

Short Scientific Stays

2024-2025



WELCOME BOOKLET

Version of Nov. 08, 2024



**CIHEAM
MONTPELLIER**



Certified ISO 9001

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Residence

Buildings “Prairie”,
“Verger”, “Bois”,
“Villa Méditerranée”

Building A

**Reception, General Services,
Computer Service**
Ground floor, on the left

Management
Ground floor, on the right

**Self-service computer room,
Accounting Department**
Left staircase, 1st floor

Building B

**Department of Teaching and
Schooling (SES), French
Language Center (CFLE),
Teacher and Researchers
Offices**

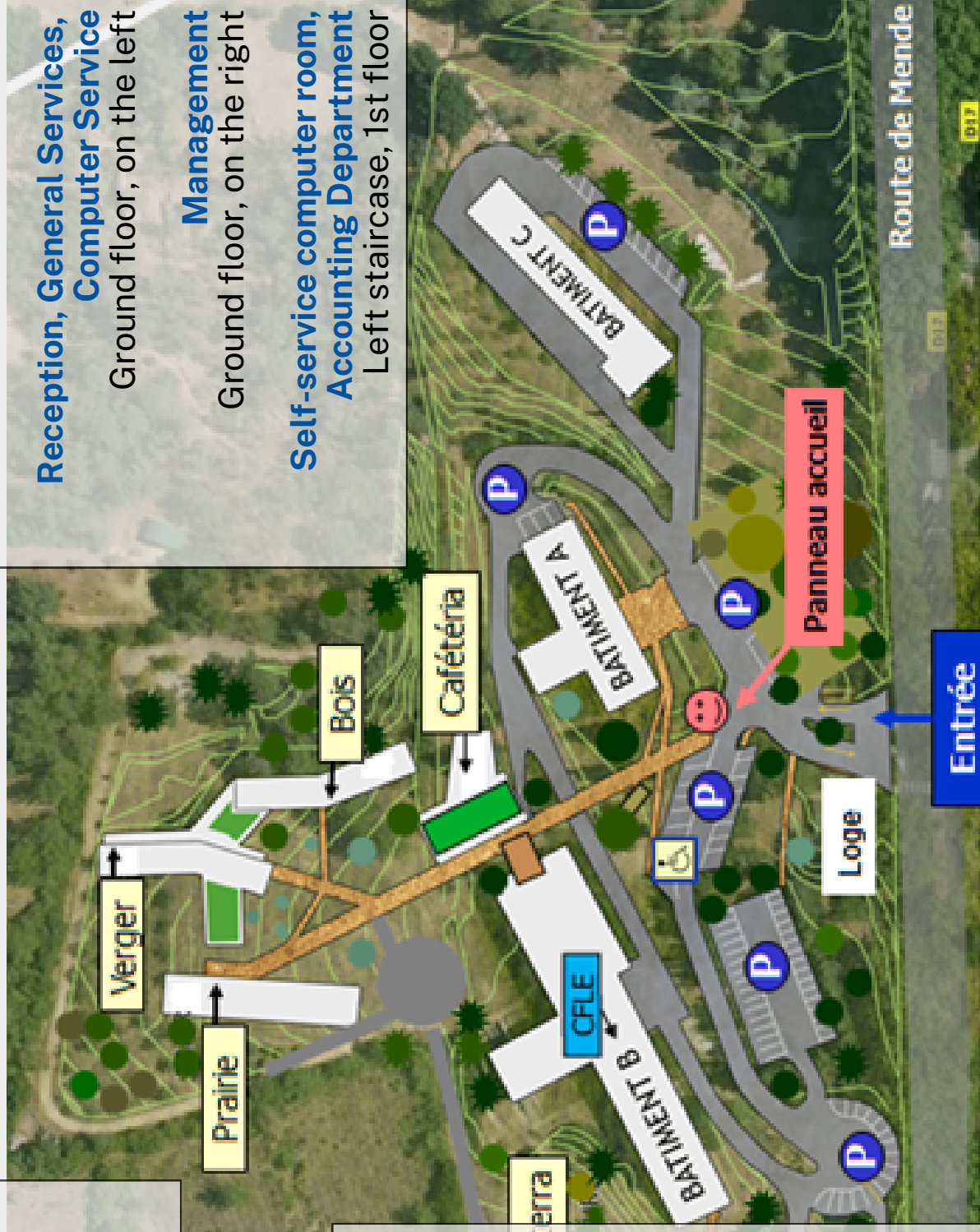
Ground floor, on the left

Classrooms

Ground floor, on the right

**Documentation Centre,
Computer classrooms**
Underground

**Teacher and Researchers
Offices**
1st floor



The IAMM Campus is equipped to receive people with reduced mobility:
a document on accessibility is available at the reception desk of Building
A, and at the Documentation Center or at the SES.



