

**INFORMATION NOTE**

On the occasion of the 70<sup>th</sup> Anniversary of UNESCO

**Second UNESCO Forum on Global Citizenship Education (GCED)**  
***Building peaceful and sustainable societies: preparing for post-2015***

**In support of the UN Secretary-General's Global Education First Initiative (GEFI)**  
(28-30 January 2015, Room XI, UNESCO HQ, Paris)

*Organized by the Division of Education for Teaching, Learning and Content, Education Sector, UNESCO, with the support of Member States<sup>1</sup>*

UNESCO Headquarters in Paris is looking forward to your participation in the Second UNESCO Forum on Global Citizenship Education (GCED) and would like to inform you of the following logistical arrangements:

**MEETING VENUE**

The meeting will be held at UNESCO Headquarters in **Rooms III, V, VII, IX, XI**. UNESCO contact details are as follows:

Venue : UNESCO Headquarters, Paris  
Address : 125, Avenue de Suffren, 75007 Paris  
Telephone : +33 (0) 1 45 68 13 42 (technical inquiries)  
: +33 (0) 1 45 68 14 38 (logistical inquiries) and/or  
: +33 (0) 1 45 68 14 34 (logistical inquiries)

**REGISTRATION:**

A registration area will be located outside of the Room XI. Registration will begin as of Tuesday 27 January from 3 p.m. to 5.30 p.m. and continue on 28 January 2015 from 8 a.m. to 9 a.m.

**MEETING HOURS**

The meeting will start on Wednesday 28 January 2015 at 9am and end on Friday, 30 January 2015 at 12.30pm

**MEETING AGENDAS & DOCUMENTATION**

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<sup>1</sup> Austria, The Republic of Korea, Oman

The final agendas, as well as relevant documentation, will be communicated to participants in advance of the meetings. Additional documentation will be made available at the meetings and accessible from the UNESCO GCED website: [www.unesco.org/new/en/global-citizenship-education](http://www.unesco.org/new/en/global-citizenship-education).

## **WORKING LANGUAGE**

The working language of the meetings will be English. Interpretation will however be provided from English into French, Spanish and Arabic; and from Spanish, French and Arabic into English for the plenary sessions only. The core documentation will also be provided in English, French, Spanish and Arabic.

## **INTERNET CONNECTION ON SITE**

Free wi-fi connection is provided at the meeting venue and throughout the Fontenoy Building. The log-in information is as follows:

Network: HQ-AIR-PUB  
ID: hq-air  
Password: uneswifi

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## **TELEPHONE CALLS**

Local (and within-house calls) may be made by participants themselves from the telephone booths outside Room I. To call an extension within UNESCO, dial the last five figures directly. To reach a number in Paris, dial 0 and then the 10-digit number of your correspondent. For long distance calls, telephone cards may be purchased from the UNESCO newspaper stand.

## **MEALS**

Coffee/tea breaks will be included in the conference package organized by UNESCO for the official duration of the meetings. Participants can have lunch at the UNESCO canteen on the 7<sup>th</sup> floor, at the “Bar des Délégués” (-1, next to room IX), or the Restaurant on the 7<sup>th</sup> floor. Should participants wish to eat out there are cafés and restaurants nearby. All meals will be at the expenses of each participant.

## **MEDICAL INSURANCE SERVICE**

A first-aid service is located on the second floor of the Fontenoy Building, UNESCO headquarters. All other medical services will not be covered. Participants are expected to assume the costs of any medical treatment that they might receive while in Paris. It is strongly recommended that medical insurance be purchased in the home country to cover participants in France as well as any other destinations on their journey.

## **BANK**

Société Générale has a branch on the ground floor of Fontenoy Building.  
Opening hours: Monday to Wednesday and Friday 9.30 a.m. to 12.15 p.m. – 1.15 p.m. to 5.15 p.m.  
Thursday 10 a.m. to 12.15 p.m. – 1.15 p.m. to 5.15 p.m.  
This branch is also equipped with a cash dispenser available 24 hours a day.

**PER DIEMS**

Individuals whose participation is funded by UNESCO

- Will receive their DSA at registration. The DSA will be paid by cheque which can be cashed at the bank in UNESCO.
- Please keep your ticket stubs and boarding passes and give them to UNESCO at the time of registration in return for your cheques. The hotel bill, which can be prepared in advance of departure, should be given to UNESCO on the 2<sup>nd</sup> day of the meeting.

**TRAVEL ARRANGEMENTS**

Individuals whose travel is funded by UNESCO will have received their return air e-tickets. Should those individuals wish to modify their flight schedule/itinerary, upgrade their booking from economy to business class, or extend the duration of their stay in Paris, additional costs involved shall be borne by the participant.

