GENERAL INFORMATION

DATES AND VENUE

- **Dates**: 17 – 19 December 2018
- **Venue**: UNESCO Headquarters (Room II – Fontenoy building)
  
  Metro station: Cambronne (line 6) or Sègur (line 10)
  
  *(See street plan below)*

REGISTRATION OF PARTICIPANTS AND RECEPTION SERVICE

- In order to participate in the Conference, please return the registration form, duly completed, to the address indicated therein preferably before 30 November 2018.
- All participants will be required to pass through the security check at the entrance (provided with the letter of invitation) and after identification will be authorized to proceed to Room II.
- Participants are also requested to register at the Conference Desk near to Room II prior to the meeting, or at the reception desk at the entrance for those participants without badge.

  **REGISTRATION**: Monday 17 December from 9:00 to 10:00 a.m.

- Upon registration, participants will receive a complete set of documents, a badge and any other relevant documentation. They are invited to wear their badges throughout the duration of the meetings to facilitate identification and contacts with other participants and members of the Secretariat.

WORKING HOURS

- **OPENING OF THE CONFERENCE**: 10:00 a.m. on 17 December 2018.
- Working hours for all meetings will normally be the following: 10:00 a.m. to 1:00 p.m. and 2:30 p.m. to 5:30 p.m. Please refer to the programme of the Conference for additional details.

WORKING LANGUAGES AND INTERPRETATION

- The working languages will be English and French and simultaneous interpretation will be provided in these two languages.
**On-Site Facilities**

- A bank and medical centre can be found at the meeting venue.
- A restaurant and two cafeterias are located within UNESCO Headquarters. There are a number of restaurants and cafés within walking distance of UNESCO.

**Entry Formalities for France**

- For citizens of the European Union, a valid passport or identity card is required to enter French territory. For citizens of other countries, please contact the nearest French Embassy or Consulate for detailed information.

**Arrival**

- Participants travelling by air can reach the city by:
  - **Taxi**: from Roissy Charles de Gaulle Airport (“fixed price” rive gauche: 50€ and rive droite: 55€) and from Orly Airport (“fixed price” rive gauche: 30€ and rive droite: 35€)
  - **Shuttle bus**: from Roissy Charles de Gaulle Airport (18€) and from Orly Airport (12€)
  - **Train (RER)**: from Roissy Charles de Gaulle Airport (11.40€) and from Orly Airport (10.30€)
- Participants are advised to consult their travel agency or airline for all information concerning customs regulations on entering France.

**Currency and Exchange**

- The national currency is the Euro (€). In October 2018, one US dollar was equal to 0.9 €. *(This rate is subject to fluctuation and may be modified without prior warning.)*

**Climate and Clothing**

- The average minimum/maximum temperatures in Paris in December range from 2°/7°C (36°/45°F). The weather at this time of the year in Paris is cold and rainy with occasional snow.

**Accommodation**

- On the next page is a selection of hotels close to UNESCO. Participants are invited to contact the hotel of their choice directly. Under no condition can the Secretariat be responsible for hotel reservations.