Welcome to the IAMM



The formalities concerning accommodation are carried out with:

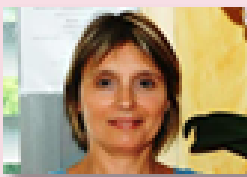
Reception Desk

Valérie Minéo

mineo@iamm.fr

04 67 04 60 00

Desk A0.01



Service Staff

Safia Habsaoui

habsaoui@iamm.fr

04 67 04 63 64



Paul Dennis

dennis@iamm.fr

04 67 04 63 64



Reservations requests

ResaCampus@iamm.fr

RECEPTION

Building A - Ground floor

Monday to Wednesday

from **8 to 12 a.m** and **1:30 to 5 p.m**

Access to the buildings

The IAMM buildings, with video surveillance, are open to public
from **7:30 a.m to 12 a.m** and **1:30 p.m to 6 p.m**

At other times, you must have a magnetic card. This card is delivered at the reception desk (building A), with the payment of a €15 deposit which will be refunded to you when you return the card.

Before 7:30 a.m and after 8 p.m, buildings are inaccessible

In the evening (as soon as the buildings are closed), on weekends and holidays, the **concierge** takes over in case of emergency:

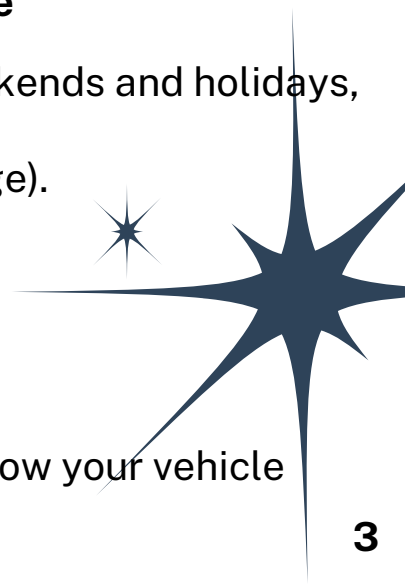
04 67 04 60 48 (his cell phone number is posted at the lodge).

Vehicule

The gate is open to the public from **7:30 a.m to 6:30 p.m.**

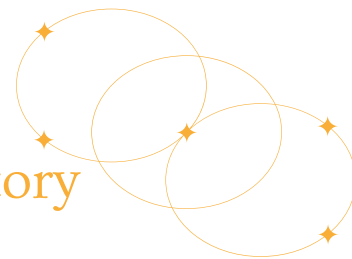
Outside these hours, you must have a magnetic card.

If you wish to park on campus for several days, you must show your vehicle registration card at the reception desk.



LAMES

Inscription to the Mediterranean Host Laboratory for Economy and Social Sciences



If you are a PhD student or a visiting scientist,
you can register for a short-term stay with:

Isabelle Ferrier

ferrier@iamm.fr

04 67 04 60 45

Desk B0.16



Documents to be provided upon registration:

· **Passport**

· **Visa** · valid if you are a foreigner outside the Schengen area

· **Insurance** covering the period of your stay: each trainee must take out his or her own insurance, according to the legislation of his or her country, covering illness, loss of money, valuables or luggage, theft and interruption of the course for personal or health reasons, and civil liability

Registration fees:

· Up to 4 weeks stay

€250

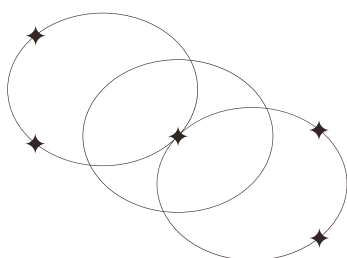
· Additional month started

€250

An internship report will be requested at the end of your stay.

If you wish, a certificate of internship will also be provided

Once you have registered, you can go to the IT department to open a “computer account”. This account allows you to access computer and library resources.



