



WELCOME TO THE LPP

Guide for new arrivals at the Laboratoire de Phonétique et Phonologie

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About the lab

The Laboratoire de Phonétique et Phonologie is a joint research unit (UMR 7018) that is under the joint oversight of two institutions, the Sorbonne Nouvelle University (USN) and the CNRS. Both of these organizations have legal and financial responsibility for the lab. The CNRS unit that manages us is [DR1](#), whose name is “Ile-de-France Villejuif.”

The lab constitutes one research team, and all members work in multiple areas: there are three main research themes (typology, clinical phonetics, and acquisition/multilingualism) and two cross-cutting themes (theory and methods).

Lab members are variously either tenured, on a term contract, or emeritus. The lab is made up of doctoral students, researchers (CNRS chargé·es and directeur·es de recherche and post-docs), academic faculty (professors, associate professors, and temporary teaching and research staff), administrative staff (the administrative manager and temporary employees), and engineers. The lab also sometimes hosts student interns who are enrolled in either a master's program in phonetics and phonology or an engineering school. The list of permanent and temporary members of the LPP can be found on the [lab's website](#).

The lab is housed at the Maison de la Recherche of the Sorbonne Nouvelle University, on the second floor of 4 rue des Irlandais, 75005 Paris. There is an additional facility in the ENT and Maxillofacial Surgery department of the Foch Hospital at 40 rue Worth, 92150 Suresnes.

The [lab's web site](#) is a mine of information: if you have a question, check there first!

Who to contact

If you were hired on a **contract** basis, your first point of contact is the person who hired you (principal investigator for a project, administrative manager, etc.).

If you are a **doctoral student**, your contacts are your dissertation advisor and the student representatives, who are elected every two years (currently Clémence Guieu-Grandsire and Andrès Lara).

For everyone, the following people are your best contacts for specific questions:

- Administrative matters (contracts, reimbursements, travel, etc.): the administrative manager
- Equipment, data and computer security: research engineer (Roland Trouville)
- Equipment and experimental data: research engineer (Angélique Amelot)
- Research plans, budgeting, communication, publicizing research activity, interpersonal issues, and institutional relations: lab directors (Rachid Ridouane and Naomi Yamaguchi)
- Safety and accident prevention: First Aid Workplace Responder (Angélique Amelot, room 213). A first-aid kit can be found at the entrance to room 213. The lab's health and safety officer is Angélique Amelot. [Link to safety guide for new lab members](#)

First steps

You're about to come to work at our lab — welcome! To facilitate your arrival, please send a **photo** of yourself to the person who hired you or to your dissertation advisor, so they can send it to the mailing list lpp-tous to announce that you will be arriving.

When you arrive, if you are employed by the Sorbonne Nouvelle University (USN), please see the administrative manager to fill out the **information form for new employees**. Once she has entered your information into the [Reseda](#) database, you will need to create a [Janus account](#). All CNRS employees already have an account. This is a digital account that will allow you to complete CNRS administrative and scientific procedures, such as accessing databases.

Digital identity

Once you have created your Janus account, please send a message to Roland Trouville with your first and last names and position at the lab in order to get a cnrs.fr email account, create your personal page on the lab's web site, and sign up for the appropriate mailing lists. If you are employed by the USN, the university's Human Resources department will create a sorbonne-nouvelle.fr email address for you.

Physical space at the lab

At the LPP, all desks are shared by at least two people. You must arrange with your colleagues to determine who will use each desk when. In most cases, the plan for sharing desks is posted on the door of each office.

If you are a doctoral student or postdoc, ask the student representatives to find a space for you in room 217. For others, ask the lab directors and the administrative manager where you should work.

All desks have basic office supplies (pens, scissors, etc.) that you are welcome to use. Other supplies can be found in the supplies cabinet in the hallway. Ask the administrative manager for the key.

You are entitled to use a secure locker in room 217 (at the end of the corridor) to store your things. Ask the administrative manager for a key. She has a spare key in case you forget yours. If you borrow it, make absolutely sure to return it before the end of the day. And do not forget to turn in your key before you leave the LPP for good.

Safety instructions

Read [this guide](#), provided by Angélique Amelot.

