2014 INTERNATIONAL CONFERENCE OF NGOs
UNESCO Headquarters, 15-17 December 2014

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GENERAL INFORMATION

DATES AND VENUE

➢ Dates: 15 – 17 December 2014
➢ Venue: UNESCO Headquarters (Room IV – Fontenoy building)
  Entrance: 125, avenue de Suffren · Paris 7
  Metro station: Ségur or Cambronne
  (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 2014.

➢ 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 IV.

➢ Participants are also requested to register at the Conference Desk near to Room IV prior to the meeting, or at the reception desk at the entrance for those participants without badge.

REGISTRATION: Monday 15 December from 9:00 to 10:00 p.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 15 December 2014.
- 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, 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 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 (60–80€) and from Orly Airport (30–40€)
  - Shuttle bus: from Roissy Charles de Gaulle Airport (17€) and from Orly Airport (12€)
  - Train (RER): (around 9€)

- 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 September 2014, one US dollar was equal to 0.78 €. *(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°C/7°C (36°F/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.

CONTACTS

UNESCO-NGO LIAISON COMMITTEE
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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
<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPLENDID HÔTEL ***</td>
<td>29, avenue de Tourville</td>
<td>+33 1 45 51 24 77</td>
<td>+33 1 44 18 94 60</td>
<td></td>
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<tr>
<td>DERBY EIFFEL HÔTEL ***</td>
<td>5, avenue Duquesne</td>
<td>+33 1 47 05 12 05</td>
<td>+33 1 47 05 43 43</td>
<td></td>
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<tr>
<td>EIFFEL PARK HÔTEL ***</td>
<td>17 bis, rue Amélie</td>
<td>+33 1 45 55 10 01</td>
<td>+33 1 47 05 28 68</td>
<td></td>
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<tr>
<td>HÔTEL LA BOURDONNAIS ***</td>
<td>111-113, avenue de la Bourdonnais</td>
<td>+33 1 43 06 01 85</td>
<td>+33 1 45 55 75 54</td>
<td></td>
</tr>
<tr>
<td>HÔTEL IBIS**</td>
<td>2, rue de Cambronner</td>
<td>+33 1 40 61 22 22</td>
<td>+33 1 40 61 22 29</td>
<td></td>
</tr>
<tr>
<td>HÔTEL TRYP DE SAXE ***</td>
<td>9, Villa de Saxe</td>
<td>+33 1 44 49 78 40</td>
<td>+33 1 47 83 85 47</td>
<td></td>
</tr>
<tr>
<td>HÔTEL BEST WESTERN SEGUR ***</td>
<td>34, boulevard Garibaldi</td>
<td>+33 1 43 06 01 85</td>
<td>+33 1 44 49 78 40</td>
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</tr>
<tr>
<td>HÔTEL MERCURE PARIS TOUR EIFFEL ***</td>
<td>64, boulevard de Grenelle</td>
<td>+33 1 45 78 90 90</td>
<td>+33 1 45 78 95 55</td>
<td></td>
</tr>
<tr>
<td>HÔTEL LECOURBE **</td>
<td>28, rue Lecourbe</td>
<td>+33 1 47 34 49 06</td>
<td>+33 1 47 34 64 65</td>
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</tr>
<tr>
<td>HÔTEL SEGUR **</td>
<td>34, boulevard Garibaldi</td>
<td>+33 1 43 06 01 85</td>
<td>+33 1 47 34 30 82</td>
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<tr>
<td>HÔTEL TOURISME ***</td>
<td>66, avenue de la Motte-Piquet</td>
<td>+33 1 47 34 28 01</td>
<td>+33 1 47 83 66 54</td>
<td></td>
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<tr>
<td>HÔTEL BALLY DE SUFFREN-TOUR EIFFEL ***</td>
<td>149, avenue de Suffren</td>
<td>+33 1 56 58 64 64</td>
<td>+33 1 45 67 75 82</td>
<td></td>
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<tr>
<td>HÔTEL LE WALT ***</td>
<td>37, avenue de la Motte Piquet</td>
<td>+33 1 45 51 55 83</td>
<td>+33 1 47 05 77 59</td>
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E-mail: hotel.lecourbe@easynet.fr
E-mail: otlibourd@clubinternet.fr
E-mail: hotel.secur@wanadoo.fr
E-mail: tryp.de.saxe@solmelia.com
E-mail: bailli.suffren.hotel@wanadoo.fr
E-mail: reservation@paris-hotel-eiffel-ssegur.com
E-mail: jparmentier@inwoodhoteleTél.com
UNESCO HEADQUARTERS