Computer Department



assistance@iamm.fr (**recommended**) – 04 67 04 60 24

IT portal : <https://informatique.iamm.fr>

Manager

Yves Pournin

pournin@iamm.fr

04 67 04 60 04

Desk A0.03



Applications manager

Marie-Noëlle Pradeilles

pradeilles@iamm.fr

04 67 04 60 63

Desk A0.05



Systems and networks (part-time)

Lucas Sanchez

sanchez@iamm.fr

04 67 04 60 15

Desk A0.02 bis

WELCOME to the IT Department

Building A – Ground floor, on the left

from **9 a.m to 12:15 p.m** and from **1:30 p.m to 5:00 p.m**

The **Self-Service Room** in Building A is open **from Monday to Friday**,
from **7:30 a.m to 7:30 p.m**

Equipments

You will have access to computers and printers
at the Documentation Center (Building B)
and in the Self Service Room (Building A).

To print or photocopy, you can purchase a card
at the Reception desk (Building A):
€5 for around 125 black and white copies.

Scan is free.



Documentation Center



docassistance@iamm.fr – Reception: 04 67 04 60 49

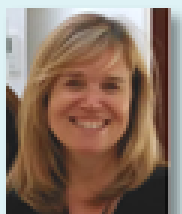
Documentary portal: www.documentation.iamm.fr

Manager

Cécile Adamolle

adamolle@iamm.fr

04 67 04 60 19

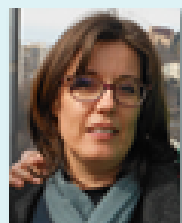


Librarian

Rafaèle Sarrade

sarrade@iamm.fr

04 67 04 60 76



RECEPTION

Building B – Underground

OPENING to public:

October to March

Monday to Thursday:

1:30 p.m to 6:30 p.m

Closed on Friday

April to September

Monday to Thursday:

1:30 p.m to 5:30 p.m

Closed on Friday

REGISTRATION

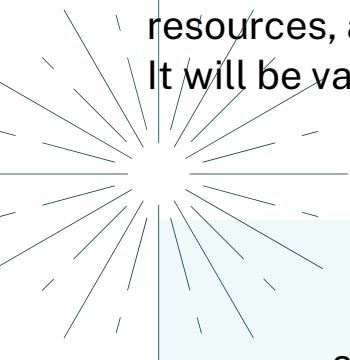
On-site consultation of documents is free (without registration).

In order to borrow documents and to have a wider access to online resources, a registration at the Documentation Center is necessary.

It will be validated after the creation of your computer account.

Answers to your questions:

Go to www.documentation.iamm.fr :
section « Library » and « Question-Answer Service »



CFLE

French Language Center

If you wish to make the most of your stay in Montpellier, why not improve your French language skills. Here is our courses offer:

- **Intensive collective courses:** from October to June
 - General French
 - Scientific French
- **Evening collective courses:** from October to June
- **Individualized courses:** all year on request
- **Communication and written expression courses:** from October to April
- **DEL F and DAL F preparation:** all year on request
- **French Teachers Training:** the last two weeks of July
- **Distance learning:** « Writing Better in French » module
- **Summer Campus** (intensive courses + activities): from July to September

RECEPTION

Building B
Desk B.0.01 / B.0.03

Opening Hours

Monday to Friday
9:30 a.m - 12:30 p.m
2:00 p.m - 5:30 p.m

These hours can be modified during school vacations



Certifié ISO 9001



Labellisé

“Qualité Français Langue Etrangère”



For further information:

Manager of the French Center: **Yamina DJENKAL-BENDAHDANE**

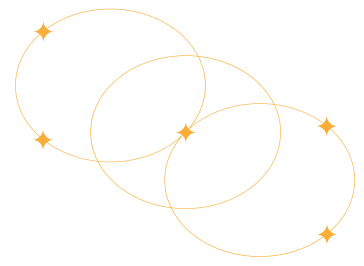
Phone: (33) (0)4 67 04 60 02 or 60 70



cfle@iamm.fr

<http://www.fle-montpellier.com/>

Meals



Outside

- **Héliôtel Restaurant**

On foot (5 minutes): on the left when leaving IAMM.

