



Inria Sophia Life, Clear & Nice

INTRODUCTION

***** On every Chapter you can go back to the summary, clicking on the cartoon on the top right or left of each page *****

The Inria website (Scientific & Practical issues, application forms...)

<https://intranet.inria.fr/>

<https://intranet.inria.fr/en>

The Inria tools, process and so on can look like a



So hereafter, main  &  to be helpful and make your **Life at INRIA**

→ Easy and nice.

Inria Website : <https://intranet.inria.fr/en>

intranet inria | Inria | Scientific issues | Practical issues | Professional issues

Fr | FAQ | Help | Admin

Search for a content, a Name

Directory Intranet Partage

Jane DESPLANQUES
SAER-SOP
Sophia Antipolis - Méditerranée

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SAFIn	GASPER

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MY SELECTION OF NEWS

MY FAVORITES

MY CALENDAR

IRIS INTERNAL SOCIAL NETWORK

My groups

JOB AGOS

inria.mygroups

NEWS

Inria

SCIENTIFIC ISSUES - NATIONAL

Subscriptions - FAQ
By Scholarly Information Management and Publication service
What about scientific subscriptions ? See the FAQ subscriptions ! All answers to your questions: which titles, how to access, who buys ... FAQ link (-)

> Read more

SCIENTIFIC ISSUES - NATIONAL

50 years and 50 ERC!
By Anne BRES
The Institute can now be proud of two new Inria laureates, Demian Wassermann (Athena team, Sophia), and Alexandre Gramfort (Parietal team, Saclay). W (-)

> Read more

INRIA - NATIONAL

An Inria startup Inria in Station F
By Anne BRES
Case Law Analytics, an Inria startup, is one of the seven businesses to join the "Microsoft AI Factory" programme - the Microsoft Incubator In Station F - (-)

> Read more

SCIENTIFIC ISSUES - NATIONAL

New call Mitacs - Deadline 11/08/17
By Julie POMFONNE
The new call for proposals opens on September 13, 2017. The deadline for applications is November 8, 2017, at 5 p.m. inria - Mitacs program will offer Maste (-)

> Read more

SCIENTIFIC ISSUES - NATIONAL

A review of the scientific strategic plan
By François Sillion
The production of the scientific strategic plan is progressing!
Thanks to the involvement of everyone - and, in particular, the working groups and the Mont (-)

1 comment(s)

Inria Sophia Antipolis... | My selection of news

INRIA - SOPHIA ANTIPOLIS - MÉDITERRANÉE

Fête de la science 2017 : du 7 au 15 octobre
By Valérie FRANCOIS

> Read more

EVENT - SOPHIA ANTIPOLIS - MÉDITERRANÉE | BUSINESS POLE

Business Pole : 5 years
By Anne SCHNEIDER
Friday September 22nd Sohia Business Pole is celebrating its 5 Years at 12 am the conference "centered networks users: transparency and control" (-)

> Read more

EVENT - SOPHIA ANTIPOLIS - MÉDITERRANÉE

PhD defense of Tuan Anh PHAM (WIMMICS)
By Christine FOGGIA
Tuan Anh Pham, PhD student of Wimmics research team, will defend his thesis on Friday September 22nd at 2:00 pm in I3S conference room, Euclide B building. (-)

> Read more

INRIA - SOPHIA ANTIPOLIS - MÉDITERRANÉE

#50 Years Inria at Sophia : the program
By Anne SCHNEIDER
After the Centre's party, 3 new events to celebrate Inria's #50Years this fall: 25 September, conferences of three scientists of Inria Sophia Antipolis -M (-)

> Read more

SCIENTIFIC ISSUES - SOPHIA ANTIPOLIS - MÉDITERRANÉE

Infodays H2020 Program 2018-2020
By Anne SCHNEIDER
From 2nd to 19th October specialists will come to Nice and Sophia Antipolis to present future European funding programs 2018-2020 during the European (-)

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INRIA National CRI SA-M + Newcomer's Guide

INRIA

INRIA FRANCE

<https://www.inria.fr/en/centre/head-office>

<https://www.inria.fr/centre/siege>



INRIA CRI SA-M (Centre de Recherche INRIA Sophia Antipolis Méditerranée)

Newcomer's guide

<https://intranet.inria.fr/en/Inria/Research-centres/Sophia-Antipolis-Mediterranee/Welcome>

Booklet

<https://intranet.inria.fr/Inria/Siege-Centres/Sophia-Antipolis-Mediterranee/Livret-d-accueil>

Site map

<http://www.inria.fr/centre/sophia/presentation/les-implantations-du-centre-sur-le-bassin-mediterraneen>



2

Contacts of internal services

Contacts: Assistant, Reception, General Services



For any questions contact your **team Assistant**

 7 7777 (+33 4 92 38 77 77 from outside) – name.lastname@inria.fr

CRI SA-M Reception

 7 7777 (+33 4 92 38 77 77 from outside) - sophia.accueil@inria.fr

NB: if you call from Inria site to internal service with only the extension, please enter 7 and then the 4 numbers

→ to make a call to external, enter the classic phone numbers

GENERAL SERVICES: Building Cauchy

<https://intranet.inria.fr/Inria/Siege-Centres/Sophia-Antipolis-Mediterranee/La-Direction-et-les-services-du-centre/Services-Generaux/Contacts>



Contacts: IT Support



IT Support: <https://intranet.inria.fr/en/content/view/full/9102>

The "permanence" office is located to **Cauchy building, C030)**

And The "magasin" are **open from 1pm to 5pm from Monday to Friday**

- for any **emergencies** : 04 9238 **5000 (7 5000) during the SIC working hours from 9am to 12am and 1pm to 5pm**

- And before to contact them maybe you could find the solution to their section:

<http://www-sop.inria.fr/semir/MyFAQ/>



**FOR ANY QUESTIONS TO IT AND GENERAL SERVICES,
USE THE HELPDESK**

<https://helpdesk.inria.fr/>



Contacts: Human Ressources



[Human Ressources Service \(HRS\) - Building Fermat](#)

<https://intranet.inria.fr/Inria/Siege-Centres/Sophia-Antipolis-Mediterranee/La-Direction-et-les-services-du-centre/Services-des-Ressources-Humaines/Contacts/>

The contact Depending on your team - ☎ 7 ????? (+33 4 92 38 ????? from outside) – name.lastname@inria.fr

[Questions](#) : passeport, resident permit, renewal, OFII, diane.polinelli@inria.fr

NB: Think to do the process on time to renew your resident permit (2 month before expiring)

[Questions](#): Work Contract, medical check up, holidays... christine.anglade@inria.fr

[General questions](#): christine.calvet@inria.fr

NB: You need to let them know about every change of your personal life (New address, Phone number, married, bank account..)

Everything explained on this link

<https://intranet.inria.fr/Formulaires-Procdures/Vos-demarches-administratives-liees-aux-ressources-humaines>



Contacts : Phone book, Social service

Phone book INRIA

<https://annuaire.inria.fr/>

Prevention doctor: Remy MATHIASIN

04 97 21 43 10/ r.mathiasin@ametra06.org



For any Social questions:

Nelly CELLA – 📞 06.75.75.91.89.87 cella.nelly@gmail.com or nelly.cella@inria.fr

Permanence: Every Thursday 9h to 13h In the Medical Office / **Building:** Ampère office A003)

☎ 04.93.84.07.82

Prevention Assistant:

Nadine TOUSSAINT

☎ 04 97 15 53 56

Nadine.toussaint@inria.fr

Building: Ampère, office A108

<https://intranet.inria.fr/Vie-pratique/Sante-securite-prevention/Prevention-des-risques-professionnels/Acteurs-de-prevention>

3

Transport : Inria location, partial covering, bus information, how to reach the Center, CIV, Taxi



Transport : Inria location

<http://goo.gl/maps/l8sJN>

INRIA Sophia Antipolis Méditerranée

Centre de recherche Sophia Antipolis Méditerranée

4,0 ★★★★★ · 6 avis

Institut de recherche

ENREGISTRER RECHERCHER À PROXIMITÉ ENVOYER VERS VOTRE TÉLÉPHONE PARTAGER

2004 Route des Lucioles, 06902 Valbonne

inria.fr

04 92 38 77 77

Fermeture imminente : 08:00–16:00

Revenir à cet établissement

Suggérer une modification

2 photos



Transport : Inria partial covering

In accordance to decree N° 2010-676 dated on June 21, 2010 Inria as an employer, partially covers the costs of subscriptions related to

travel by public transport between the usual residence and the place of work.

You will provide the 1st month the application form (link below) + proof of payment + copy of your travel pass to HRS by internal post

<https://intranet.inria.fr/Formulaires-Procedures/Vos-demarches-administratives-liees-aux-ressources-humaines>

and you will have to keep all the proofs (with the minimum limit of a one-year total).
Indeed **They can be requested in case of control by Inria Accounting Agency.**

➔ **Otherwise, a deduction from pay may be applied.**

Then if you change your address or if you decide not to renew your subscription, please make sure to inform your SMGHR department to stop your transport refund on your pay slip.

