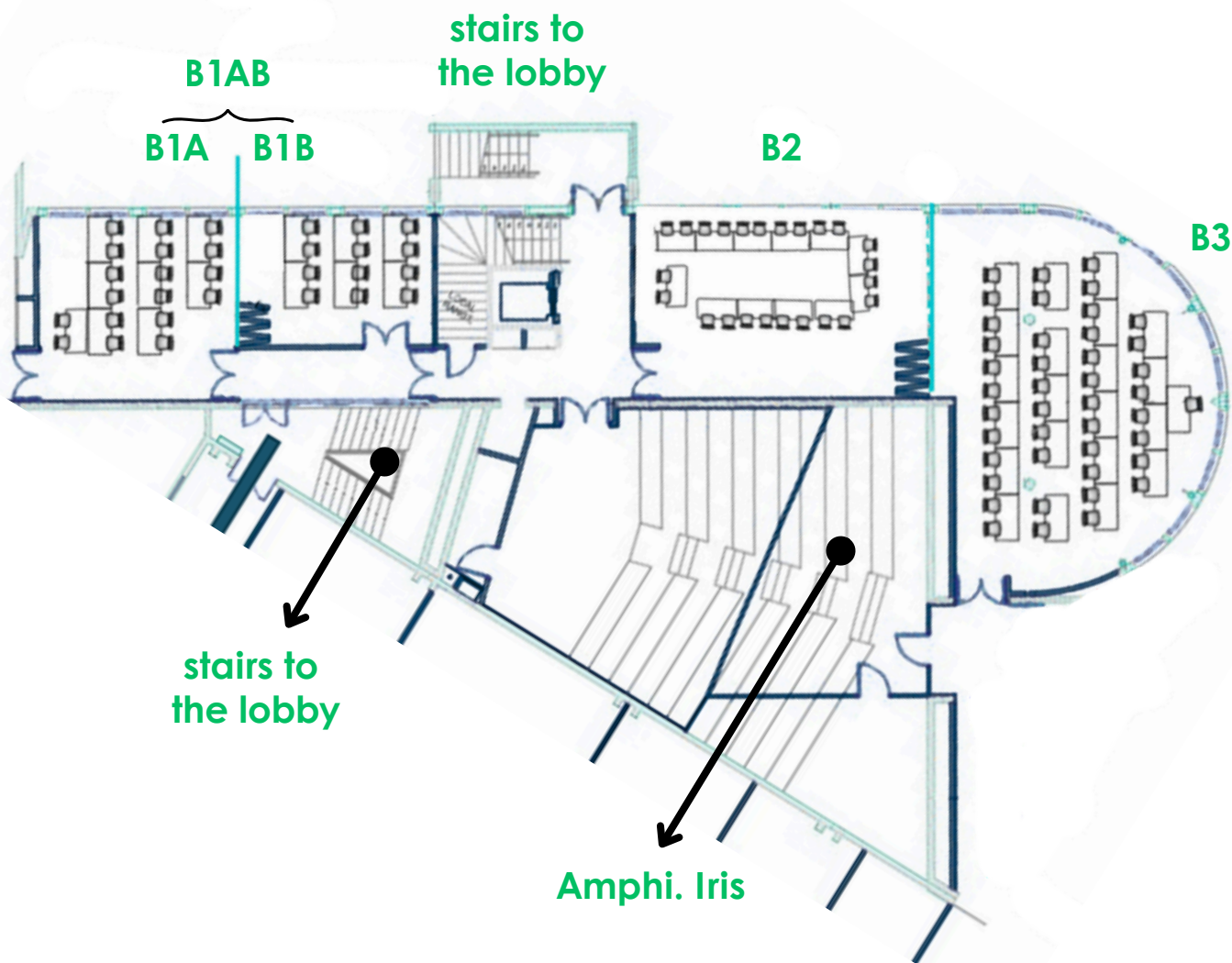


floor -2
Amphi. Athena



ROOM PLAN

Basement



MEETING ROOM SET-UP

Available equipment

- **Display and presentation:** Each meeting room is equipped with either a screen and video projector or an integrated display system. Presenters can connect their PC or laptop via HDMI or use the in-room AV system for wireless or built-in connectivity, where available.
- **Audio and video system:** All meeting rooms are equipped with audio systems including microphones and loudspeakers.

In rooms with integrated AV setups, video conferencing capabilities (camera, microphone, and speakers) are built into the system, enabling seamless two-way audio and video communication between on-site and remote participants.

In other rooms, audio systems can be connected to a PC or laptop to support hybrid meetings if required.



