



## Information for Delegates

Thursday 10 – Friday 11 April 2014

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## Queries

### **ALTE Secretariat**

During UK office hours (08:30 – 17:00):

Tel +44 1223 552828

E-mail [Secretariat@alte.org](mailto:Secretariat@alte.org)

1 Hills Road  
Cambridge  
CB1 2EU, UK

**If you are no longer able to attend ALTE Paris 2014, please contact the ALTE Secretariat as soon as possible.**

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## Contact Details – Thursday 10 and Friday 11 April

### **Kristen Selwood, Cambridge English Language Assessment**

1 Hills Road  
Cambridge  
CB1 2EU, UK

Mobile +44 (0)7834 840974

E-mail [selwood.k@cambridgeenglish.org](mailto:selwood.k@cambridgeenglish.org)

**From Monday 7 April please contact Amy Shaw if you are no longer able to attend.**

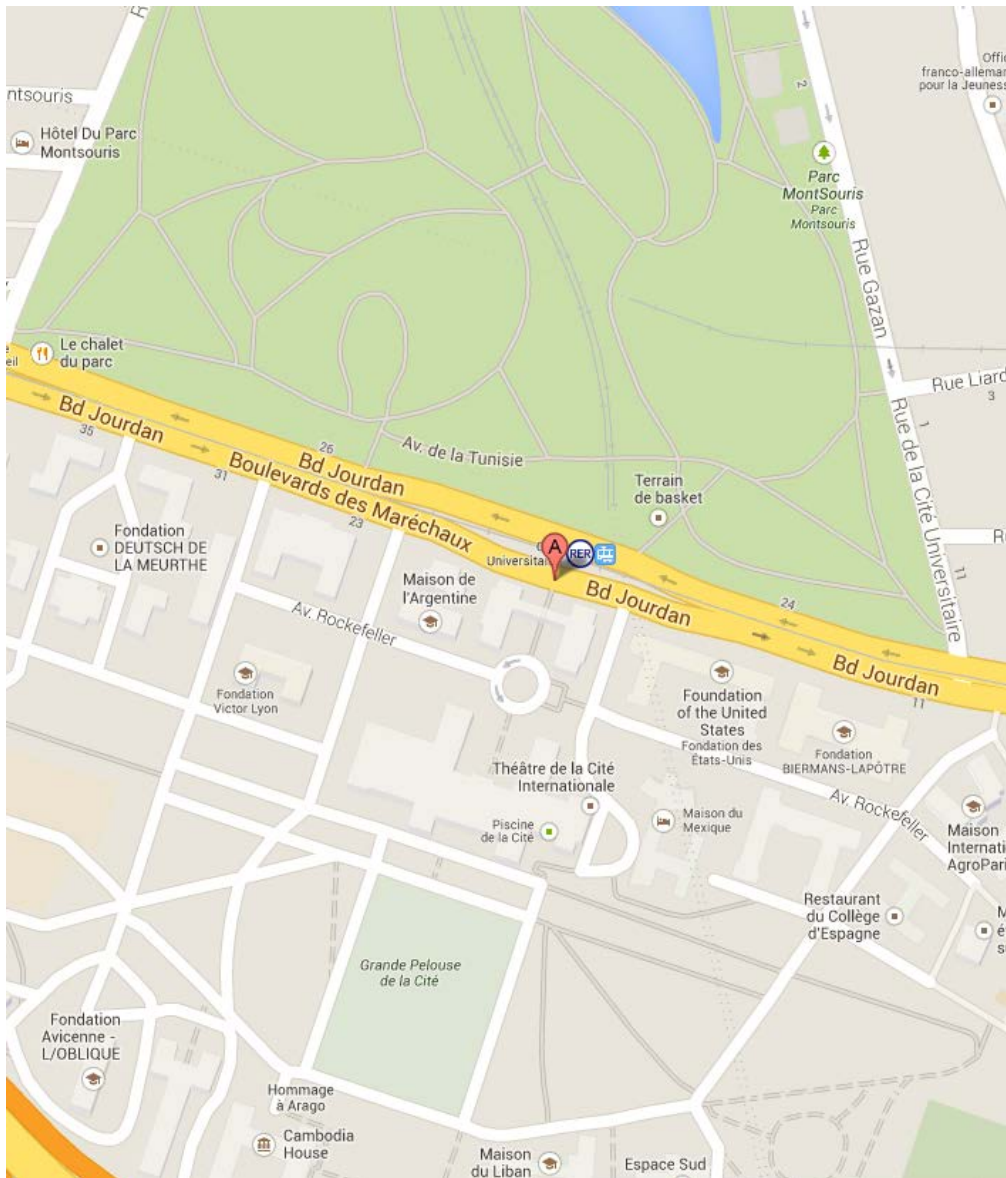
Tel +44 (0) 1223 553260

# ALTE PARIS 10-11 April 2014

## Venue

Maison Internationale  
Cité Internationale Universitaire de Paris  
17 Boulevard Jourdan  
75014 Paris, France

[www.ciup.fr/en/](http://www.ciup.fr/en/)



## Conference Opening Times

Thursday 10 April      08:30 – 20.00  
Friday 11 April        09:00 – 17:55