➔ **Any overpayment will be recovered by the payroll department.**



Transport : Bus Information

Info Bus & train in the area

<http://www.envibus.fr/>

<http://www.lignesdazur.com/index.asp> (Bus in Nice)

<http://www.cg06.fr/fr/servir-les-habitants/deplacements/transport-collectifs/lignes-et-horaires/lignes-et-horaires/>

<http://www.ter-sncf.com/Regions/Paca/fr/Default.aspx>

• Bus stop is **INRIA** at Sophia Antipolis, **between "Skema" and "Templiers"**

You go down front of the site





Transport : Bus Information

• Most of the time, to **come from Nice to Sophia**, the bus is **230** (1,50€)

⚠ this bus **doesn't work during the week-end**

➔ **Going to Sophia by Antibes:**

with **250** (cg06 link above) - the price is **10€**

bus stop "**Airport Terminal 1**" to Antibes, get off at "**Pôle Echange Antibes = PEA**" (You can ask to the bus driver)

and then take the **100 express** , from "**PEA**" to go up to Sophia, the **terminus** is "**GR VSA**" gare Routiere Valbonne Sophia Antipolis.

You can as well reach Sophia with **the bus 1** from Antibes from bus stop called "**PEA**"

• You can use **L001** or **L100** as well **from the city center from Antibes**

• You can use bus **230** as well **from the city center from Nice**

• To **get Sophia by train** if you come **from Nice or Cannes:**

➔ **get off in Antibes** and take the bus **L001** or the **L100 Express**

• With the **100** (envibus) or the **1** (envibus), price is **1€**

CIV- Access from terminus : "GR VSA" gare Routiere Valbonne Sophia Antipolis.

From Nice, Cannes or Antibes You will get off at "**Sophia Gare**" = GR VSA (Gare Routiere Valbonne Sophia Antipolis).

Go out from the bus and go on your left towards "**Place Bermond**"
(place with bars, snacks, banks ...)

you will cross place Bermond and the CIV is after later on from the place.

→ You'll request the key of your room to the **AGORA** reception opened 24/24 and 7/7

WARNING: The room is ready from noon, the day of your arrival, not before,

To Reach Inria from CIV

Bus "1" or "100" from "**Sophia Gare**" = GR VSA

and get off at "**INRIA**" (between "**Skema**" and "**Templiers**")

→ After that, go to the reception.



Transport : Taxi

Transfert service (Airport, Connection from place to another place, 7J/7...)

Sébastien PENET (English Spoken): 06.09.50.92.53 / contact@transfertservice.fr

Or: <https://www.facebook.com/Mytaxivan/>

4

**Arrival – Workstation
Phone station & Office /
Sending Post**



Your Arrival : Workstation & Phone station



1/ **The 1st day of your arrival**, you will go to the reception

They will take a picture and will give your Inria badge

2/**The team assistant or someone else from the team will welcome you**

You will have a desk with a computer and sometimes a phone station

You'll get your login and password + IT Charter

<https://intranet.inria.fr/en/Practical-issues/New-entrants/IT-advice-for-new-arrivals>

➔ *What we need to know about phone and using*

☛ *Extension*

04 9238 7600 à 7999

04 9238 7550 à 7599

04 9238 7150 à 7199

04 9238 5000 à 5099

04 9715 5300 à 5399

04 8973 2400 à 2499

NB: if you call from Inria site to an internal service

with only the extension, please enter 7 and then the 4 numbers

➔ to make a call to an external from Inria phone station, enter the classic phone numbers,

Your Arrival : Phone station



➔ You will find the modop below:

<https://intranet.inria.fr/Vie-pratique/Outils-et-services-numeriques/Services-numeriques/Telephonie/Projet-Telephonie-fixe>



Quick Start Guide




Cisco Unified SIP Phone 3905

- 1 Dial
- 2 Answer
- 3 Mute
- 4 Voicemail
- 5 Call Forward All
- 6 Hold
- 7 Conference
- 8 Transfer
- 9 Volume Settings
- 10 Tips




Note For best results, print on 8.5 x 14" (legal-sized) paper.

1 Dial


To place a call, pick up the handset or press the Speakerphone button , and dial a number.

Redial the last number


Press the Redial button .

2 Answer

When you get a new call, your phone light strip flashes red. To answer the call, do one of these:

- Lift the handset.
- Press the Speakerphone button .

3 Mute

Step 1 While on a call, press the Mute button .

Step 2 Press Mute again to turn Mute off.

4 Voicemail

When you get a new message, your phone provides these indicators:

- A solid red light on your phone light strip.
- An audible message waiting indicator (if available).

Listen to messages

Step 1 In the center of the Navigation bar, press the Feature button.



Step 2 Select Voice Mail (use the Navigation pad to scroll).

Step 3 Press the Feature button, and then follow the voice prompts.

5 Call Forward All

Step 1 In the center of the Navigation bar, press the Feature button.

Step 2 Select Call Forward All (use the Navigation pad to scroll) and press the Feature button.

Step 3 Listen for the confirmation tone, then enter the phone number to forward calls.

Step 4 To cancel call forwarding, repeat Steps 1-2.

When you lift the handset, you will hear a confirmation tone until you cancel call forwarding.

6 Hold

Step 1 Press the Hold/Resume button .

Step 2 To resume a call, press the Hold/Resume button again.


7 Conference

Step 1 From a connected call (not on hold), press and release the hookswitch to get a dial tone.

Step 2 Enter the phone number of the party to add to the conference.

Step 3 Press and release the hookswitch again (before or after the recipient answers). The conference begins.

8 Transfer

Step 1 From a connected call (not on hold), press the Transfer button .

Step 2 Enter the transfer recipient's phone number.

Step 3 Press the Transfer button again or hang up (before or after the recipient answers). The transfer completes.

9 Volume Settings

The Volume button is located below the keypad.



- To adjust the handset volume, press the Volume button up or down when the phone is off-hook.
- To adjust the ringer volume, press the Volume button up or down when the phone is on-hook.

10 Tips

How do I use the Feature button?

The Feature button enables you to access features such as Call Forward All, Pickup, and Group Pickup. You can press the Feature button and use the Navigation pad to scroll through the available features.

Where can I find a complete User Guide?

http://www.cisco.com/en/US/products/ps7193/products_user_guide_list.html

Americas Headquarters
Cisco Systems, Inc.
170 West Tasman Drive
San Jose, CA 95134-1706
USA
<http://www.cisco.com>
Tel: 408 526-4000
800 553-NETS (6387)
Fax: 408 527-0883

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Your Arrival : Office

Your Office:

You open it with a key. You will find it in the key box in the assistant office

- ☛ It's really important to return the key every night before leaving
- ☛ it's really important to keep clean = **No store any dishes from the restaurant**

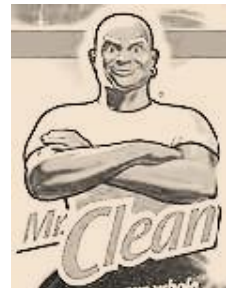
The cleaning:

Cleaning offices: **once a week**

Rubbish offices collection: **once a week (Wednesday morning)**

Paper Rubbish collection in photocopier room: **every day**

NB: Lavatory, Restaurant, Fitness room: **every day.**



Sending Post



→ Entrance of your building

1 basket for incoming mail

1 basket for outgoing professional or student mail (leave your post in and the reception will stamp it)

☛ **Time:** The receptionist delivers the mail and pick up the outgoing ones, around 12:30 everyday

After this time, you can carry out your mail directly at reception before 03:00 pm if you want it leaving the same day.

→ UPS

Inform the team assistant before 2:00 pm with the mail

*She needs to fill out an application form with **a full address and mobile phone of the recipient, object and contract.***

Then give it at reception – before 03:00 pm. After this time it will leave the day after

5

**Access Rules (internal rules) &
Badges,
Official working hours,
Lunch Time**

Access Rules & Badges



- **6.30am-10pm during the week** (the gate is open)
- **8am-8pm on Saturday, Sunday and RTT days** (the gate is closed, but opens with your badge)

Outside these hours, the gate and buildings will be closed and not accessible.

Special permission must be granted ahead of time for access beyond this schedule .

(A detailed request must be sent by your responsible at acces_ex_sophia@inria.fr) -

After the deadlines (8pm, 10pm depending on the days) every Inria members will be asked to leave Inria.

For security reasons, even when the site is open, the building require your badge to enter.

→ It is important that you carry your badge with you all times.

