



IAEA

الوكالة الدولية للطاقة الذرية

国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energía Atómica

Atoms For Peace

Wagramer Strasse 5, P.O. Box 100, A-1400 Vienna, Austria

Phone: (+43 1) 2600 • Fax: (+43 1) 26007

E-mail: Official.Mail@iaea.org • Internet: <http://www.iaea.org>

In reply please refer to: **II-CN-123**

Dial directly to extension: (+431) 2600-21321

2004-07-06

Please find below details in connection with the International Conference on Nuclear Knowledge Management: Strategies, Information Management and Human Resource Development to be held in Saclay, France, from 7 to 10 September 2004

Location of the Conference:

INSTN
CEA - Saclay
91191 GIF sur Yvette Cedex
Tel: ++33 1 69084305
Fax: ++33 1 69086095

The INSTN building is near the CEA Nuclear Research Centre in Saclay about 15 miles southwest of Paris.

Registration:

The Registration Desk will be open on Tuesday, 7 September 2004 from 08.00 hrs and during working hours throughout the Conference. **No registration fee is charged.**

Opening of the Conference:

Tuesday, 7 September 2004 at 10.00 hours.

Provisional Programme:

A provisional programme is available at:
<http://www.iaea.org/km/pages/meeting3.html>

Authors of papers/posters are requested to notify the IAEA Secretariat as soon as possible but at the latest by **20 July 2004** of any corrections necessary regarding the entry of their respective papers/posters. The final programme and book of extended synopsis will be available upon registration.

Poster Boards:

The size of a poster must not exceed width 87 x height 117 cm.

Proceedings:

The proceedings of this conference will be published in unedited form as a CD-ROM and will be distributed to all participants as soon as possible after the conference.

Accommodation: Participants are expected to make their own hotel arrangements. A list of centrally located hotels (some in Paris and some close to CEA/Saclay) is available on the conference web site.

Transportation: From Tuesday, to Friday, 7-10 September special transfers to/from INSTN to/from Paris and Saclay will be arranged by CEA. Please see and complete the questionnaire for participants and send it by fax or e-mail to the local organizer, Mr. Bruno Gillet (address on the questionnaire).

For Paris airport information please consult: www-adp.fr [aéroports de Paris information]. There are regular trains and airport buses operating between main airports and the city terminals in Paris. The train to Paris costs approx. € 10.

Details of public transport in Paris and suburbs can be accessed at: www-RATP.fr (French & English).

Meals: Lunch for all participants will be provided by CEA free of charge in the restaurant of the CEA building in Saclay from Tuesday to Thursday.

Banking Facilities: There are no banking facilities in the vicinity of the Conference location. Please bring sufficient Euro for your immediate needs or remember to change money on arrival at Paris airport. Some of the banks in Paris close on Mondays. Money (EUR) can be withdrawn from money distributors (bankomats).

Tours: No Scientific visit or tour will be organized, (contrary to earlier information on the programme).

Social Events: On Tuesday, 7 September evening there will be a cocktail hosted jointly by CEA and IAEA for all participants, at the conference premises in Saclay.

On Wednesday, 8 September evening an official Dinner will be sponsored by AREVA and EDF for all participants in the restaurant La Maison de l’Amerique Latine, Boulevard St.Germain, Paris.

Visa:

Designated participants who require a visa to enter France should submit the necessary application to the nearest diplomatic or consular representative of France as soon as possible. Please note that France is a Schengen State and therefore persons who require a visa will have to apply for a “Schengen Visa” at least 14 days before entry into France. In States where France has no diplomatic mission visas can be obtained from the consular authority of a Schengen Partner State representing France in the country in question. [At present, the Schengen States are Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxemburg, Netherlands, Norway, Portugal, Sweden and Spain.]

You are requested to complete the **questionnaire for participants** and return it to the local organizer **not later than Friday, 30 July 2004**.

Please bring a copy of this information with you to facilitate your entry to the meeting premises. This is also important if you wish to take the shuttle bus service to the conference on the first morning.

Should you be unable to attend the Conference I would appreciate it very much if you could inform me accordingly before the meeting.

It is recommended to visit the conference web site regularly for changes and updates. The address of the web site is <http://www.iaea.org/MTCDD/meetings/meetings.asp> where information will be posted as it becomes available. The IAEA knowledge management web site is <http://www.iaea.org/km>.

Please contact me if you require further information.

Mariel Solarik-Leahy
Conference Services Section
m.solarik-leahy@iaea.org