Computer equipment

Researchers, faculty, postdocs, administrative staff and engineers are entitled to a computer paid for either by the lab or by the research project you were hired on. Please ask Roland Trouville to prepare a quote for either the university USN or the CNRS, depending on which institution will be paying. Depending on the source of funding, the quote must be approved by either the lab director or the principal investigator of the project. After approval, it will be sent to the administrative manager who will place the order. If necessary, you should ask Roland Trouville to include any necessary adapters in the quote, so that you will be able to connect the computer to external monitors, Ethernet outlets, and so on.

If your computer will be paid for by the USN, once you have gotten it from the DNUM, please take it to Roland Trouville so he can add it to the inventory and assign it a number.

In all cases, the computer must be assigned a **number** and **antivirus** software must be installed. Please see Roland Trouville before you start to use a new computer.

Everyone can **print** on any of the printers in the lab or on the photocopier on the 2nd floor. There is a printer in each room. See Roland Trouville for help installing printer software.

All members of the lab, including doctoral students, are entitled to an external hard drive. Please see Roland Trouville to get one.

Obtaining a residence permit (for citizens of non-EU countries)

1. Ask the administrative manager to help you get a hosting agreement from Human Resources that will be signed by either the University or by the CNRS (delegation DR01), depending on your affiliation.

2. Check to see if you need a visa to enter France:

<https://www.france-visas.gouv.fr/assistant-visa>

If so, at least three months before you plan to come to France, submit a request for a long-stay visa, either a “passeport talent - chercheur” or a student visa, as appropriate for you.

For more information about different types of visas:

- Students: <https://www.campusfrance.org/fr/visas-et-cartes-de-sejour>
 - Academic faculty: <https://www.france-visas.gouv.fr/demande-de-visa>
 - Doctoral students: the type of visa may vary depending on your specific situation, for example, if you are a salaried employee.
3. As soon as you arrive in France,
 - you need to get an address *as soon as possible* so you have a proof of residence (“justificatif de domicile”). This can be a rental, hotel, or someone providing you with housing (in which case they have to prove they live there and are housing you). As of 2023, the postal address no longer seems to be relevant for receiving messages from the prefecture, so in principle you could change your address between when you request the residence permit and when you receive it.
 - you also need a French telephone number (that you keep throughout this process) in order to receive the notification to go and get your residence permit.

4. You will also need to submit a request on the ANEF web site.

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

Most kinds of visa have to be validated after your arrival in France. ⇒ [Validate your VLS-TS](#)

If you don't have to validate, or after you have done so ⇒ [Request or renew a residence permit](#). You can submit your entire application through this web site.

The local delegation of the CNRS has a [tutorial](#) about visas for their researchers.

5. After submitting your application, you will receive confirmation that you submitted the request. Please send this to the administrative manager and to Human Resources, but note that it does *not* give you the right to remain in France.
6. After the prefecture has processed your application, you will receive notification of their decision by email and in your ANEF account. If the decision is positive, you will receive a certificate giving you the right to live and work in France, and a text message to let you know when your residence permit card has been produced and is ready for you to pick up at the prefecture.

7. If your entry visa is expiring before you receive your residence permit, you can try contacting the prefecture by email or postal mail with proof of receipt. Normally the prefecture will send you a document that extends the time you can remain in the country while they process your application. Even if they do not reply to your query, documentation that you contacted them is considered proof that you have applied to remain in France which is valid for your employer and for any immigration check that you may encounter.

How to access scientific literature

There is a **library** of reference works on phonetics and phonology in room 214. A list of the books is available here: https://pmb.laboratoirephonetiquephonologie.fr/opac_css/. You may take any of these volumes for a brief period of time to scan or photocopy. If you want to **borrow** a book, please tell Roland Trouville. Procedures for borrowing and returning the books are given on this page: <https://lpp.cnrs.fr/reservations/bibliotheque-lpp/>.

There is a separate list of articles and other publications that have been scanned, available here: <https://biblio.laboratoirephonetiquephonologie.fr/>. You can download these works if you are using a wired Internet connection at the Maison de la Recherche.

You can also consult databases provided by the USN ([Virtuose PLUS](#)) and the CNRS ([BibCNRS](#)) by logging in using the appropriate credentials, that is, your USN or Janus accounts.

Many French and international researchers have visited the lab. Some of their presentations have been recorded and can be found on Canal U: <https://lpp.cnrs.fr/ressources/videos-en-lignes/>. A subset of these are not publicly available. Please contact Roland Trouville to get a temporary link if you wish to watch them.