INTERNAL RULES

<https://intranet.inria.fr/Inria/Reglement-interieur-national>

Access Rules + Badges



At reception: you will be delivered a badge the first day (picture compulsory)

In case you lost it

→ Inform the team assistant or send an email to Helpdesk

<https://helpdesk.inria.fr/categories/187/show>

→ You will be informed as soon as you can get the new one (usually, one day after)

→ In the meanwhile, you will receive a visitor badge from the receptionist

In case you forget it

→ Ask at reception for a visitor badge in exchange for an ID (National card or passport)

→ For lunch time, spelling your last name to the cashier will be required

When you leave INRIA (end of contract)

→ You will throw it away or you may keep it safely in memory 😊

→ You will return the holder to the reception



Official Working Hours & Bank Holidays

- The agent has to arrive before 10:00 am and leave after 04:30 pm
- Lunch time break between 45 minutes and 2 hours.
- From Monday to Friday 38,30 hours per week (Except trainees → 35h/week)
- For any different schedule and absence, you have to talk about with your team leader.
- Next National Bank holidays (Inria will close):
<https://intranet.inria.fr/Carriere-vie-professionnelle/Organisation-du-travail/Conges/Conges-annuels-et-RTT>



Lunch Time → API restaurant

<https://intranet.inria.fr/Vie-pratique/Infos-pratiques/Infos-pratiques-centre/Restauration>



The **Inria Restaurant** - building AMPERE (on the top) facing the pool

From Monday to Friday from 11:30 am to 1:30 pm

You will have lunch within the company price (Depending on your status and Inria support a part of the cost),

This rate includes: Starter, Main Course, Dessert and Cheese

The first day at Inria, you will give your Last name at the cashier

Loading your badge :

- with cash at the cashier (specially the 1st day at Inria)
- with credit card at the self-service kiosk (entrance of the restaurant on your right)

and the next day, you will be registered in the data base so you could use your badge without spelling your last name,

→ Think to request the remaining credit on your badge the last day of work at Inria.

6

Accomodation

Accommodation



Residential hotel

- <http://www.resideal.com/antibes/residence-hoteliere-antibes.htm>
- you have as well access to the cci website <http://guidedulogement.mac2c.com/>

with Inria connexion : Login : Entreprise63 / Password: rerehazuq

Your search criteria is published to 205 estate agencies

- <http://www.goelia.com/residence-vacances/biot-sophia-antipolis/residence-appartea-golf-side.253.4.php>
- <http://relais-sud.fr/>

Residence Student

<http://www.etud-accueil.fr/en/>

<http://www.crous-nice.fr/>

<http://www.habitat-pluriel.fr/etudiants/>

<https://www.adele.org/residence/1243/residence-oxford-1243/biot>

<http://www.nexity-studea.com/residences-etudiantes/nice/06.html>

<http://www.cia-france.com/French-courses-for-adults/Accommodation/Residences/Villa-Nador>

<http://www.nemea-residence-etudiante.com/france/provence-alpes-cote-d-azur/alpes-maritimes/biot/le-magister/residence-57.html>

<http://www.grand-sud-accueil.com/2,saint-exupery,sophia-antipolis.php?PHPSESSID=aigdmrrei5tn5p5463b0ienc86>

Accommodation



CIV <http://www.civfrance.com/centre/hebergement>

• INRIA & CIV signed an agreement

[Residences Thesa & Oxford near Inria offer apartment with reasonable prices](#)

→ More details in the document [Housing_Inria_info](#) [HERE](#)

WEBSITES to rent in the area

PAP or Leboncoin or Bienici

<http://www.pap.fr/>

http://www.leboncoin.fr/locations/offres/provence_alpes_cote_d_azur/alpes_maritimes/?f=a&th=1&ret=1&ret=2&ret=5

<https://www.bienici.com/recherche/location/antibes-06600>

7

Bank Account



Bank Account/Société Générale and Civil Liability

➔ Address: **Place Bermond – 06560 Valbonne**

☎ : +33 (0)4 92 96 54 40

📠 : +33 (0)4 92 96 06 59

How to reach:

https://particuliers.societegenerale.fr/rechercher_une_agence_ou_distributeur_billets.html#cp=06560

Near CIV

Opening times:

Monday to Wednesday: 09:00 a.m. to 13:15 p.m. & 14:15 to 18:00 pm

Thursday: 09:00 a.m. to 13:15 p.m. & 14:15 to 17:00 pm

Friday: 09:00 a.m. to 13:15

Saturday: closed

Doc required: identity papers + Inria Certificates (internship agreement for interns/Inria Contract for employees) +

Proof of permanent address + proof of address in France

➔ A **RIB** (bank account identity)

will be printed and you will submit to the team assistant for your Inria file and get your salary

NB: *Bank can provide civil liability – see directly with them for conditions & prices*



Bank Account/Compte Nickel



→ <http://comptenickel.fr/>

For further english informations click [here](#)

THE FIRST ACCOUNT WITHOUT A BANK / Completely secure

-**The customer** is responsible for their login and passwords. If you enter the wrong PIN three times in succession, your Compte-Nickel card will be deactivated and you will have to pay for a replacement (cost: €10).

- **Everything possible** is included in the **€20 subscription**. On page 9 you will find details of the seven Compte-Nickel services for which you will be charged. When you contact us, you will be responsible for the cost of the phone call, text message or Internet connection (depending on your contract).

-**You must be over 18 and a permanent resident of France to open a Compte-Nickel account. You can have French or any other nationality. (identity card or passport for European citizen and for non european citizen, a french resident permit is requested.**

- **Compte-Nickel has the right to close your account in the following situations:**

- the supply of false information,
- the account holder is considered legally incompetent,
- no response to requests for information,
- insufficient funds at the time of the yearly subscription renewal.

-**Your account and card can be stopped in a number of situations:**

- suspected fraud,
- suspected stolen card.

-The **mobile phone number** associated with the Compte-Nickel account must be valid and accessible to the account holder. If not, the card PIN and Internet login details will not be supplied, and the account will not function.

- **Compte-Nickel does not permit cheque deposits.** It **does not supply cheque books** or banker's drafts.

- **Internet access and a valid email address are required** to use all the features of Compte-Nickel. Transactions cannot be carried out via texting alone.

8

Social Coverage

Social Coverage



Foreign Interns → Before coming in France you have to provide a certificate of your insurance which will cover you during your stay in France.

Below 2 links to have an idea of what we are talking:

http://www.europ-assistance.fr/fr/voyage?gclid=Cj0KEQjwy7qrBRC4lp7_hM3dgl0BEiQA72pCnhcX3AXFCc

[eRuUZqvEEzenZzJJo0sbfG1roOu7YT8aAIRy8P8HAQ](http://www.europ-assistance.fr/fr/voyage?gclid=Cj0KEQjwy7qrBRC4lp7_hM3dgl0BEiQA72pCnhcX3AXFCc)

<http://en.april-international.com/france/visitors-insurance>

Interns who studies in France → Your school open your rights with social coverage

!! Students changing of status → **inform your social coverage, insurance.**

Others status paid directly by INRIA (Engineer, Phd etc) → HRS will register you with MGEN (social security for public company)

MGEN des Alpes Maritimes - 39 rue Trachel 06000 NICE - Tel : 3676

Philippe CASSEGRAIN pcassegrain@mgen.fr

or if you worked before with private company you are already connected with social security and have already your social security number.

<http://www.ameli.fr/> If you need any information about your French Health Insurance rights, call the **special Advice Line** on :

0 811 36 36 46 from France (local call price from fixed phone line)

0033 811 36 36 46 from foreign countries (call rates vary between operators)

3646 for french people

Find a doctor & What to do with INRIA if you are sick



[Near INRIA → A place called Shopping Center Saint Philippe](#)

<https://goo.gl/maps/asKSk3CA4uE2>

☛ [Doctor English Speaker](#)

Dr Laure Lammens or Lustina DINU

200 Av Roumanille

06140 Biot

☎: 09 81 18 65 62

Or go to the **Pharmacy** request advice and contact

Near Garbejaire

Dr Nadia ROINE ARMANA or Emmanuel LAVERNHE

1755 route des Dolines

06560 Valbonne

☎ 04 93 65 32 79

[! In case you are sick and not working → from 31/12/2013: no more unpaid day \(maybe is gonna change...\)](#)

[but Give your Medical Certificate to HRS within 48 Hours](#)

Complementary Health Insurance



A complementary health (called a mutuelle) is a policy which reimburses medical costs not covered by the Social Security.

Depending on the policy chosen, it will cover a part or full remaining percentage NOT reimbursed by the French public system.

Below some links with more details

MGEN Contact for any informations : dial 3676

<http://www.anglophone-direct.com/New-article,2160>

<http://www.french-property.com/guides/france/public-services/health/voluntary-health-insurance/getting-insurance/>

Health Care Insurance Comparator

<https://assurances.lelynx.fr/assurance-sante/compositeur-sante-profil.asp>

9

Taxes in France



Taxes in France

→ All the details [here](#)

And **below** some main points

- In France, **your income must be declared to the Tax Office = Centre des Impôts**
- You are required to declare in current year **the income you received** (salary or scholarship income) **in N-1**.

