



United Nations
Educational, Scientific and
Cultural Organization



2016 INTERNATIONAL CONFERENCE OF NGOs *UNESCO Headquarters, 12-14 December 2016*

GENERAL INFORMATION

DATES AND VENUE

- **Dates:** 12 – 14 December 2016
- **Venue:** UNESCO Headquarters (Room IV – Fontenoy building)
Entrance: 7, place de Fontenoy - Paris 7
Metro station: Cambronne or La Motte-Picquet – Grenelle or Ecole militaire
(*See street plan below in annex*)

REGISTRATION OF PARTICIPANTS AND RECEPTION SERVICE

- In order to participate in the Conference, NGO partners must return the registration form, duly completed, to the address specified on it, **preferably before 30 November 2016**.
- All participants will be required to pass through the security check at the entrance, and to present the letter of invitation and a copy of the registration form before they can proceed to Room IV.
- Participants also are requested to register at the Conference Desk, next to Room IV, prior to the meeting, or at the reception desk at the entrance for those participants without a badge.
REGISTRATION: Monday, 12 December from 9 a.m. to 10 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 a.m. on 12 December 2014.**
- Working hours for all meetings will normally be the following: **10 a.m. to 1 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, cash machine, medical centre and newspaper stand can be found at the meeting venue.
- A restaurant and a cafeteria 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 (approx. 60€) and from Orly Airport (30–40€)
 - Shuttle bus:** from Roissy Charles de Gaulle Airport (17€) and from Orly Airport (12€)
 - Train (RER):** (approx. 9€)
- Participants are advised to consult their travel agency or airline for all information concerning customs regulations relative to entry into France.

CURRENCY AND EXCHANGE

- The national currency is the Euro (€). In September 2016, 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 is cold and rainy, with snow occasionally.

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.

CONTACTS

UNESCO-NGO LIAISON COMMITTEE

Maison des ONG
UNESCO
1, rue Miollis
75732 Paris Cedex 15 - France
Tel.: +33 1 45 68 36 68
Fax: +33 1 45 66 03 37
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 14 98
Fax: +33 1 45 68 56 43
E-mail: ngo@unesco.org

SELECTION OF HOTELS CLOSE TO UNESCO

<p>EIFFEL PARK HÔTEL *** 17 bis, rue Amélie 75007 Paris Tel.: +33 1 45 55 10 01 Fax: +33 1 47 05 28 68</p>	<p>HÔTEL LECOURBE ** 28, rue Lecourbe 75015 Paris Tel.: +33 1 47 34 49 06 Fax: +33 1 47 34 64 65 E-mail: hotel.lecourbe@easynet.fr</p>
<p>DERBY EIFFEL HÔTEL *** 5, avenue Duquesne 75007 Paris Tel.: +33 1 47 05 12 05 Fax: +33 1 47 05 43 43 E-mail: info@derbyeiffel.com</p>	<p>HÔTEL MERCURE PARIS TOUR EIFFEL *** 64, boulevard de Grenelle 75015 Paris Tel.: +33 1 45 78 90 90 Fax: +33 1 45 78 95 55</p>
<p>HÔTEL LA BOURDONNAIS *** 111-113, avenue de la Bourdonnais 75007 Paris Tel.: +33 1 47 05 45 42 Fax: +33 1 45 55 75 54 E-mail: otlbourd@clubinternet.fr</p>	<p>HÔTEL SEGUR ** 34, boulevard Garibaldi 75015 Paris Tel.: +33 1 43 06 01 85 Fax: +33 1 47 34 30 82 E-mail: hotel.segur@wanadoo.fr</p>
<p>HÔTEL IBIS** 2, rue de Cambronne 75015 Paris Tel.: +33 1 40 61 22 22 Fax: +33 1 40 61 22 29</p>	<p>HÔTEL TOURISME *** 66, avenue de la Motte-Piquet 75015 Paris Tel.: +33 1 47 34 28 01 Fax: +33 1 47 83 66 54</p>
<p>HÔTEL TRYP DE SAXE *** 9, Villa de Saxe 75007 Paris Tel.: +33 1 44 49 78 40 Fax: +33 1 47 83 85 47 E-mail: tryp.de.saxe@solmelia.com</p>	<p>HÔTEL BALLY DE SUFFREN-TOUR EIFFEL*** 149, avenue de Suffren 75015 Paris Tel.: +33 1 56 58 64 64 Fax: +33 1 45 67 75 82 E-mail: bailli.suffren.hotel@wanadoo.fr</p>
<p>HÔTEL BEST WESTERN SEGUR *** 34, boulevard Garibaldi 75015 Paris Tél. : + (+33) 1 43 06 01 85 E-mail: reservation@paris-hotel-eiffel-segur.com</p>	<p>HÔTEL LE WALT *** 37, avenue de la Motte Piquet 75007 Paris Tél. : + (+33) 1 45 51 55 83 Fax: + (+33) 1 47 05 77 59 E-mail: jparmentier@inwoodhoTél.com</p>

UNESCO HEADQUARTERS

