



GENERAL INFORMATION

SFCG-24

PERROS-GUIREC, FRANCE 15 – 23 SEPTEMBER 2004

1. PRACTICAL INFORMATION FOR THE MEETING

1.1 Overall Schedule

The twenty-fourth annual meeting of the SFCG, SFCG-24, will be held at the Palais des Congrès in Perros-Guirec, France, from 15 to 23 September, at the invitation of ITWG.

A one-day meeting of the IWGs will be held on 14 September, i.e. on the day preceding the official opening of the SFCG annual meeting. The official opening plenary will be held on 15 September. On 16 September we will split up into SWGs and come back to the plenary on Wednesday 22 September (progress of the SWG work allowing), and Thursday 23 of September (probably till early afternoon); therefore, please foresee a departure from Perros-Guirec not sooner than an evening flight on that day or on a flight Friday 24 September.

In accordance with previous practice, the following sessions are scheduled for each meeting day:

- First morning session: 9:00 – 10:30
- Coffee Break 10:30 – 11:00
- Second Morning Session 11:00 – 12:30
- Lunch 12:30 – 14:00
- First Afternoon Session 14:00 – 15:30
- Coffee Break 15:30 – 16:00
- Second Afternoon Session 16:00 – 17:30

The draft agenda, which was established at SFCG-23 in San Diego, is attached. Modifications proposed so far by the membership are included.

Please note also the following events:

- Icebreaker cocktail offered by the Mayor of Perros-Guirec on Wednesday evening (15 September);
- Visit to CMS (Centre de Meteorologie Spatiale) on Monday afternoon (20 September) followed by a cocktail offered by the Mayor of Lannion;
- Social dinner on Tuesday evening (21 September)

1.2 Meeting facilities

We will have two meeting rooms available to us, which will allow two SWGs to be held in parallel. One of them, in the Palais des Congrès main hall, will be used also for the plenary meetings. All projection and computer equipment necessary will be available.

1.3 Secretariat Facilities and delegates room

The meeting secretariat and the delegates' area will be set up in the immediate vicinity of the meeting rooms. There will be a telephone and fax line installed for the secretariat use and for delegates **to receive calls** and fax messages. All outgoing communications must be made from hotel rooms or other public telephone facilities. The phone and fax number of the meeting secretariat will be communicated in due course. It is planned likewise to have computers available for delegates. Please note that the whole Palais des Congrès will be equipped with a wi-fi system (802.11b) and that a certain number of wi-fi cards will be available on loan to delegates that do not have one of their own.

1.4 Documentation Control

Also at this meeting delegates should keep in mind the provisions of RES. A8-3R2 and RES A19-1R3 and supply discussion documents within the time limits set by the Resolution, i.e., **not later than 2 weeks prior to the**

start of the meeting for posting on the SFCG web site; this year's deadline for discussion documents will be **31 August 2004**. Documents coming after the deadline will be strictly considered as information documents only. The time limit for information documents to be published on the web site will be one week later, i.e. **7 September 2004**. Please inform the secretariat as early as possible (e-mail Isabel.Nonnet@esa.int, copy to Edoardo.Marelli@esa.int, fax: +31-71-5654598) of any document you plan to submit to SFCG-24, giving the document title, and if possible, a short abstract; the secretariat will subsequently assign a document number. This would greatly facilitate the preparatory work by the secretariat and thereby increase the efficiency of the meeting. The final version of the input documents should be sent to the SFCG Web Coordinator (e-mail: John.E.Zuzek@nasa.gov, copy to Edoardo.Marelli@esa.int and [Isabel Nonnet@esa.int](mailto:Isabel.Nonnet@esa.int)).

As on previous occasions the meeting secretariat cannot be called upon to copy any late information documents that delegates hand-carry to the meeting (see RES A19-1R3). Thus it will be essential that delegates bring late documents to the SFCG-24 venue (as information documents) in sufficient number of copies. The Secretariat will be pleased to inform delegates prior to SFCG-24 of the number of copies required.

1.5 Lunch Facilities

Delegates may have lunch in a variety of small and nice restaurants/bistro's within easy walking distance.

2.0 INFORMATION ABOUT PERROS-GUIREC

Perros-Guirec is a nice small city in the north of Brittany at the seaside of the "Channel" in the "pink granite coast". Several sand beaches, pink granite rocks and scenic footpaths can be found there. Historical sites can also be visited using car or bus. The Seven Islands natural reservation is just off the coast and can be reached with a short boat trip.

At www.perros-guirec.com, www.ville-tregastel.fr, www.ot-lannion.fr, www.cotedegrانيتrose.com you can find further tourist information on what the area of Perros-Guirec can offer to you (and your spouse) for the weekend or in case you intend to extend your stay before or after the meeting.

For specific information not available through Internet, you can email to Marie-Ange at: mariedefendi@LDNet.com.br.