Data collection and storage

Any project involving human subjects must first be reviewed and approved by a human subjects protection committee. The USN has such a committee, whose procedures are described [here](#). Before submitting a request to the review committee, you must first report your plans for processing of personal information to the CNRS's DPD (Data Protection Officer). This requirement applies regardless of whether you are affiliated with the USN or the CNRS: the lab always works with the CNRS's DPD (Data Protection Officer). This report is an **absolute requirement** in the context of the GDPR (General Data Protection Regulation).

The report is to be made online to the CNRS at this address <https://revcil.cnrs.fr/>, which requires a Janus account identifier. You can contact the CNRS's DPD office at dpd.demandes@cnrs.fr.

Before submitting anything to the DPD at the CNRS or to the human subjects review committee at the USN, please contact Roland Trouville who will review your dossier with you, so as to avoid errors or invalid submissions.

Collecting data from human subjects requires prior consent by the participant(s). A template consent form can be found on the LPP's web site and also on the page for the USN's human subjects review committee. The consent form for your study must be included in your submission to the human subjects review committee.

Experimental data such as EMA, ultrasound, acoustics, etc. can be recorded in the experiment room at the LPP (room 212). Instructions for reserving and using the room can be found [here](#).

You can borrow experimental equipment or computer hardware for a limited time. Some equipment, such as desktop computers, do not leave the LPP; other equipment can be taken into the field. Instructions for borrowing equipment can be found [here](#).

If you need to learn how to use specific equipment for your research, please contact Angélique Amelot who can provide training.

Along with any data that you store, you also need to store metadata that contains a detailed description of the data. Recommendations for best practice in the management and storage of data can be found [here](#). If you have questions about the management of your data or ethical issues (particularly relating to the GDPR), consult Roland Trouville.

The lab offers several ways to store data.

1. For the lab as a whole, there is network-attached storage (NAS) which consists of 3 disks in a RAID 1 configuration that can store 7 TB of data. This storage can only be accessed using a wired connection in the LPP offices at the Maison de la Recherche. It is the most secure storage.
2. A [nextcloud](#) server that offers online data storage. The server is housed on an OVH machine in France, paid for by the lab. It thus meets the criteria for storage of sensitive data. Space on it is limited to 1 Gb for doctoral students and 30 Gb for permanent staff members. It may be possible for a project to use additional storage space beyond these limits but the storage is a shared resource with limited space available.
3. An Sdrive server, <https://sdrive.cnrs.fr/>, the CNRS equivalent of the lab's nextcloud. (This is also a nextcloud system, managed by the CNRS's IT department.) You need a Janus account to use this. Users have 100 Gb of personal storage, and it is also possible to have storage allotted to an ANR or other project. Users can also request a "workplace" of shared storage by contacting the hotline of CNRS DR01.

Some software, such as the Adobe Suite, is only installed on the desktop computer in the cubicle next to the photocopier.

Work-related travel (conference, fieldwork, or similar)

Please consult the [tutorial](#) that can be found on the lab's web site.

If you are presenting a poster, the lab will pay for printing. There are two possible procedures for this.

1. If you submit a request **at least three working days ahead of time**, the printing can be paid for by a purchase order without you having to advance any money. In this case, ask the print shop for a bill made out to whoever will be paying for your travel (the USN or the CNRS), and give this bill to the administrative manager who will prepare the purchase order. The print shop will then be paid by bank transfer. Be sure to check with the administrative manager ahead of time to make sure she will be available and able to do this for you. If she is not available, or if you are too late, you will need to follow process 2 below.
2. If you are too late, you will have to pay for printing costs up front and be reimbursed later. Get a bill made out to the LPP (and the CNRS and/or the USN depending on how your trip is being paid for). Give the bill to the administrative manager in order to request reimbursement.

In either case, it is best to use a print shop that is in the database of CNRS suppliers. These include COREP Jussieu and COREP Monge. The administrative manager can tell you if a particular print shop is in the database or not.

Making a presentation or publishing with an LPP affiliation

For your publications and presentations, list the LPP affiliation in this way:

Laboratoire de Phonétique et Phonologie, Université Sorbonne Nouvelle, CNRS

Visual identity and logo

All the different formats and versions of the LPP logo can be found on this Drive:

📁 [Logo LPP](#)

Please read the instructions carefully and follow the rules for using the LPP logo. If you are combining it with the logos of other institutions, please put the LPP logo first, then the CNRS and the USN, and lastly the Labex.

