

2018 INTERNATIONAL CONFERENCE OF NGOS *UNESCO Headquarters, 17-19 December 2018*

GENERAL INFORMATION

DATES AND VENUE

- **Dates:** 17 – 19 December 2018
- **Venue:** UNESCO Headquarters (Room II – Fontenoy building)
Metro station: Cambronne (line 6) or Ségur (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.**

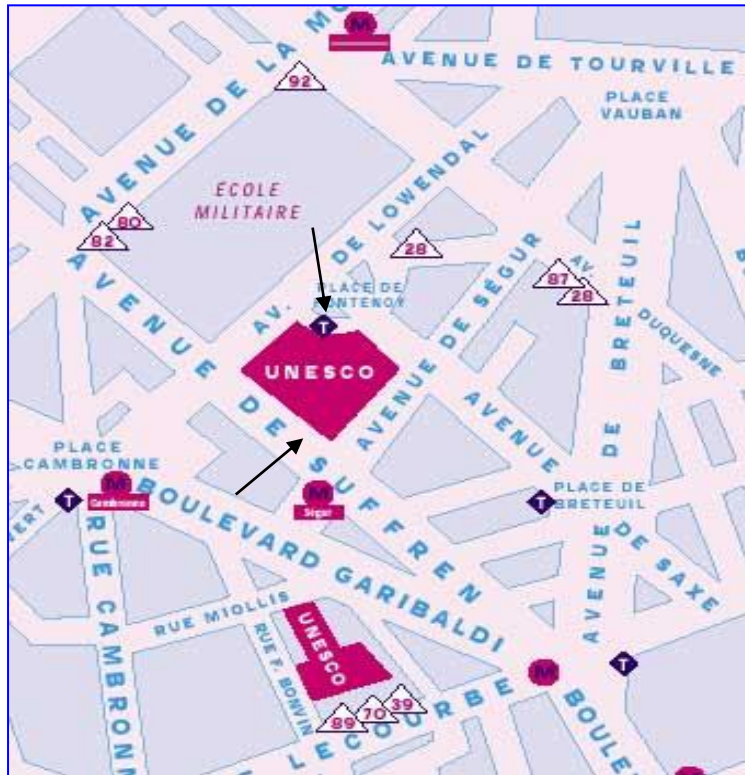
TRANSPORT

- All hotels listed below are within the vicinity of UNESCO. Information concerning transport may be obtained from hotel reception desks.

SELECTION OF HOTELS CLOSE TO UNESCO

<p>BEST WESTERN HOTEL EIFFEL CAMBRONNE *** Walking distance: 10 min 46, rue de la Croix Nivert 75015 Paris Tel.: +33 1 56 58 56 78 E-mail: hotel@eiffelcambronne.com</p>	<p>FIRST HOTEL PARIS TOUR EIFFEL **** Walking distance: 6 min 2, boulevard Garibaldi 75015 Paris Tel.: +33 1 43 06 93 26 E-mail: contact@firsthotelfr</p>
<p>HOTEL EIFFEL TURENNE ** Walking distance: 14 min 20, avenue de Tourville 75007 Paris Tel.: +33 1 47 05 99 92 E-mail: reservation@hoteleiffelturenne.com</p>	<p>HOTEL ARÈS PARIS **** Walking distance: 6 min 7, rue du Général de Larminat 75015 Paris Tel.: +33 1 47 34 74 04 E-mail: contact@areseiffel.fr</p>
<p>HOTEL BAILLI DE SUFFREN*** Walking distance: 3 min 149, avenue de Suffren 75015 Paris Walking distance : 3 min Tel.: +33 1 56 58 64 64 E-mail: contact@lebailliparis.com</p>	<p>LA COMTESSE PARIS TOUR EIFFEL**** Walking distance: 13 min 29, avenue de Tourville 75007 Paris Tel.: +33 1 45 51 29 29 E-mail: contact@comtesse-hotelcom</p>
<p>HOTEL DE FRANCE INVALIDES *** Walking distance: 11 min 102, boulevard de la Tour-Maubourg, 75007 Paris Tel.: +33 1 47 05 40 49 E-mail: contact@hoteldefrance.com</p>	<p>LE MARQUIS INWOOD HOTEL PARIS **** Walking distance: 9 min 15, rue Duplex 75015 Paris Tel.: +33 1 43 06 31 50 E-mail: lemarquis@inwood-hotels.com</p>
<p>HOTEL EIFFEL PETIT LOUVRE *** Walking distance: 16 min 1, rue de Lourmel 75015 Paris Tel.: +33 1 45 78 17 12 E-mail: reception@hotelpetitlouvre.com</p>	<p>HOTEL DE LA MOTTE PIQUET *** Walking distance: 16 min 30, avenue de la Motte-Picquet 75007 Paris Tel.: +33 1 47 05 09 57 E-mail: book@hotelmottepicquetparis.com</p>
<p>HOTEL TOURISME AVENUE*** Walking distance: 9 min 66, avenue de la Motte-Piquet 75015 Paris Tel.: +33 1 47 34 28 01 E-mail: hotel@tourismeavenue.com</p>	<p>HOTEL LE WALT **** Walking distance: 7 min 37, avenue de la Motte Piquet 75007 Paris Tel.: + (+33) 1 45 51 55 83 E-mail: lewalt@inwood-hotels.com</p>
<p>HOTEL IBIS TOUR EIFFEL CAMBRONNE** Walking distance: 6 min 2, rue de Cambronne 75015 Paris Tel.: +33 1 40 61 21 21 E-mail: h1400@accor.com</p>	<p>HOTEL VILLA SAXE EIFFEL**** Walking distance: 7 min 9, Villa de Saxe 75007 Paris Tel.: +33 1 47 83 86 90 E-mail: hotel@vseparis.com</p>

UNESCO HEADQUARTERS



CONTACTS

UNESCO-NGO LIAISON COMMITTEE

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Committee

DESK FOR INTERGOVERNMENTAL AND NON-GOVERNMENTAL ORGANIZATIONS

Sector for External Relations and
Public Information
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