In France, filling a tax declaration does not necessarily mean that income taxes have to be paid.

The declaration is also used to assess the percentage of local taxes you need to pay if you rent a place to live.

- The form has to be completed, signed and sent back **before the deadline which is specified every year**.

The deadline depend on your situation. You may check by asking Science Accueil.

*For example, tax return can be done later if it is done on line but **beware** : if you declare your income for the first time,*

it won't be possible to do it on line.

- Note that « to declare » your income in France does not mean « to pay » for income tax in France. Indeed, France has signed a lot of fiscal conventions with different countries to resolve special cases or avoid dual taxation. **(See the details in the link above)**

! Failure to declare may result in serious administrative difficulties

Taxes in France

certificate of tax residence



→Who should declare

According to the tax code, there are several circumstances for sending a tax return to the « centre des impôts »

For example :

- If you receive income from a **French source**
- If you have a **professionnal activity, salaried** or not, unless it is a minor activity
- If **France is your main country of residence** (last year you spent **more than 183 days in France**)

These circumstances are applicable to the **vast majority of researchers coming to France for research work. Fellowship holders (post-docs)** are included, and **only students with a grant do not have to pay income tax, under certain conditions.**

Scientists with a resident's permit with the mentions « scientist », or « salaried worker » or « temporary worker » must declare their annual income.

→To help you when HRS request you to fill out the certificate of tax residence

http://europa.eu/youreurope/citizens/work/taxes/income-taxes-abroad/index_en.htm

You can select your language top on right



Taxes in France

→ To get your tax return form

At your local *Centre des impôts*

- To find the address of your tax office, go to : www.impots.gouv.fr
 - Click on « contacts »
 - At the bottom of the page, fill in the box with your home address
 - Then, within the window that appears, click on « centre des impôts »
- The tax return form should be available online.

→ More help [HERE](#)



Taxes in France

→ You need help with your tax return?

- Go to your local tax office « Centre des Impôts » for unusual situations or to the Mairie of your residence.
- Or ask Science Accueil !

Email : contact@science-accueil.org

- Or contact **Departmental Public Finance Directorate from ALPES-MARITIMES**

DDFIP ALPES MARITIMES

15 bis rue Delille

06073 Nice Cedex 1

☎: 04 92 17 60 00

✉: ddfip06@dgif.finances.gouv.fr

10

Resident Permit : Renewal



Resident Permit : Renewal

☛ Request your renewal before validity of resident permit has been expired

!! Prefecture won't accept any pretext and You will have to pay an extra of **180€**

➔ You have to start the process 2 month before the end of your resident permit

with all documents required, contact diane.polinelli@inria.fr (HRS)

☛ You can find the Application form:

<https://intranet.inria.fr/en/Practical-issues/New-entrants/Accueil/Working-in-France>

You'll find the application corresponding to your situation

11

**What you are eligible :
Transport – Training – Days OFF**

Transport



In accordance to decree N° 2010-676 dated on June 21, 2010 Inria as an employer, partially covers the costs of subscriptions related to

travel by public transport between the usual residence and the place of work.

You will provide the 1st month the application form (link below) + proof of payment + copy of your travel pass to HRS by internal post

<https://intranet.inria.fr/Formulaires-Procedures/Vos-demarches-administratives-liees-aux-ressources-humaines>

and you will have to keep all the proofs (with the minimum limit of a one-year total).
Indeed **They can be requested in case of control by Inria Accounting Agency.**

→ Otherwise, a deduction from pay may be applied.

Then if you change your address or if you decide not to renew your subscription, please make sure to inform your SMGHR department to stop your transport refund on your pay slip.

→ Any overpayment will be recovered by the payroll department.



Training

- **Interns, are not eligible as** you are considered having already an internship = training
- Applicants to Inria training sessions must **be working at INRIA more than 6 months**
- **HRS collect annually +/- in October** the list of the agents needs via your team assistant and your responsible so don't forget to talk to **your Responsible** about it.

Exception: request for french classes outside of this period from the agents who arrive during the year.

Info+: if you want personal language courses, away from Inria and just near Inria, there is :

ELIKA TRAINING!

contact@elikatraining.com

☎ + 33 (0) 661 143 565

☎ +33 (0) 981 650 812

Centre Regus – Bâtiment Aristote A - Les Algorithmes

2000 route des Lucioles

06164 Biot Sophia Antipolis

<http://www.elikatraining.com/index.php/en/>

Days Off



→ **Inria work Contract + Internship agreement** you are entitled to days off (about 2,5 days a month)

After asking to your team leader, you have to fill in **CASA***:

<https://casa.inria.fr/auth.php>

⚠ When there is a bank holiday or National RTT during the holidays that you want to book, you have to fill out CASA in 2 steps (before the bank holiday and after it)

***NO CASA for interns**

→ After approval from the team leader about your absence, update it in your calendar Zimbra

For the status outside Inria (no paid by Inria), please inform the team leader about your absence.

⚠ Days off from N-1 submitted after April 30th N+1 won't be accepted!

☛ **For example** we are the 04/02/2018 and you have still like 5 days off from 2017

→ Take them before 30/04/2018 otherwise they will be lost!

Below the link to inform you about **french bank Holidays**

<http://intranet.inria.fr/drh/dossiers/conge/calendrier.html>

12

**Sporting, Cultural & Social Life =
AGOS**



Sporting, Cultural & Social Life

Beneficial Owner: Be paid by Inria

AGOS

Association de Gestion des Oeuvres Sociales de l'INRIA/ Management Service activities
Association, governed by 1901 law & managed by and for INRIA agents.

<https://intranet.inria.fr/en/Practical-issues/AGOS/AGOS>

Secrétariat Building Ampère - Room A112

☎ 04 92 38 5062 - ✉ agos-sophia.assistante@inria.fr

Opening Hours

No currently permanent assistant

➔ *You will receive the permanence informations soon*



!! As you use the AGOS' Benefits, you agree to be AGOS' Spirit observing the rules and all



Sporting, Cultural & Social Life

→ **Discounted rates & facilities** according your salary & family, for:

Trip, holidays resort, summer camps, sporting & cultural activities and so on

https://www-agos.inria.fr/action_sociale.php

http://www-sop.inria.fr/agos/DR:I/Web/index.php?option=com_content&task=section&id=4&Itemid=31

→ Access to the **fitness room** (building ampère)

http://www-sop.inria.fr/agos/DR:I/Web/index.php?option=com_content&task=category§ionid=5&id=72&Itemid=30

To register: send a **medical certificate** to agos-fitness@sophia.inria.fr

To credit the fitness room access on your Inria badge , contact agos-sophia.assistante@inria.fr





Sporting, Cultural & Social Life

→ AGOS partially subsidizes some events: **cinema, concert, jazz festival, theater and so on**

http://www-sop.inria.fr/agos/DR:l/index.php?option=com_content&task=section&id=6&Itemid=34

http://www-sop.inria.fr/agos/DR:l/Web/index.php?option=com_content&task=view&id=15&Itemid=36

→ **Rooms to be used:** Photo lab, music room ...

http://www-sop.inria.fr/agos/DR:l/index.php?option=com_content&task=section&id=6&Itemid=34

→ **Media Gallery: BibAgos** (Loan books, comics, cds, dvds, ...)

<http://www-sop.inria.fr/agos/DR:l/ancienweb/mediatheque/>

Room: C008 – **Building Cauchy**



Valerie Pascual : books

Sophie Honnorat : cederom & CD

Claire Senica : DVDs

Nathalie Bellesso & Anita Guiteau to welcome you and provide you any informations

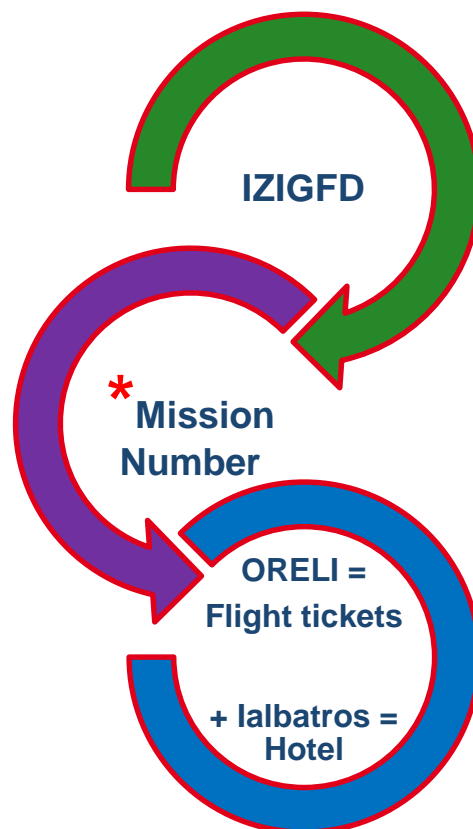
Monday & Thursday: 12h30 13h30 – [Permanency Calendar](#)