For the conference programme and timetable, visit:  
[www.alte.org/2014](http://www.alte.org/2014)

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## Exhibition Opening Times

The exhibition will take place in both the Wilson and the Biermans Galleries on either side of the Espace Adenuaer.

### Thursday 10 April

11:05 – 11:35  
12:35 – 13:35  
16:00 – 16:30

### Friday 11 April

10:05 – 10:30  
12:35 – 13:30  
15:20 – 15:45

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## Information Desk

An Information Desk will be located on Level 1 of the Maison Internationale building during conference opening times. Visit the Information Desk if you have any queries regarding the conference or your stay in Paris.

## Registration

If you have any queries relating to your delegate registration or fee, please contact:

### ALTE Secretariat

1 Hills Road  
Cambridge  
CB1 2EU, UK

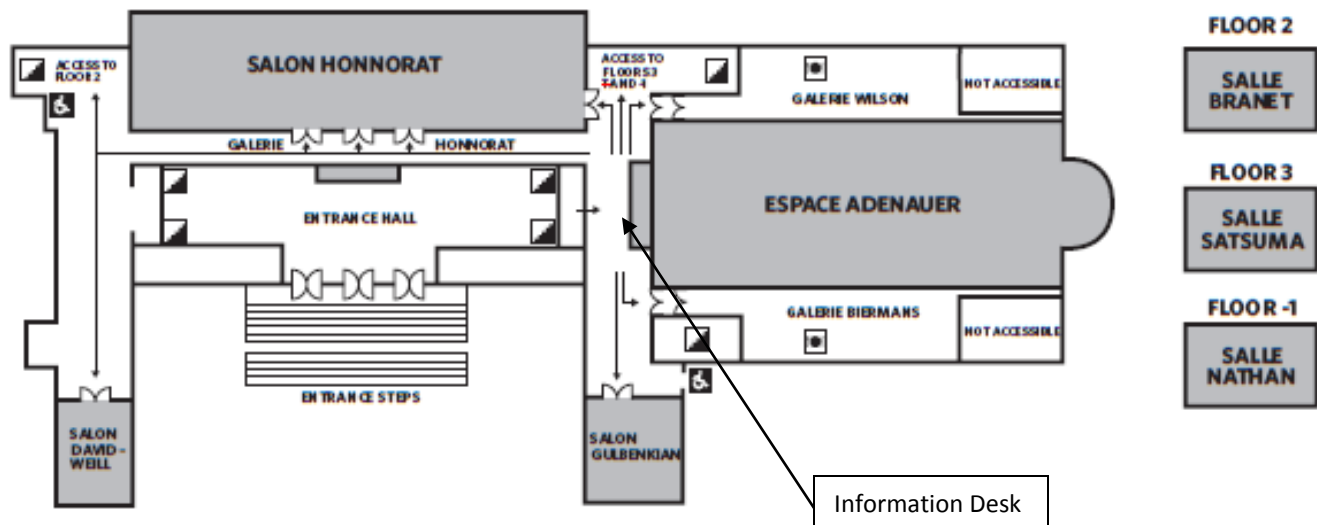
During UK office hours (08:30 – 17:00):

Tel +44 (0) 1223 552828

E-mail [Secretariat@alte.org](mailto:Secretariat@alte.org)

**Registration closes Monday 31 March 2014.**

All delegates must sign in on arrival. Delegate badges can be collected from the entrance hall (Level 0) of the Maison Internationale building.