At the roundabout: opposite

Phone: 04 67 41 54 00 - <http://www.heliotel.com/> - heliotel@heliotel.com

- **Shops in the area**

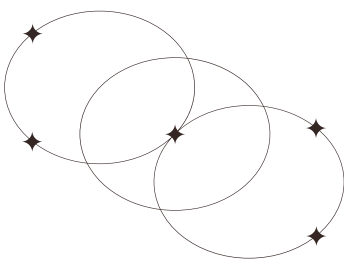
- **On foot:** “Plan des 4 Seigneurs” (± 1 km ; 15 minutes): bakery, small supermarket Casino, small snack bar...
- **By bus:** take any bus at the main gate, bus stop Vincent Auriol

On the campus

- **MIAM Restaurant**

Externs: starter/main course €10 or starter/main course/dessert €12

Students: starter/main course/dessert €4.50



Transports



Tramway and Bus: The TAM



(Transport in the Montpellier agglomeration)

6, rue Jules Ferry, 34000 Montpellier

(in front of the train station - Tramway stop "Gare Saint Roch")

Tél. : 04 67 22 87 87 - <http://www.tam-voyages.com/>

(maps, schedules, routes and rates)

With a TAM ticket, you can use the tramway and all TAM bus lines.

Immediate validity tickets.

Tickets can be purchased at TAM sales offices agencies, in automatic vending machines, via the the M'TICKET application or on ticket-tam.com

(Except for the 10 tickets book only available on the M'Ticket application)

Tarifs

1:30 Ticket: **€1,90**

10x1:30 tickets: **€15**

4h Ticket: **€3,50**

24h Ticket: **€6**

48h Ticket: **€10**

72h Ticket: **€12**

96h Ticket: **€14**

7 days Ticket: **€20**

Train

Train station Saint Roch



Place Auguste Gibert, 34011 Montpellier Cedex 1

Train station Sud de France

Rue de la Fontaine de la Banquière 34000 Montpellier

Phone: 3635 (traffic, schedules, services)

<https://www.sncf-connect.com/>

Plane

Airport Montpellier Méditerranée

Phone: 04 67 20 85 00 / 0 825 830 003

www.montpellier.aeroport.fr

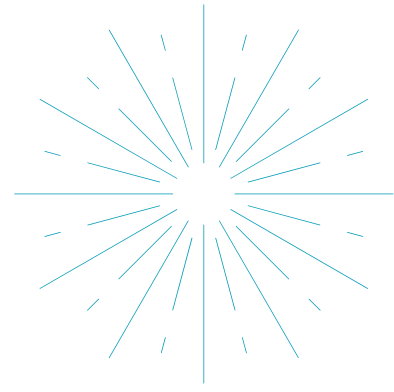


A shuttle bus runs from the airport and the city center from "Place de l'Europe" tram stop.

Tickets are on sale on board of the shuttle (price: €2)

<https://www.montpellier.aeroport.fr/acces/en-transports-publics-aeroport-montpellier/>

Cultural Activities



Tourism Office



<https://www.montpellier-tourisme.fr/>

Esplanade Comédie

30 allée Jean de Lattre de Tassigny, 34000 Montpellier

Phone: 04 67 60 60 60

contact@ot-montpellier.fr

International houses of foreign cultures

Maison des relations internationales Nelson Mandela

Hôtel de Sully

14 rue Descente en Barrat

A source of practical information open to all. Host many cultural events (exhibitions, receptions, animations) and offers consular representations in the form of permanence

Espace Martin Luther King

27 boulevard Louis-Blanc

It hosts numerous associations of an international nature and international solidarity. Three rooms host numerous cultural events: thematic exhibitions or cultural animations

Phone: 04 67 34 70 11

Relations.internationales@ville-montpellier.fr

Maison de l'Europe

Phone: 04 67 02 72 72

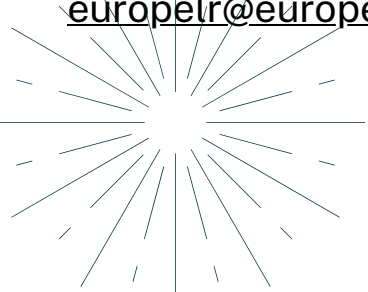
Hôtel de Sully

14, Descente en Barrat

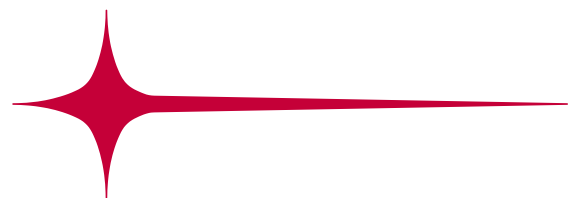
www.europelr.eu

europelr@europelr.eu

Information of the citizen in collaboration with associations with European connotation and all partners interested in Europe. Proposes a European documentary base as well as a social permanence



Some safety rules



When the IAMM is open, from Monday to Friday, the general services ensure the security of the institute.