13

**Mission – Schema + IZIGFD + ORELI +
Ialbatros + Report mission + Contacts +
Inria Car + Cash Advance + Travel
insurance**

Schema



- * We only need the OM number for the approval step in Orelis
- You can pre-book your flight ticket with ORELI without the OM number

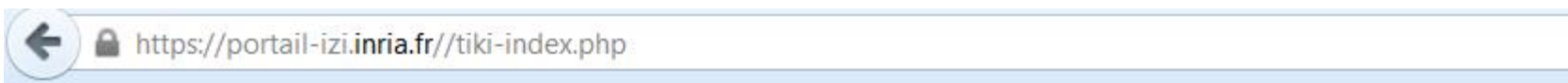
User guide : <https://partage.inria.fr/share/page/document-details?nodeRef=workspace://SpacesStore/a1d61cbc-a2b9-4f14-98c8-4823d77c347e>



IZIGFD

1/ Once discussed with your team leader about your professional trip and the **financial source** (name and number of the contract)

2/ **Create your mission** with IZIGFD <https://portail-izi.inria.fr//tiki-index.php>



Bienvenue sur le site de IziGFD,

Connecté en tant que 'jdesplan'(se déconnecter)



demander mission



voir mes missions



voir compte bancaire



voir vehicule



fiche retour de mission



valider missions



gérer délégations



FAQ



anomalie evolution



IziGFD



REQUEST FOR PROFESSIONAL TRIP AUTHORIZATION

The deadline to return all your expense forms is **20 days** after after your travel

Send to the Travel Office (Administration and Finance Department)
30 days before the deadline for payment of registration fees
30 days before a departure abroad - 8 days before a departure in France
See the [travel guide](#) for details of the applicable regulations

Back Confirm

TRAVELLER'S DETAILS

PURPOSE

travel motive :

Final travel destination

Town/city (in french)

For towns/cities including the word 'SAINT', use the abbreviation 'ST'

Attending a scientific event as Select

Assignment as part of a school/ongoing training as Select

Travel to attend an exam as Select

EXPENSE CLAIM

No charge for INRIA

Advance Request

Travel

Stay (meals and/or accommodation)

Scientific event

Budget allocation project/department number if not, please specify budget (in case of multiple budgets allocation numbers, give details in the 'Comments' field)

To be justified from a contract

Analytical code 2

Visa request

Ticket paid by

Accommodation booked

Registration fees

Estimated amount (€) of travel expenses involved in Orel

Amount in euros :

Payment :

Name and No.

TRAVEL DETAILS

For flights or train booking, contact the travel agency by e-mail or telephone

ITINERARY	Departure town:	Date: (DD/MM/YY)	Time: (HH:MM)	Arrival town:	Date: (DD/MM/YY)	Time: (HH:MM)	Transport used:	Type	Location
									<input type="checkbox"/>
									<input checked="" type="checkbox"/>

Add a Journey Return Journey

(1) Plane ----- If special rates : No discount

(2) Train Select Reduction : % No discount

Grand Voyageur card

(3) Fiscal horsepower of the personal vehicle : (CV)

(4) Rental vehicle : provide authorization from the travel office

(5) Car pool : Driver name :
Passengers names :

COMMENTS

(Please specify any details which can help the process relating to your travel; for example dates of private stay, multiple budget allocation, etc.) => 650 characters max

This travel request will be managed by traveller's missionary assignments office.

Back Confirm

1-Travel Motive :

Name + dates of the conference + website

Ex: AVSS 2018 from 27 to 30 of Nov <https://avss2018.org/>

Or if it is not a conference, describe the job you will do (topic etc) and with who (name of the lab etc)

2-Scientific event, tick if it is and select attendee or speaker

3- No charge for Inria if your mission is paid by another company

Or to attend a school or an exam

4- Advance request (for mission outside France)

⇒ For that you have to provide **1 month before** the mission to your assistant, the **booking of your accommodation** (hotel, Air BnB etc)

⇒ Just be sure that the **dates and your name appear**

5- Travel you tick and you specify ticket paid by Inria (most of the time) or by "traveler" (for example in the case you go with your wife/husband and you want to travel together so you will specify it in comment - In this case, think to request an invoice separated of the cost of your wife/husband to join with you post assignment mission)

NB: it's mandatory to use ORELI to book your tickets except when the company is not covered by ORELI (Low cost company)

6- Estimated amount: mandatory for the beginning with the new. But don't worry just write an estimate

7- Stay, you tick,

8- Accommodation booked, either by Inria (ORELI) or by other means

NB: For mission in France it's mandatory to book hotel with ORELI

9- Scientific event: you tick if it is

10- Registration fees: yes or no

If yes, the amount and then if you paid with Inria Credit Card or yourself

⇒ If you paid yourself, you will join the invoice and the confirmation of registration to your post assignment mission

11- Budget allocation: tick if it is your team which will support

IF NOT: DON'T TICK

And fill out the 12 with the specific "destination budgétaire" OORECH0000-00

In this case, you will have to join to your assistant the agreement for using this one

13- Tick and write Name and Number of the contract EVEN if it is "DOTATION 5354"

14 & 15 - most of the time, no need to fill out

16- Travel Details - Detail from your house to the place of your meeting, conference etc

17 - Tick when it is the location of your mission

And then details of your back

18 - NB: If you use your personal car, ⇒ Think to send to your assistant documents of your car (registration and insurance, once a year it's enough)

19- Think to complete if you will car pool

20 - Comments:

Really important to be short and clear

Write the **personal date of your trip** if it is and that there is no financial effect for Inria (you will send the screen shot to the assistant showing that the price is the same) **Specify any important information for the mission department** (if you paid tickets yourself and why and so on)



IZIGFD

! This webservice is Open from 02:00 am to 11:00 pm everyday

Your request must be validated, usually by the team assistant or your team leader

→ Once your trip is validated in IZIGFD, it will be implemented in GFD/OPSF 4 times a day
(Monday to Friday 7h30, 11h30, 14h00, 16h00)

NB: If a city doesn't exist → Write the closest known one + specify it in comment + request it with a ticket To <https://helpdesk.inria.fr/categories/161/submit>

IZIGFD



Important points to know when you create your mission:

Trip in Europe: your trip will start the day before the beginning of the conference...

Trip outside of Europe: your trip will start 2 days before the beginning the conference...

⚠ If you plan to arrive in the country of the mission a few days before or to stay a few days after the mission, for holidays or any personal reasons :

→ the financial service will just refund you the length of the professional trip/Conference, without including day before and day after!

→ Make sure that the price of the tickets would be the same and do **write in “Comments”** on the bottom of IZIGFD **“For personal reasons & without financial implications for INRIA”**



Cash Advance

→ You can request for cash advance when you fill out the mission in IZIGFD

to cover up a part of the mission expenses

- You have to forward your booking hotel or a proof of accommodation to **the assistant**
- **3 weeks before the mission** to get the money on your bank account
- You will receive 75% of the mission expenses (meals and nights compensation regarding minefi rate)

For example:

5 nights in a hotel to Krakow

According MINEFI, group 1, the rate refund is 175€ for 1 night + 1 breakfast + 1 lunch + 1 Dinner

→ After sending your hotel booking, you will receive +/- 650€ (= 175×5 and 75% of 875€) in cash advance

If 5 nights in a french country :