You will receive your delegate bag containing the conference programme and badge lanyard from the Information Desk, located at the top of the right-hand staircase on Level 1.

Delegates are required to wear their badge throughout the conference and at the drinks reception.

If you have any questions or require assistance at any time during the conference, please speak to a conference staff member or visit the Information Desk.

## Getting There

### By Car

The Cité Internationale Universitaire de Paris is situated on the south side of Paris on the Boulevard Jourdan, with easy access from the Autoroute du Soleil and the Bd Périphérique.

There is **no** parking available on site at the Cité Internationale Universitaire de Paris. The nearest car park is a 10-minute walk at the Charlety Coubertin. For more information visit [www.saemes.fr/en/parking/parking-charlety-coubertin-en](http://www.saemes.fr/en/parking/parking-charlety-coubertin-en)

### By Air

The nearest airport to the Cité Internationale Universitaire de Paris is the Orly which is approximately 13 minutes by car.

Charles De Gaulle International Airport is approximately 30 minutes' drive from the venue, or via the RER B line which is a direct connection from either Terminals 2 or 3 and will take just over 30 minutes. Depart the RER at the Cité Universitaire station which will exit directly across the road from the Cité Internationale Universitaire de Paris.

### By Train

The Cité International Universitaire de Paris is situated directly opposite the Cité Universitaire RER station. RER B line links directly from Gare du Nord Train Station and takes approximately 30 minutes.

The nearest Metro station is the Porte d'Orleans which is a 2 minute walk and linked by the M4 and T3a lines.

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## Cloakroom

There is an unmanned cloakroom available at the conference. Please keep all valuables with you.

Free WIFI is available throughout the conference venue. Please visit the Information Desk for more details.

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## Simultaneous Interpretation

The plenary presentations will be presented in either English or French with simultaneous interpretation available into French or English. Headsets are available outside the auditorium. You may be required to leave a form of identification which will be returned to you when the headset is returned to the Information Desk.

## Refreshments and Lunch

Lunch and refreshments are provided for all delegates on Thursday and Friday.

### Thursday – Refreshments and Lunch

Wilson and Biermans Galleries

### Friday – Refreshments

Wilson and Biermans Galleries

### Friday – Lunch

Salon Honnorat

If you stated when you registered that you would like a vegetarian option or have special dietary requirements, an appropriate lunch will be available for you. If you have not informed us, please contact [Secretariat@alte.org](mailto:Secretariat@alte.org) immediately.

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## Conference Reception

### Thursday 10 April

18:30 – 20:00

Salon Honnorat, Maison Internationale Building, Cité Internationale Universitaire de Paris

The Conference Reception is open to registered delegates only.

Your delegate badge must be displayed when entering the reception.

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## Special Requirements

If you have not informed us of any access requirements, please contact us.

During UK office hours (08:30 – 17:00):

Tel +44 (0) 1223 552828

E-mail [Secretariat@alte.org](mailto:Secretariat@alte.org)

## Tourist information

For more information about visiting Paris, go to the Paris Info site at <http://en.parisinfo.com/> or visit the Paris Welcome Centres:

### **Paris Tourist Office – Main Welcome Centre Pyramides**

25, rue des Pyramides  
75001 Paris

Metro: Pyramides (line 7 or 14)  
RER: Auber (line A)  
Tel.: 0892 68 3000 (0, 34€ per min.)

### **Gare de Lyon Tourist Welcome Centre**

20, Boulevard Diderot  
75012 Paris

Metro: Gare de Lyon (line 1 or 14)  
RER: Gare de Lyon (line A)  
Tel.: 0892 68 3000 (0, 34€ per min.)

### **Gare du Nord Touris Welcome Centre**

18, rue de Dunkerque  
75010 Paris

Look for the "Welcome" kiosk under the glass roof of the Gare du Nord train station, "Ile de France" section.

Metro: Gare du Nord (line 2, 4, or 5)  
RER: Gare du Nord (line B, D)  
Tel.: 0892 68 3000 (0, 34€ per min.)