In the evening (as soon as the buildings are closed), on weekends and holidays, the concierge takes over during his on-call hours and presence on the site.

In case of an accident, **first call the emergency services** (see below), then the standard (9), or the concierge (04 67 04 60 48 - his mobile number is displayed in the lodge) to inform them of the situation.

EMERGENCIES

Fire Department: 18

Medical Emergencies: 15

European urgency call: 112

SOS doctor:

04 67 72 22 15
36 24

Poison Control Center:

05 61 77 74 47

Nearby Pharmacies:

“Vert bois”
1444 rte Mende
04 67 52 62 50

“Saint Eloi”

4 rue Henri Dunant
04 67 63 30 45

Defibrillator

Access in the hall of building A

Medicine Box

Access to a medicine box:

Conciergerie,

Building A (Administration) :

Reception desk

Buildingt B (Training) :

Ground floor, on the left,
photocopiers office n° B0.15 and first
floor on the right, office B 1.18



CONTACT US

Web Site:

<https://www.iamm.ciheam.org/fr/>

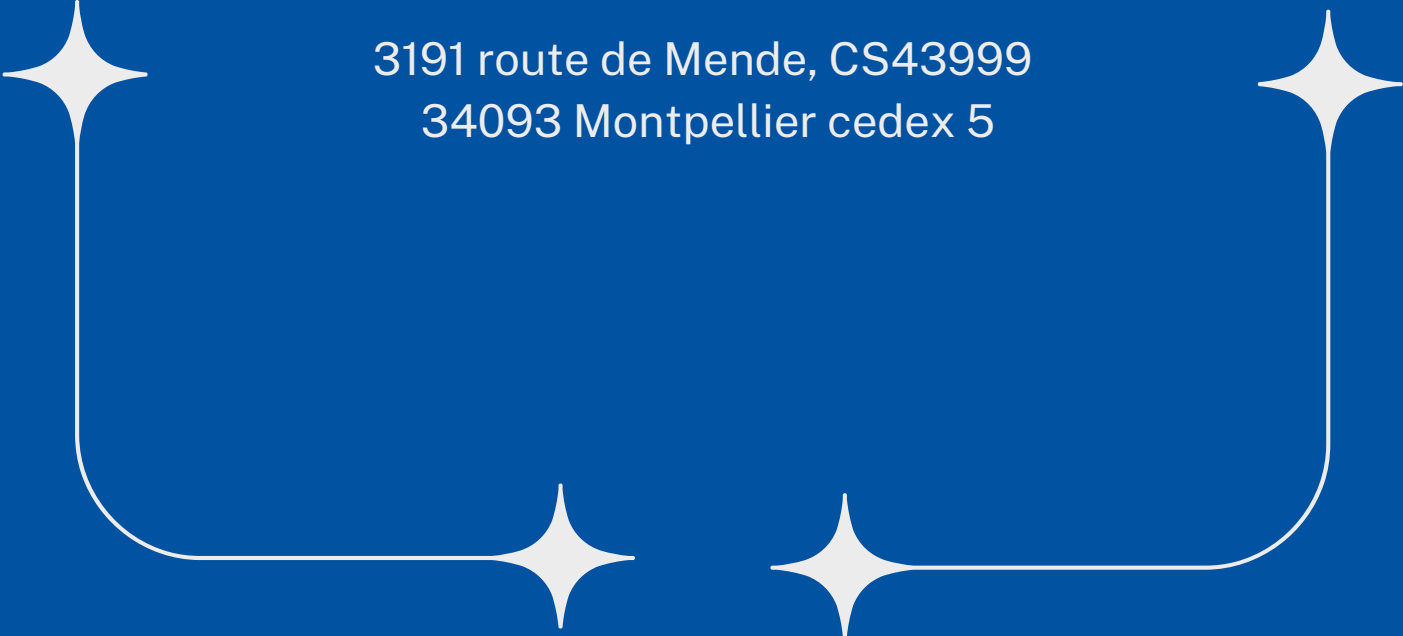
Email:

contact@iamm.fr

Phone:

(33) (0)4.67.04.60.00

Address:



3191 route de Mende, CS43999
34093 Montpellier cedex 5