**Transport**

- All hotels listed below are within the vicinity of UNESCO. Information concerning transport may be obtained from hotel reception desks.
<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Hotel Name</th>
<th>Walking Distance</th>
<th>Address</th>
<th>Tel.</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEST WESTERN HOTEL EIFFEL CAMBRONNE***</td>
<td>FIRST HOTEL PARIS TOUR EIFFEL ****</td>
<td>Walking distance: 10 min</td>
<td>46, rue de la Croix Nivert, 75015 Paris</td>
<td>+33 1 56 58 56 78</td>
<td><a href="mailto:hotel@eiffelcambronne.com">hotel@eiffelcambronne.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Walking distance: 6 min</td>
<td>2, boulevard Garibaldi, 75015 Paris</td>
<td>+33 1 43 06 93 26</td>
<td>contact@firsthotelfr</td>
</tr>
<tr>
<td>HOTEL EIFFEL TURENNE**</td>
<td>HOTEL ARÈS PARIS****</td>
<td>Walking distance: 14 min</td>
<td>20, avenue de Tourville, 75007 Paris</td>
<td>+33 1 47 05 99 92</td>
<td><a href="mailto:reservation@hoteleiffelturenne.com">reservation@hoteleiffelturenne.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Walking distance: 6 min</td>
<td>7, rue du Général de Larminat, 75015 Paris</td>
<td>+33 1 47 34 74 04</td>
<td><a href="mailto:contact@aresiffel.fr">contact@aresiffel.fr</a></td>
</tr>
<tr>
<td>HOTEL BAILLI DE SUFFREN***</td>
<td>LA COMTESSE PARIS TOUR EIFFEL****</td>
<td>Walking distance: 3 min</td>
<td>149, avenue de Suffren, 75015 Paris</td>
<td>+33 1 56 58 64 64</td>
<td><a href="mailto:contact@lebailliparis.com">contact@lebailliparis.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Walking distance: 10 min</td>
<td>29, avenue de Tourville, 75007 Paris</td>
<td>+33 1 45 51 29 29</td>
<td>contact@comtesse-hotelcom</td>
</tr>
<tr>
<td>HOTEL DE FRANCE INVALIDES***</td>
<td>LE MARQUIS INWOOD HOTEL PARIS ****</td>
<td>Walking distance: 11 min</td>
<td>102, boulevard de la Tour-Maubourg, 75007 Paris</td>
<td>+33 1 47 05 40 49</td>
<td><a href="mailto:contact@hoteldefrance.com">contact@hoteldefrance.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Walking distance: 13 min</td>
<td>15, rue Dupleix, 75015 Paris</td>
<td>+33 1 43 06 31 50</td>
<td><a href="mailto:lemarquis@inwood-hotels.com">lemarquis@inwood-hotels.com</a></td>
</tr>
<tr>
<td>HOTEL EIFFEL PETIT LOUVRE***</td>
<td>HOTEL DE LA MOTTE PIQUET***</td>
<td>Walking distance: 16 min</td>
<td>1, rue de Lourmel, 75015 Paris</td>
<td>+33 1 45 78 17 12</td>
<td><a href="mailto:reception@hotelepelitlouvre.com">reception@hotelepelitlouvre.com</a></td>
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<tr>
<td></td>
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<td>Walking distance: 16 min</td>
<td>30, avenue de la Motte-Picquet, 75007 Paris</td>
<td>+33 1 45 78 77 12</td>
<td><a href="mailto:book@hotelmottepicquetparis.com">book@hotelmottepicquetparis.com</a></td>
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<tr>
<td>HOTEL TOURISME AVENUE***</td>
<td>HOTEL LE WALT ****</td>
<td>Walking distance: 9 min</td>
<td>66, avenue de la Motte-Piquet, 75015 Paris</td>
<td>+33 1 47 34 28 01</td>
<td><a href="mailto:hotel@tourismeavenue.com">hotel@tourismeavenue.com</a></td>
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<tr>
<td></td>
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<td>Walking distance: 7 min</td>
<td>37, avenue de la Motte Piquet, 75007 Paris</td>
<td>+33 1 47 51 55 83</td>
<td><a href="mailto:lewalt@inwood-hotels.com">lewalt@inwood-hotels.com</a></td>
</tr>
<tr>
<td>HOTEL IBIS TOUR EIFFEL CAMBRONNE**</td>
<td>HOTEL VILLA SAXE EIFFEL****</td>
<td>Walking distance: 6 min</td>
<td>2, rue de Cambronne, 75015 Paris</td>
<td>+33 1 40 61 21 21</td>
<td><a href="mailto:h1400@accor.com">h1400@accor.com</a></td>
</tr>
<tr>
<td></td>
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<td>Walking distance: 7 min</td>
<td>9, Villa de Saxe, 75007 Paris</td>
<td>+33 1 47 83 86 90</td>
<td><a href="mailto:hotel@vseparis.com">hotel@vseparis.com</a></td>
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CONTACTS

UNESCO-NGO LIAISON COMMITTEE
c/o UNESCO
1, rue Miollis
75732 Paris Cedex 15 · France
Tel.: +33 1 45 68 36 68
E-mail: comite liaison ong@unesco.org
Facebook: Ngo-Unesco Liaison Committee

DESK FOR INTERGOVERNMENTAL AND NON-GOVERNMENTAL ORGANIZATIONS
Sector for External Relations and Public Information
UNESCO
7, place de Fontenoy
75352 Paris 07 · France
Tel.: +33 1 45 68 13 63
E-mail: ngo@unesco.org