**AIRPORT TRANSFERS**

Flights will arrive at Roissy CDG (Charles de Gaulle International Airport) ([www.aeroportsdeparis.fr](http://www.aeroportsdeparis.fr))

- **Taxi**

The easiest mode of transport will be by taxi and will cost approximately €60-€70. A taxi can be taken directly outside of the airport arrivals.

- **Bus / Coach (Roissy Charles De Gaulle Airport)**

**Roissy Bus**

Roissy-Paris: 6 a.m.-11 p.m.

Paris-Roissy: 5.45 a.m.-11 p.m.

The point of drop-off and pick-up in Paris is the "Place de l'Opéra (rue Scribe 8<sup>th</sup> arrondissement)". Departures every 15 minutes.

**Car Air France (Air France Coaches) (Tel: 01 49 38 57 57)**

The point of drop-off and pick-up in Paris is "Place de l'Etoile, avenue Carnot (8th arrondissement)" or the « Palais des Congrès (Rez de Chaussée) ».

Paris-Roissy: 5.40 a.m. -11 p.m.

Roissy-Paris: 6 a.m.-11 a.m.

- **R.E.R (Local train)**

**R.E.R B**

Paris-Roissy: 5.30 a.m.-11.30 p.m.

.Roissy-Paris: 6.30 a.m.-11.50 p.m.

**TIME ZONE**

Paris is one hour ahead of Greenwich Mean Time (GMT+1).

## **ACCOMMODATION**

UNESCO made block bookings at the following hotels:

### **Hotel Baldi**

42 boulevard Garibaldi, 75015 Paris  
Tel: +33 1 47 83 20 10  
Fax: +33 1 44 49 08 72  
Mail: [hotel.baldi@wanadoo.fr](mailto:hotel.baldi@wanadoo.fr)  
Site: <http://www.baldi-paris-hotel.com>  
<http://goo.gl/maps/f914K>

27 rooms as follows (prices do not include breakfast which is at a cost of €12):

- 7 Single Rooms at the UN Price of € 100
- 6 Double Standard Rooms at the UN price of € 110
- 7 Double Superior Rooms at the UN price of € 125
- 7 Twin Rooms at the UN price of €125

A map is attached for information and directions.

### **Hotel Derby Eiffel** - 10 Standard at the Price of € 135 – including breakfast

5 avenue Duquesne, 75007 PARIS  
Tel: +33 1 47 05 12 05  
Fax: + 33 1 47 05 43 43  
Mail: [derbyeiffelhotel@orange.fr](mailto:derbyeiffelhotel@orange.fr)  
Site: <http://www.eiffel-tower-hotelparis.com/>

### **Hotel Le Bailli** - 9 Double Rooms at the UN Price of € 139 – including breakfast

149, Avenue de Suffren, 75015 Paris  
Tel: +33 1 56 58 64 64  
Fax: + 33 1 45 67 75 82  
Mail: [contact@lebailliparis.com](mailto:contact@lebailliparis.com)  
Site: <http://www.lebailliparis.com/en/>

### **Hotel Duquesne**- 10 Standard Rooms at the UN Price of € 149 – including breakfast

23 avenue Duquesne, 75007 PARIS  
Tel: +33 1 44 42 09 09  
Fax: + 33 1 44 42 09 08  
Mail: [hotel@hde.fr](mailto:hotel@hde.fr)  
Site: <http://www.duquesneeiffel.com/>

Participants are expected to retain their own reservations by telephone or email. Credit card details will be required to guarantee a reservation. When calling the hotels, please ask for your room to be taken from the UNESCO block booking made by Nuria Chat. Colleagues are advised to confirm their reservation by email and copy [n.chat@unesco.org](mailto:n.chat@unesco.org) when doing so.

If all rooms are taken – or participants wish to reserve at a different hotel, there is a list of hotels near UNESCO attached.

## **CONTACTS**

For any further information, please feel free to contact:

**Lydia Ruprecht** (for technical information related to the meeting)

Tel.: +33 (0)1 45 68 13 42

7, place de Fontenoy 75352 Paris 07 SP France

E-mail: [l.ruprecht@unesco.org](mailto:l.ruprecht@unesco.org)

**Nuria Chat** (for logistical information related to the meeting)

Tel: +33 (0)1 45 68 14 38

E-mail: [n.chat@unesco.org](mailto:n.chat@unesco.org)

*or*

**Séverine Pillado** (for logistical information related to the meeting)

Tel: +33 (0)1 45 68 14 34

E-mail: [se.pillado@unesco.org](mailto:se.pillado@unesco.org)

Enjoy your stay!