Occasionally, publishers or conferences may ask for the ROR (Research Organization Registry) number of the institution you are affiliated with. The LPP's number can be found here: <https://ror.org/007p4nf03>

Training

If you are a Ph.D. student, you can take the [doctoral seminars](#) organized by the ED 661 (ex 622). Information about the required training can be found [here](#).

The university provides training that is available to all USN staff and faculty:

<http://www.univ-paris3.fr/plan-de-formation-249237.kjsp?RH=1236682955363>

All members of the LPP are eligible to take CNRS training organized by the IFSeM. The administrative manager is the lab's contact person for this training. The catalog of CNRS training can be found [here](#). Use your Janus identifiers to register.

Sexual and gender-based violence

If you witness an act of violence, discrimination, sexual harassment or sexual misconduct, or are a victim of any of these, you can report it in the following ways:

- To the CNRS : signalement@cnrs.fr
- To the USN : <https://usn.besignal.com/> (This requires a Sorbonne Nouvelle account.)

All of these procedures protect the anonymity of the person making the report.

Other people you can contact for assistance if you wish:

- For doctoral students: [Elected representatives for the ED 661 \(formerly 622\)](#) and the [student union representatives](#). Members of your thesis supervision committee may also be able to help.
- For CNRS staff: your union representatives (the elected representatives for the CNRS is given [here](#)).
- For USN staff: your union representatives.

The directors of the lab are also available to assist you if you wish:

rachid.ridouane@sorbonne-nouvelle.fr and naomi.yamaguchi@sorbonne-nouvelle.fr

Life in the lab

Major decisions about the lab are made by the lab's governing committee. This group includes all permanent staff plus two representatives of the doctoral students, who are elected by their peers. The committee meets approximately four to six times per year.

A colloquium presentation, known as the **SRPP** (Séminaire de Recherches en Phonétique et Phonologie), is held every Friday from 14:00 - 15:30, either in person or in hybrid mode. It is currently organized by Bowei Shao and Suyuan Dong. Speakers are invited, and include both lab members and people from outside the lab. All members of the LPP are strongly encouraged to attend these talks.

All lab events are listed on the LPP Google Calendar:

<https://calendar.google.com/calendar/embed?src=rudreb6tvgnbtbempuq50rflks%40group.calendar.google.com&ctz=Europe%2FParis>

If you have a Google account associated with a calendar, you can subscribe to it so the lab events will appear on your calendar. The ID is

rudreb6tvgnbtbempuq50rflks@group.calendar.google.com. Instructions can be found [here](#).

In order to **send a message** to multiple members of the lab, you can use one of the following mailing lists:

- Permanent members : lpp-membrespleins@listes.univ-paris3.fr
- Doctoral students and post-docs: lppetudiants@listes.univ-paris3.fr
- All members - permanent, temporary and students: lpp-tous@listes.univ-paris3.fr

To **reserve a room** at the Maison de la Recherche, see [this page](#).

You can use the **kitchen** that is opposite the experiment room, on condition that you clean and put away anything that you use (utensils, plates, tables, etc.)

Everyone is welcome to use the **coffee machine**, but coffee is purchased jointly by the group. This means you need to pay each time you make a coffee. If you use the coffee machine, you are expected to clean it (once or twice a year for each user), and buy coffee (once every two years). See Angélique Amelot or Nicolas Audibert for more information.

If you use up the last of the paper towels, the last soap, or the last utensils, tell the administrative manager right away so that more can be ordered.

You are welcome to bring your own food and **eat** downstairs in the Maison de la Recherche. Microwaves and sinks are available on the ground floor.

You can also get access to eat at the **canteen for the ESRI ministry**. If you are CNRS staff, ask the administrative manager for a form, which you will then need to fill in and submit with the requested documentation in order to get an entry badge for the canteen. If you are USN staff, ask the Human Resources manager at the university to find out what to do.

If you are ever the victim of an **accident** in the workplace or while traveling to your workplace, you need to inform Angélique Amelot, who is the safety officer for the lab.

Finally, the LPP traditionally holds three **parties** during the year: at the beginning of the school year in September, at Christmas (with a present exchange), and at the end of the year. There is a [tutorial](#) for organizing these events.