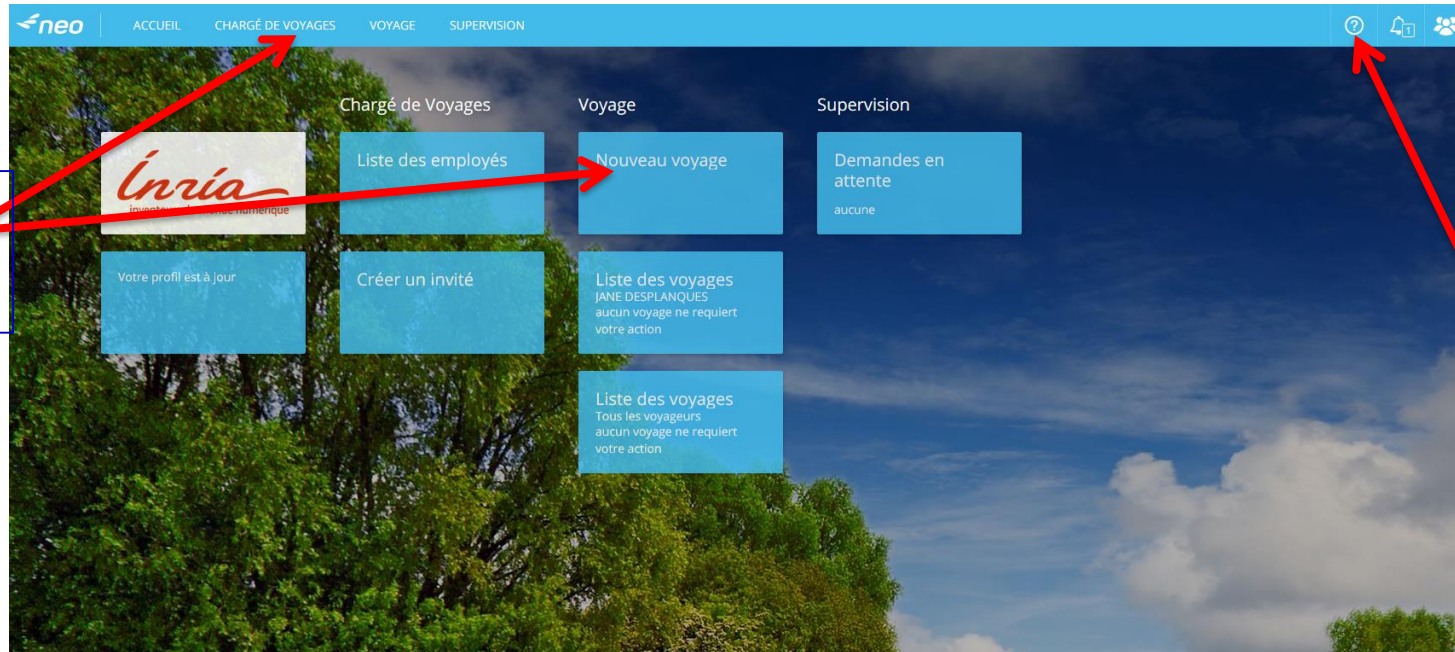
→ After sending your hotel booking, you will receive +/- 470€ (= 5 nights * 95€ reimbursement per night + 10 meals between lunch & dinner * 15,25 → 75% of 627,5) in cash advance.

ORELI

Once you receive from IZIGFD by email **your mission number**,

➔ **Book your trip with ORELI/KDS flight and/or train**

<https://neo.mykds.com/home?instance=inria>



Book your flight or train tickets and/or hôtel

You will find the contact
If any question about your booking

Train Tickets: We have **96h to approve** your booking in ORELI

Flights Tickets: We have **48h/72h** - The airline specifies in the email requesting approval how long price is guaranteed

!! If You pre-book on Friday, you could lose your tickets...

!! To approve in ORELI we need the **OM NUMBER** provided by creating **your mission in IZIGFD**

ORELI



Sometimes, your travel is “complexe” and you can’t book it with Orel
(for example: they don’t suggest flights with specific low cost compagny)

→ mail to: fr.businesstravel@service.amexgbt.com with your request

→ They will send you a proposal and after having confirmed your travel, you will receive e-tickets

! Think to cc the assistant

NB: For the moment you can't book any Transavia flight tickets by ORELI not even in Offline with American express

→ you have to pay yourself and ask the refund when you will do the report mission

Low Cost & bags permitted : https://wiki.inria.fr/Oreli/Low-cost_et_bagages_autoris%C3%A9s

Mission in France/Hôtel : Ialbatros



The service is called “IALBATROS” but it is the same link to book flight/train tickets

➔ For mission in France it's Mandatory to book a room using ORELI

120€/night : Paris (75) + 78 + 91 (les Yvelines & l'Essonne)

95€/night : other french countries

Otherwise you will get only 60€ per night

The only situations where you can book hotel outside ORELI

- No room available within 5km
- Some hotel doesn't reply online, it's called “Hotel en demande”
- ➔ If the reply later is “no room available”
- If room suggested is unacceptable in terms of comfort
- If hotel can't host properly disabled people



To prove one of these cases and to get the full refunding:

MAKE A SCREENSHOT and/or keep any message (cancellation) from hotel that you will join to your report mission, writing in comment what happened

Mission in France/Hôtel : l'albatros



In case your hotel booking with ORELI (most of the time 😊) will be successful,

- You'll receive by e-mail a voucher
- **Print your VOUCHER** and present it at hotel reception
- **Important to know:** You don't have to pay the tax for staying - if any pb email to benoit.Chauvin@inria.fr



Mission in France : Expenses Limit

Mission in France → 2 meals per days are refunded: lunch and dinner

→ 15,25€/meal

→ For the accounting service, the breakfast is included with the price of the night so it won't be never refunded

→ 1 night in **Paris** and department of “**les Yvelines**” won't exceed **120€**

→ 1 night in others department (**77, 91, 92, 93, 94 et 95**) and **province** won't exceed **95€**



Mission outside France

Accommodation booking and Expenses Limit

You can book with any means (booking.com, AirBNB and so on), just be sure :

- 1- To be able to provide an invoice
- 2- Your name + date of booking appear on the invoice
- 3- The price will match with Inria policy

For that, check MINEFI indicating the country of your trip

https://www.economie.gouv.fr/dgfip/mission_taux_chancellerie/frais

“Groupe 1” - The rate includes 1 Night with Breakfast + 1 Lunch + 1 Dinner per day

The night is 0,65 of the minefi rate

1 meal is 0,175 of the minefi rate

Example: for a mission in UK, the MINEFi Groupe 1 is : 130 GBP

- ➔ 1 night + breakfast won't exceed 84,50GBP
- ➔ 1 meal per day won't exceed 22,75GBP
- ➔ $84,50 + 22,75 + 22,75 = 130\text{GBP}$ per day



Mission : Contacts for assistance

Flight or train Tickets : American Express Contact

From Monday to Friday 08:30 am to 06:30 pm (not for bank holidays)

☎: 01.72.28.94.12

✉: fr.businessstravel@service.amexgbt.com

Access After Hours/Service 24/24h: 01 72 03 96 91

available from 06:30 pm to 08:30 am

from Monday to Friday + week-end and bank holidays

⚠ These calls are billed 30 € HT → so only use it if necessary

**Any prob with a booking in Oreli including hotel,
you can Contact : Si.moa.oreli@inria.fr**



Mission : You can book an Inria car

→ INRIA has 4 utility cars

<https://intranet.inria.fr/Vie-pratique/Infos-pratiques/Infos-pratiques-centre/Reserver-un-vehicule>

• To book one:

Mail to

<https://helpdesk.inria.fr/categories/208/submit>

With names of the driver + names of passengers **(if you drive more than 10 hours → 2 drivers mandatory)**

dates and schedule (departure & return)

Where

Why

Taking over the Car:

- You can have the car the day of the departure not the day before
- Get back the keys and car registration paper to the reception
- Check if the credit card for petrol and motorway is well with the papers → only use it in **Total petrol station** and for motorway fees.
- Don't forget to ask the PIN number of the credit card
- Think to fill up the car with petrol when you come back and park it where you found it

Mission : FILHET-ALLARD Insurance



For any agent in mission for Inria (IZIGFD application form) the insurance will cover:

- Foreign missions for agents paid or not by Inria (travelling with Inria mission order)
- Missions in France for agent non paid by Inria and living outside french territory (travelling with Inria mission order)

 + 33 1 49 02 46 70 (for emergency)

and the insurance number that you have to mention in case you call it: **INRIA- 4.904.188**

and then you will have to mention as well:

First & Last name

Where you are (country, city..)

Why you are calling

A phone number where you can be reach

More information with Intranet:

<https://intranet.inria.fr/Vie-pratique/Achats-Remboursements/Voyage-d-affaires/FILHET-ALLARD-2016-00501>



Mission Report

<https://portail-izi.inria.fr//tiki-index.php>

← <https://portail-izi.inria.fr//tiki-index.php>

Bienvenue sur le site de IziGFD,
Connecté en tant que 'jdesplan'(se déconnecter)

- demander mission
- voir mes missions
- voir compte bancaire
- voir vehicule
- fiche retour de mission**
- valider missions
- gérer délégations
- FAQ
- anomalie évolution

IziGFD

Mission Report – To do ASAP after coming back



Living Expenses

Number of meals paid by the person on the assignment (during the trip supported by Inria)

Number of hotel nights paid for by the person on the assignment (attach the bill)

Other expenses (no supporting documents)

Number of trips by public transport (Bus, subway, streetcar) during the trip (bundle of 1,50 euros/journey)

Number of miles by PV during the trip (consistent with the declared journeys)

Other expenses (please attach supporting documents)

Indicate the amount and currency (value list), especially do not convert expenditures in euros.

