General Information

DATES AND VENUE

- **Nineteenth Session of the IBC:** 11 – 12 September 2012
- **Session of the IGBC to Elect its Bureau:** morning of 13 September 2012
- **Joint Session of the IBC and IGBC:** 13 September and morning of 14 September 2012
- **Venue:** UNESCO Headquarters (Room XI – Fontenoy building)
  Entrance: 7 place de Fontenoy - Paris 7
  Metro station: Ségur or Cambronne
  *(See street plan attached)*

REGISTRATION OF PARTICIPANTS AND RECEPTION SERVICE

- In order to participate in the meetings, please return the enclosed registration form, duly completed, to the UNESCO Secretariat preferably before 7 September 2012.
- Because of security measures in force at UNESCO, all participants will be required to pass through the security check at the entrance and, after identification, will be authorized to proceed to Room XI.
- Participants are also requested to register at the Conference Desk in front of Room XI prior to the meetings.

Nineteenth Session of IBC: Tuesday, 11 September from 8.45 a.m. to 9.45 a.m.
Session of the IGBC to Elect its Bureau and Joint Session of the IBC and IGBC: Thursday, 13 September from 8.45 a.m. to 9.45 a.m.

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

- Opening of the NINETEENTH SESSION OF THE IBC: 10 a.m. on 11 September 2012
- Opening of the SESSION OF THE IGBC TO ELECT ITS BUREAU: 10 a.m. on 13 September 2012. (Please note that the session of the IGBC will conclude at 11 a.m. on 13 September.)
- Opening of the JOINT SESSION OF THE IBC AND IGBC: 11.15 a.m. on 13 September 2012. (Please note that the joint session of IBC and IGBC will conclude at 1 p.m. on 13 September.)
- Working hours for all meetings will normally be: 10 a.m. to 1 p.m. and 2.30 p.m. to 5.30 p.m. Participants will be notified of any change in this schedule.

WORKING LANGUAGES AND INTERPRETATION

- The working languages will be English and French and simultaneous interpretation will be provided in these two languages. In accordance with the Rules of Procedure of the IGBC, simultaneous interpretation will also be provided in Arabic, Russian and Spanish during the joint session of the IBC and IGBC and the session of the IGBC.

WORKING DOCUMENTS

- As far as possible, the working documents will be available in English and French before the meetings on Internet at the following address: www.unesco.org/bioethics. All other documents will be distributed at the time of registration.
- The Secretariat alone is authorized to distribute documents during the meetings.
- Participants are reminded that the Secretariat will not be able to type, translate or reproduce documents other than those that have a direct bearing on the meetings. If participants wish to have their intervention made available in printed form, they are kindly requested to bring sufficient typed copies with them. A special desk for this purpose will be available in front of the meeting room.

ON-SITE FACILITIES

- A bank, cash machine, medical centre and newspaper stand 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 your 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 (50–60€) and from Orly Airport (30–40€)
  - Shuttle bus: from Roissy Charles de Gaulle Airport (17€) and from Orly Airport (12€)
  - Train (RER): (around 9.25€)

- 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 July 2012 one US dollar was equal to 0.814 €. (*This rate is subject to fluctuation and may be modified without prior warning.*)

CLIMATE AND CLOTHING

- The average minimum/maximum temperatures in Paris in September range from 8° to 15°C (46°/59°F). The weather can vary from sunny to cool, even chilly, nights. Formal attire is suggested for all official events.

ACCOMMODATION

- Below is a selection of hotels close to UNESCO. Participants are invited to contact the hotel of their choice directly. Prices are quoted in Euros and fluctuations are possible. In order to benefit from a preferential rate, if applicable, the reference UNESCO should be given. **Under no condition can the Secretariat be responsible for hotel reservations.**

TRANSPORT

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

Secretariat:

*Mr Tee Wee Ang*

Division of Ethics and Global Change

Social and Human Sciences Sector

UNESCO

1, rue Miollis

75732 Paris Cedex 15 - France

Telephone: + 33 1 45 68 39 45

Fax: + 33 1 45 68 55 15

E-mail: ibc@unesco.org
<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Single</th>
<th>Double</th>
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<tbody>
<tr>
<td><strong>Hôtel Tryp de Saxe Residence</strong></td>
<td>132 € (breakfast included)</td>
<td>143 € (breakfast included)</td>
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<tr>
<td>9, Villa de Saxe</td>
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<tr>
<td>75007 Paris</td>
<td><a href="mailto:tryp.de.saxe@solmelia.com">tryp.de.saxe@solmelia.com</a></td>
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<tr>
<td>Tel.: + (33) 1 44 49 78 40</td>
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<tr>
<td><strong>Hôtel Aida Segur</strong></td>
<td>109 € (taxes included)</td>
<td>129 € (taxes included)</td>
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<td>34, blvd Garibaldi</td>
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<tr>
<td>75015 Paris</td>
<td><a href="mailto:reservation@paris-hotel-eiffel-segur.com">reservation@paris-hotel-eiffel-segur.com</a></td>
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<tr>
<td>Tel.: + (33) 1 43 06 01 85</td>
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<tr>
<td><strong>Hôtel le Walt</strong></td>
<td>219 € (breakfast &amp; taxes included)</td>
<td>265 € (breakfast &amp; taxes included)</td>
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<td>37, avenue de la Motte Picquet</td>
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<tr>
<td>75007 Paris</td>
<td><a href="mailto:jparmentier@inwoodhotel.com">jparmentier@inwoodhotel.com</a></td>
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<tr>
<td>Tel.: + (33) 1 45 51 55 83</td>
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<tr>
<td><strong>Hôtel Bailli de Suffren</strong></td>
<td>134 € (breakfast &amp; taxes included)</td>
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<tr>
<td>149, avenue de Suffren</td>
<td></td>
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<tr>
<td>75015 Paris</td>
<td><a href="mailto:lebailli@inwoodhotel.com">lebailli@inwoodhotel.com</a></td>
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<td>Tel.: + (33) 1 56 58 64 64</td>
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<tr>
<td><strong>Hôtel Grenelle</strong></td>
<td>115 € (taxes included)</td>
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<td>75015 Paris</td>
<td><a href="mailto:contact@hotelgrenelle.com">contact@hotelgrenelle.com</a></td>
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<tr>
<td>Tel.: + (33) 1 45 75 26 54</td>
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**UNESCO HEADQUARTERS**
**Registration Form**

I WILL ATTEND THE

| Nineteenth Session of the IBC         | ☐ Yes ☐ No |
| Session of the IGBC to elect its Bureau | ☐ Yes ☐ No |
| Joint Session of the IBC and IGBC    | ☐ Yes ☐ No |

Mr / Ms  | Family name  | First Name
----------------- | ------------ | ------------

Country or Organization represented (if applicable)


Function / Title


Postal address


Telephone  | Fax  | E-mail
------------- | ----- | ------------

To be returned before 7 September 2012 to:

Division of Ethics and Global Change, Bioethics Programme
Social and Human Sciences Sector
UNESCO
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75732 Paris Cedex 15 France
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