Do you need IT support ?
Please contact HELPDESK ETSI
<Helpdesk@etsi.org>

MEETING ROOM SET-UP

Available equipment

- **Laptops:** Laptops can be borrowed upon request, depending on availability. One laptop maximum per meeting room.
- **Water Jugs:**
 - For sustainability reasons, water jugs and paper cups are available in the meeting rooms.
 - To fill the jugs, water fountains are accessible in multiple locations:
 - In the main lobby, behind the reception,
 - in front of the Amphi Athena and Amphi IRIS,
 - in the corridor between IRIS B3 and IRIS B4,
 - in the corridor next to IRIS G4,
 - and in the jungle.



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MEETING ROOM SET-UP

WIFI 

The ETSI meeting rooms are « VPN-friendly »
How to connect to the ETSI wireless network



- 1** **Network:** ETSI_WIFI_PUBLIC
Password: etsimeeting
- 2** Open an internet browser to access the ETSI portal splash page. Or go to: <https://controller.access.network>
- 3** Login with the ETSI_ONLINE account.
- 4** If you don't have an ETSI_ONLINE account, click "Register" and sign in with your email address.



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<Helpdesk@etsi.org>
or dial 4900 inside ETSI

MEETING SERVICES

Onsite services & facilities

- **Letters of invitation for visa purposes:**
 - Delegates requiring a personal invitation letter to obtain a visa letter can fill the form [HERE](#).
- **Taxis:**
 - To request a taxi, please directly contact ETSI reception at <Receptionist@etsi.org>
- **Coffee facilities:**
 - Coffee break areas with coffee and tea are accessible near the meeting room in ETSI premises.
 - A vending machine is available in the main corridor near the coffee facilities.
- **Lunch facilities (at participants' expenses)**
 - Several restaurants and a food truck are accessible in the vicinity of ETSI. Please note that it is recommended to break no later than 12:30pm.

See next page for a recommended list



MEETING SERVICES

Lunch at walking distance

- **Sandwiches/Salads/Snacking:**

- “Le Kiosque” food truck:

Located in between the two ETSI buildings, “Le Kiosque” offers a range of sandwiches, salads, quiches, soups and desserts made with fresh ingredients.

The lunch costs around 13 € (credit cards accepted).

To avoid some queue, it is recommended to grab your lunch before noon.

- **Restaurants (booking in advance is recommended)**

Place Sophie Lafitte Sophia Antipolis around 5 minutes walk from ETSI main building :

- La Dolce Vita Tel +33 4 83 15 52 83
- Sushi For You Tel +33 4 93 67 83 16
- KuiSiNe Tel +33 7 84 22 06 27
- Ma Dame Nova Tel +33 6 16 66 17 21

MEETING SERVICES

Lunch by car

- **Restaurant La Boucherie**

- (next to IBIS hotel) - 502 Rue Albert Caquot, 06560 Valbonne
- Tel +33 4 92 38 43 80
- 3 mins by car or around 15 minutes walking distance

- **HillSide Bar Lounge & Resto**

- (Mercure Hotel) - Rue Albert Caquot, 06560 Valbonne
- Tel +33 4 92 96 04 04
- 3 mins by car or around 15 minutes walking distance

- **Restaurant Mouratoglou Hotel - L'Emblème**

- 3550 Rte Dolines, 06410 Biot
- Around 5 minutes by car



SAFETY INSTRUCTIONS

in case of fire inside the premises

	<p>In case of fire or suspicion of fire, activate the alarm contact reception dialling 9, and the fire brigade, by dialling (0)18 or (0)112.</p>		<p>IN CASE OF FIRE OUTSIDE do not activate the alarm and do not leave the building unless instructed otherwise.</p>
	<p>Do not stand up; crouch and crawl under the smoke; fresh air is near the ground.</p>		<p>On hearing the fire alarm, react immediately: leave your office and close the door behind you.</p>
	<p>The fire doors close automatically.</p>		<p>Do not return to the building for any reason until authorized to do so.</p>
	<p>Leave access to fire hydrants, and firefighters turning areas free at all times.</p>		<p>Always use stairs; never use elevators.</p>
	<p>Attack the fire, if possible, with the provided equipment without taking any personal risk.</p>		<p>Head to the nearest emergency exit following the signs unless instructed otherwise.</p>
	<p>In case a person is injured, dial 18 or 112 and alert the first-aiders.</p>		<p>Always follow the instructions of the Evacuation Guide.</p>
	<p>Use a fire blanket when necessary.</p>		<p>Report to the assembly point outside.</p>

CONTACTS

Meeting Support services

Tel: +33 4.92.94.42.50

E-mail: Meetings@etsi.org

Helpdesk for onsite IT support

Opening hours: 08:30 -12:30 and 13:30 -16:30

Tel: +33 4.92.94.49.00

E-mail: Helpdesk@etsi.org