Nature of the expenses incurred by the employee	Amount	Currency
Plane	<input type="text" value="0,0"/>	<input type="text" value="AFGHANI"/>
Train	<input type="text" value="0,0"/>	<input type="text" value="AFGHANI"/>
Rental vehicle	<input type="text" value="0,0"/>	<input type="text" value="AFGHANI"/>
Fuel (pool vehicle/rental vehicle)	<input type="text" value="0,0"/>	<input type="text" value="AFGHANI"/>
Tolls	<input type="text" value="0,0"/>	<input type="text" value="AFGHANI"/>
Car Park	<input type="text" value="0,0"/>	<input type="text" value="AFGHANI"/>
Taxis	<input type="text" value="0,0"/>	<input type="text" value="AFGHANI"/>
RER or other transport (out of bundle)	<input type="text" value="0,0"/>	<input type="text" value="AFGHANI"/>
Conference Registration fees	<input type="text" value="0,0"/>	<input type="text" value="AFGHANI"/>
Others <input type="text" value="(specify)"/>	<input type="text" value="0,0"/>	<input type="text" value="AFGHANI"/> (attach supporting documents)
Others <input type="text" value="(specify)"/>	<input type="text" value="0,0"/>	<input type="text" value="AFGHANI"/> (attach supporting documents)
Others <input type="text" value="(specify)"/>	<input type="text" value="0,0"/>	<input type="text" value="AFGHANI"/> (attach supporting documents)

Comments

Submit your post-assignment report sheet

You will join the invoice of the hotel
NB: no need to provide the receipt of meals

You will join all receipt of any expense declared in this part

If you travel for personal reason With no financial effect, if you paid the tickets yourself and why and all important things



Mission Report



Any costs connected with hotel and within the mission, will be funded (hotel & Flight, bus, taxi, wifi and all)

⚠️ The refund is made only upon proof of payment and receipt (hotel, taxi, bus and all) Except meals → only writing how many you paid

⚠️ Provide your Post-assignment report sheet ASAP after the end of your mission

After submitting in IZIGFD, Give 2 copys of your Mission Report + all of the receipts to the Team assistant In the same time send to the assistant 1 pdf file including the report of mission from IZIGFD followed by all of the receipts and invoice from taxi, hotel etc

Fiche de renseignements de la mission

Message à destination des gestionnaires de mission
Attention, OH modifié !

Mission

agent :
service :
intitulé :
objet :

Trajets

Départ de	Date	Heure	Arrivée à	Date	Heure	Transport utilisé	Type
NICE	08-30	08:30	NICE	08:30	08:30	train	aller
NICE	09:40	09:40	LONDRES	17	10:40	avion	aller
LONDRES	11:00	11:00	LONDRES	18:00	18:00	avion	retour
LONDRES	22:00	22:00	LONDRES	09:00	09:00	avion	retour
LONDRES	07:00	07:00	LONDRES	07:30	07:30	train	retour
LONDRES	08:30	08:30	NICE	11:30	11:30	avion	retour

Frais de séjour

Nombre de repas réglés par le missionnaire : 12
 (un repas de départ et un de retour par jour)
 Nombre de nuits d'hébergement réglées par le missionnaire : 8
 (nombre de nuitées)

Autres frais (sans pièce justificative)

Nombre de trajets en transport en commun (bus, métro, tramway) au cours de la mission : 8 (défaut de 1,00 euro/trajet)
 Nombre de kilomètres effectués en VP au cours de la mission : 8
 (en collaboration avec les équipes locales)

Autres frais

Nature des frais	Montant	Devise	type
TRAIN	12.10	GBP	
TAXI	47.30	GBP	
MISBAM	3.00	GBP	
Printing of Passport	80.40	GBP	
Salary and food transport	18.00	GBP	
Taxi in France	11.80	EUR	

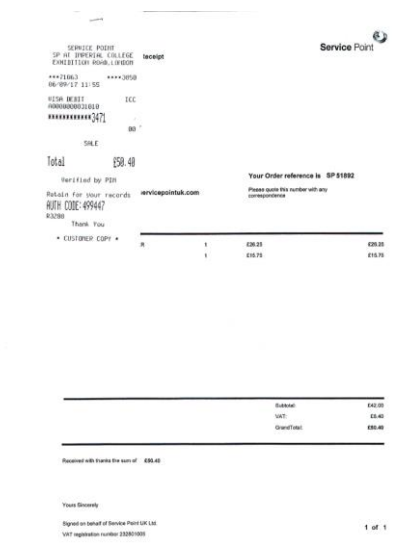
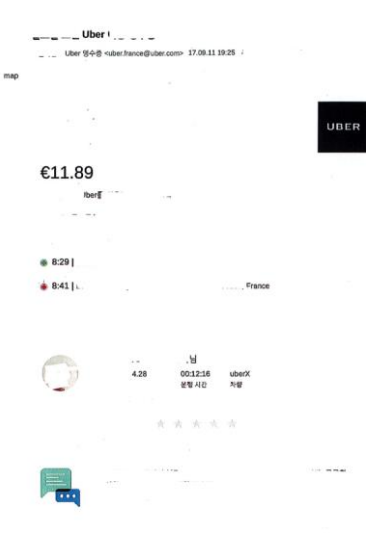
Frais réels

Remboursement des frais réels demandés (dans la limite du montant maximum admissible) : 000

Commentaires

In the case of transportation :

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____



14

Registration to a Conference

Registration to a Conference



- 1 - Request the approval from your team leader to attend a conference,
- 2 - If the payment will be done with Inria credit card, see with the team assistant to book in Zimbra calendar the person in charge of the credit card (**Building Lagrange/Room: L123 /Only Monday or thursday from 09:30 am to 04:30 pm**)
- 3 – Before the appointment, fill out the application form « Menue depense », sign and make sign the team leader.
the assistant will complete the part with budget and all)
- 4 – Think you maybe should provide your paper number, title of the paper, passport number (often requested) when you will go to register online

For bank transfer:

- *Specify it in your IZIGFD form and send to the team assistant the confirmation of your conference registration,*

15

To Print a Poster



To print a Poster <https://intranet.inria.fr/Vie-pratique/Infos-pratiques/Au-bureau/Impressions>

→ **Anticipate your request** +/- 15 days before the conference

1/ Email to the **Assistant**, specifying:

Name of the Conf, what exactly you want (poster or any else), the size, finishing touches, tube or not etc.

2/ She will request approval from the boss suggesting **the name and number of the allocation**

3/ After agreement from the boss, the Assistant will **order it to SAF (accounting service)**

4/ Then, **send your pdf file** to print@ideogram-design.fr with:

- **Nom du demandeur/ Applicant Name :**
- **Nom de l'équipe/ Name of the team :**
- **Nom du ou des fichiers / Name of your file**
- **Type de produit (poster, kakémono, roll-up...) / Type of service :**
- **Format du produit en mm / Size (mm) :**
- **Nombre d'exemplaires/ How many :**
- **Papier demandé (papier photo, tissu, bâche, support aimanté...)/ Paper base :**
- **Finitions/Finishing touches :**
 - plastification : aucune / brillante / satinée**
 - trous (oeillets) avec emplacement à préciser :**
 - contre-collage : aucun / PVC 2 mm / PVC 3 mm**
- **Demande particulière/ Comments :**
- **Tube pour transport (en supplément)/Tube or not : OUI / NON**
- **Date de livraison souhaitée/Delivery date requested :**

4/ Inform your team assistant ***once you will receive your poster***

!! Please respect this process and do not request your poster without informing the assistant

To print a Poster



IDEOGRAM

120 route des Macarons – WTC 2

06560 VALBONNE

☎: + 33 (0)4 93 00 15 30

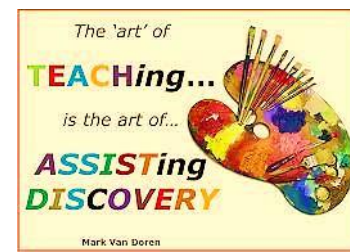
🌐: <http://www.ideogram-design.fr>

Below, sizes most used and for all the offer, click here :

- *Poster size A0 bright (the basic one – 84*120 cm) 53€ht*
- *Poster Size A1 bright (60*84 cm) 26,50€ht*
- *Delivery on Inria site is free*

16

Combine 2 Activities



Combine 2 Activities

→ Usually permitted, be aware of the limits [for teaching activity](#)

INRIA agrees with the second activity if teaching does not become the main activity of the agent.