Personnel will also be available at the Palais des Congrès to provide you with any tourist information you may need.

3.0 HOTEL AND TRAVEL ARRANGEMENTS

3.1 Hotel Accommodation

Being in a tourist area, Perros-Guirec offers many possible accommodations and all are very reasonably priced.

An e-mail sent to all the Delegates in February invited to make early booking at the two hotels selected by the local organizers: the Grand Hotel de Trestraou and the Mercure Hotel. Both of them are 3-stars hotels at short walking distance from the Palais des Congrès (~200 m).

Please note that the Grand Hotel de Trestraou is already fully booked by SFCG Delegates. However, rooms are still available at the Hotel Mercure. The room rate is 64 Euro (single) / 72.5 Euro (double) including breakfast and tax. The Mercure Hotel is equipped with wi-fi facilities.

In order to be sure to have enough rooms available, a third hotel has been identified by the local organizers: Villa Ker Mor. It is located just next to the Palais des Congrès, right on the beach. The room rate ranges from 51 to 65 Euros depending on the view from the room (garden side or sea side). Breakfast costs 7 Euro per person.

The e-mail, telephone and fax number of the two hotels with rooms still available are:

Mercure Hotel (e-mail: mercureperrosguirec@wanadoo.fr, no web site, tel +33296912211, fax +33296912478).

Villa Ker Mor (www.hotel-Ker-Mor.com,

E-mail hotel-Ker-Mor@wanadoo.fr, Tel +33296231419, faxes +33296231849)

Contact information for the Grand Hotel de Trestraou is given below, but please remember that they are already fully booked.

Grand Hotel de Trestraou (www.grand-hotel-trestraou.com, e-mail: grand-hotel@wanadoo.fr, tel +33296498484, fax +33296232150),

Many other valid options are available in the area. These additional accommodation possibilities can be found on the Perros-Guirec web site: www.perros-guirec.com.

IMPORTANT NOTE

Please note that September in Perros-Guirec is still tourist season and therefore any delay in booking your room may force you to look for hotels not at walking distance from the SFCG-24 venue.

3.2 Travel

The nearest airport to Perros-Guirec is Lannion airport, with daily connections to Paris Orly (3 Air France flights/day in both directions except for the weekend). The airport is 10 Km from Perros-Guirec. A taxi from Lannion airport to Perros-Guirec should cost in the range of 20 Euro. In case there are no taxis at the airport terminal when you arrive, here are some telephone numbers of taxi companies in the area: 06 07 06 84 27, 06 11 07 09 86, 06 62 34 25 53, 06 07 49 73 32.

Rental cars are available at Lannion airport.

Those coming via London or those not willing to change airport in Paris, may also consider flying from London Stansted to Brest (1 Ryanair flight/day, low-cost) or from Paris CDG to Brest (3 Air France flights/day), rent a car at the Brest airport and drive ~100 Km to Perros-Guirec.

Given the limited number of seats available on these flights, it is advisable to book them well in advance, to be able to select the most convenient ones (www.airfrance.com). Similarly, also an advance booking for the rental car is advised.

A high-speed train TGV (train grande vitesse) can be taken from Paris (Montparnasse station) direct to Lannion in approximately 4 hours. The TGV ticket needs to be booked in advance (www.tgv.com). There are also trains every 2-3 hours from Paris to Guingamp and from there to Lannion. You will need to change train once at the Guingamp station or, alternatively, you can take a taxi or rent a car from Guingamp (~40 Km distance to Perros-Guirec).

Parking in Perros-Guirec is free and widely available.

If you come by car, be aware that, although Perros-Guirec is a small city in terms of population, it is spread over a relatively large area. You will be arriving at the other end of the city (the port area) and you will have first to follow the directions “Centre Ville” and then “Plage de Trestraou”.

In case of "emergency" during your trip to Perros-Guirec, our friend Guy Rochard has kindly offered his assistance at anytime. His contact number is: + 33 (0) 6 89 09 33 40.

3.3 Visa Requirements

Some foreign nationals require a visa for entry into France. Please inquire with your local French consulate.

3.4 Climate

Meteo France has provided us with the following meteorological data about the weather in September in Perros-Guirec.

Average temperature: 15.6 °C

Average maximum: 18.5 °C

Average minimum: 12.8 °C

Average total precipitation level: 63.5 mm

Number of days with precipitation >1 mm: 9.6

I regret to inform you that Meteo France has refused to offer us a guarantee that they will make SFCG-24 rain-free. I therefore suggest you to carry also something against rain and wind, just in case we are unlucky!

3.5 **Currency Exchange**

Currency in France is the Euro. ATM machines and banks for currency exchange are available in Perros-Guirec. Major credit cards are readily accepted.

3.6 **Dress Code**

The dress code in Perros-Guirec is almost universally casual. The dress code for SFCG-24 is casual with optional jacket and tie.