→ Ask to your boss

→ After his approval, Fill out the form

<https://intranet.inria.fr/Carriere-vie-professionnelle/Remuneration-Cumul/Remuneration-et-cumul/Cumul>

→ Send the form (internal post) and an email to the HRS contact, **2 month before the starting** specifying that you undertake your second activity within your holidays and not during your INRIA days work

17

**How to book a meeting Room, Audio,
Visio Line**



To book a meeting Room

To see all the rooms on the CRI SA-M with facilities available in every room (video projector, white board, capacity and so on) :

<https://intranet.inria.fr/Vie-pratique/Infos-pratiques/Au-bureau/Organiser-une-reunion>

Conference rooms location

<https://partage.inria.fr/share/page/document-details?nodeRef=workspace://SpacesStore/778499d8-d60a-4582-b033-3d2641a8c52e>

You can't book yourself:

Amphi Morgenstern + rooms K1, K2 & K3

→ Mail the team assistant or the helpdesk <https://helpdesk.inria.fr/categories/207/submit>

With all details : Date + schedule + Object

+ Name of the room and the layout you need (School or U) - ***except Amphi Morgenstern***

To book a meeting Room



The screenshot shows the Zimbra web interface. The top navigation bar includes 'Mail', 'Carnet d'adresses', 'Calendrier', 'Tâches', 'Porte-documents', 'Préférences', and 'Rim ROMDHANE Ph'. The 'Calendrier' tab is selected. The main area displays a calendar for July 2013, with a grid view showing the days of the week and the time slots from 08:00 to 21:00. A meeting titled 'ICVS 2013' is scheduled for the day of July 17, 2013. A red arrow points to the 'Calendrier' tab in the top navigation bar. Another red arrow points to a specific time slot (around 10:00) on the calendar grid for the day of July 15, 2013.

1/ In
<https://zimbra.inria.fr/zimbra/>
You go in Calendar Tab

2/ You Select (click twice) day
and time that you would like
for your conference



Inria Recherche de personnes Jane Desplanques Aide Déconnexion

Mail Carnet d'adresses Calendrier Tâches Porte-documents Préférences Rim ROMDHANE Ph Rendez-vous

Horaires suggérés

Lun	Mar	Mer	Jeu	Ven	Sam	Dim
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Afficher suggestions pour 15 Juil

Enregistrer et fermer Annuler Ajouter une pièce jointe Imprimer Vérifier l'orthographe Format Options

Sujet :

Participants : Afficher facultatif

Endroit : Afficher les ressources

Début : 15/7/2013 11:00 Toute la journée Répéter : Aucune

Fin : 15/7/2013 17:00 Rappel : 10 minutes avant Configurer

Affichage : Occupé Calendrier

Planificateur Afficher

3/ Fill out:
-Subject
-Participants (email)
-Endroit (place) for this,
➔ you click on it



Rechercher emplacements

Rechercher emplacements

Nom: Site:

Capacité minimale: Bâtiment:

Description: Étage: Permettre des réalisations multiples

Nom	Emplacement	Contact	Capacité	État
Sophia-Salle Cafet. Club	Lieu : Sophia, Bâtiment : Euler, Étage : 1, Salle : R007		36	Libre
Sophia-Salle Cafet. Extension	Lieu : Sophia, Bâtiment : Euler, Étage : 1, Salle : R008		64	Libre
Sophia-Salle de musique	Lieu : Sophia, Bâtiment : Ampere, Étage : 1, Salle : Salle de musique			Libre
Sophia-Salle Euler bleu	Lieu : Sophia, Bâtiment : Euler, Salle : E002+E003		40	Libre
Sophia-Salle Euler violet	Lieu : Sophia, Bâtiment : Euler, Salle : E006		80	Libre
Sophia-Salle Galois Coriolis	Lieu : Sophia, Bâtiment : Galois, Salle : G55		24	Libre
Sophia-Salle Kahn K1	Lieu : Sophia, Bâtiment : Kahn, Salle : K1	resa-salle@sophia.inria.fr	18	Libre
Sophia-Salle Kahn K2	Lieu : Sophia, Bâtiment : Kahn, Salle : K2	resa-salle@sophia.inria.fr	18	Libre
Sophia-Salle Kahn K3	Lieu : Sophia, Bâtiment : Kahn, Salle : K3	resa-salle@sophia.inria.fr	18	Libre

Lieu(x) associés(s) à ce rendez-vous

Nom	Emplacement	Contact	Capacité	État
-----	-------------	---------	----------	------

4/ and then you click on « Rechercher » = Search

And below you will see appear all of the rooms from INRIA France and you click down until finding the rooms of Sophia

This link to remind you the rooms at INRIA Sophia-Antipolis
<http://www-sop.inria.fr/interne/services/gener/salles2.shtml#sallesdisponibles>

5/ You click on the one you want

And select it = « selectionner »

6/ And to finish → OK

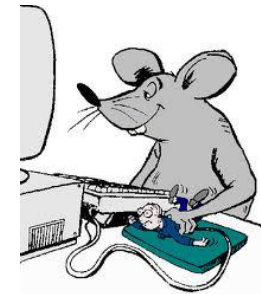
To book a Visio/Audio Line

This screenshot shows the Inria meeting booking interface. At the top, there is a navigation bar with the Inria logo, a search bar, and user information for Jane Desplanques. Below this is a menu with options like Mail, Carnet d'adresses, Calendrier, Tâches, etc. The main area is titled 'Horaires suggérés' and shows a calendar for July 2013. The date 15th is highlighted. The meeting details form includes fields for 'Sujet', 'Participants', 'Endroit', 'Début' (15/7/2013, 10:00), 'Fin' (15/7/2013, 10:30), 'Répéter' (Aucune), and 'Rappel' (10 minutes avant). There are also checkboxes for 'Toute la journée' and 'Privé'. On the right side of the form, there are two buttons: 'Afficher facultatif' and 'Afficher les ressources'. A red arrow points to the 'Afficher les ressources' button.

7/ You click on « Afficher les Ressources » = display means

This screenshot shows the Inria meeting booking interface after clicking 'Afficher les ressources'. The 'Ressource' field is now visible and highlighted with a red arrow. The rest of the form and navigation elements are the same as in the previous screenshot. The 'Ressource' field is currently empty.

8/ You click on « Ressources » display means



Rechercher ressources

Rechercher ressources

Nom: Site:

Description: Bâtiment:

Contact: Étage:

Nom	Emplacement	Contact	État
Visioconférence 8 (308/8024, IP : 192.134.164.26, Numéro : 308, PIN : 8024		dsi-seism.helpdesk@inria.fr	Libre
Visioconférence 9 (309/9135, IP : 192.134.164.26, Numéro : 309, PIN : 9135		dsi-seism.helpdesk@inria.fr	Libre
Ligne Audioconf 9 (017675962 Ligne : 0176759627, Organisateur : 88088073, Partic			Libre
Ligne Audioconf 1 (017675960 Ligne : 0176759606, Organisateur : 47206345, Partic			Libre
Ligne Audioconf 2 (017675960 Ligne : 0176759608, Organisateur : 218307, Partic			Libre

Ressources pour ce rendez-vous

Nom	Emplacement	Contact	État
-----	-------------	---------	------

9/ And then you click down until find

Visioconference 8 (for example) or else number
And
Ligne Audioconf 9 or else number

Then you select what you want and then you will have all numbers to transfer to your colleague in order to get connection

Visio Connection, you will need the
IP: 123.456.798.12
Number: 123
PIN: 1234

Audio Connection, you will transmit to the participants the phone number
01..... + **Organisateur** number for the one who will start the connection +
Participant number dialed by the other participants



18

Printer



Printer : How to Install – How to use it

To set up printing on Linux

https://wiki.inria.fr/support/Configurer_l%27impression_depuis_un_poste_Linux

To set up printing with macOS

https://wiki.inria.fr/support/Configurer_l%27impression_depuis_un_poste_macOS

To set up printing with Windows

https://wiki.inria.fr/support/Configurer_l%27impression_depuis_un_poste_Windows

Manual and user guides

https://wiki.inria.fr/support/Manuels_et_guides_d%27utilisation

Printer : What to do in case of failure



☞ **If any ERROR MESSAGE** → Automatic message will be sent directly to Toshiba

☞ **Any Prob with the printer itself and no error message (eg: paper Jam ...)**

2/ after sales service Toshiba → **0 820 12 02 80**

Tell them serial number and where is located

For Borel 0 it is Room B014 + CFAG42836 + 24

For Borel S it is room BS13 + CGAG52844 + 12

You will find its on the link

<https://intranet.inria.fr/Vie-pratique/Infos-pratiques/Au-bureau/Impression>

And provide maximum information about the prob

☞ **Any printing prob from your computer** → Keystone to SIC

<https://helpdesk.inria.fr/categories/87/submit>

☞ **About Cartridge** → there will be a message from the printer to change it, you will find it on the table near the printer.

After making the change with the new one, please put the older one in the box and then in the basket for the mail at the entrance of your building,

The user will have to change it himself

HOW TO DEAL WITH YOUR PRINTING JOBS:

<https://print-sam.inria.fr/fmclient/Default.aspx>

19

Your Leaving

Your Leaving



Hope you enjoyed your stay and you learned a lot.

Thanks for providing your own contribution in the team and its research topics.

→ Before leaving:

- Return your laptop, keys of the office to the team assistant, any books you borrowed to the IST
- Clean your desk
- Close your bank account
- Give your team assistant your next address if already known

*Your Inria **work certificate** will be sent by email or by post from HRS*

***Interns** you can request to the team assistant to sign any document about your presence in the team*

Thank You