



United Nations  
Educational, Scientific and  
Cultural Organization



## ***INTERNATIONAL CONFERENCE OF NGOs*** *UNESCO Headquarters, 12-14 December 2012*

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### **GENERAL INFORMATION**

#### ***DATES AND VENUE***

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- **Dates:** 12 – 14 December 2012
- **Venue:** UNESCO Headquarters (Room XI – Fontenoy building)  
Entrance: 7 place de Fontenoy - Paris 7  
Metro station: Ségur or Cambronne  
(*See street plan below*)

#### ***REGISTRATION OF PARTICIPANTS AND RECEPTION SERVICE***

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- In order to participate in the Conference, please return the registration form, duly completed, to the address indicated therein **preferably before 05 December 2012**.
- 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 XI.
- Participants are also requested to register at the Conference Desk in front of Room XI prior to the meetings, or at the reception desk at the entrance for those participants without badge.

**REGISTRATION:** Wednesday 12 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***

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- **OPENING OF THE CONFERENCE: 10:00 a.m. on 12 December 2012.**
- 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***

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- The working languages will be English and French and simultaneous interpretation will be provided in these two languages.

### ***ON-SITE FACILITIES***

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- 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***

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- 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***

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- 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***

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- The national currency is the Euro (€). In September 2012, one US dollar was equal to 0.79 €. *(This rate is subject to fluctuation and may be modified without prior warning.)*

### *CLIMATE AND CLOTHING*

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- 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*

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- 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*

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- 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](mailto:comite.liaison.ong@unesco.org)

### **SECTION FOR NGOS**

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](mailto:ngo@unesco.org)



## SELECTION OF HOTELS CLOSE TO UNESCO

<p><b>SPLENDID HÔTEL ***</b>                  29, avenue de Tourville                  75007 Paris                  Tel.: +33 1 45 51 24 77                  Fax: +33 1 44 18 94 60</p>	<p><b>HOTEL PULLMAN PARIS TOUR                  EIFFEL ****</b>                  18 avenue de Suffren                  75015 Paris                  Tel. : (+33)8/25836060                  Fax: +33 01 44 38 56 10                  Email : <a href="mailto:h7229@accor.com">h7229@accor.com</a></p>
<p><b>DERBY EIFFEL HÔTEL ***</b>                  5, avenue Duquesne                  75007 Paris                  Tel.: +33 1 47 05 12 05                  Fax: +33 1 47 05 43 43                  E-mail: <a href="mailto:info@derbyeiffel.com">info@derbyeiffel.com</a></p>	<p><b>HÔTEL MERCURE PARIS TOUR                  EIFFEL ***</b>                  64, boulevard de Grenelle                  75015 Paris                  Tel.: +33 1 45 78 90 90                  Fax: +33 1 45 78 95 55</p>
<p><b>EIFFEL PARK HÔTEL ***</b>                  17 bis, rue Amélie                  75007 Paris                  Tel.: +33 1 45 55 10 11                  Fax: +33 1 47 05 28 68</p>	<p><b>HÔTEL LECOURBE **</b>                  28, rue Lecourbe                  75015 Paris                  Tel.: +33 1 47 34 49 06                  Fax: +33 1 47 34 64 65                  E-mail: <a href="mailto:hotel.lecourbe@easynet.fr">hotel.lecourbe@easynet.fr</a></p>
<p><b>HÔTEL LA BOURDONNAIS ***</b>                  111-113, avenue de la Bourdonnais                  75007 Paris                  Tel.: +33 1 47 05 45 42                  Fax: +33 1 45 55 75 54                  E-mail: <a href="mailto:otlbourd@clubinternet.fr">otlbourd@clubinternet.fr</a></p>	<p><b>HÔTEL SEGUR **</b>                  34, boulevard Garibaldi                  75015 Paris                  Tel.: +33 1 43 06 01 85                  Fax: +33 1 47 34 30 82                  E-mail <a href="mailto:hotel.segur@wanadoo.fr">hotel.segur@wanadoo.fr</a></p>
<p><b>HÔTEL IBIS**</b>                  2, rue de Cambronne                  75015 Paris                  Tel.: +33 1 40 61 22 22                  Fax: +33 1 40 61 22 29</p>	<p><b>HÔTEL TOURISME ***</b>                  66, avenue de la Motte-Piquet                  75015 Paris                  Tel.: +33 1 47 34 28 01                  Fax: +33 1 47 83 66 54</p>
<p><b>HÔTEL TRYP DE SAXE ***</b>                  9, Villa de Saxe                  75007 Paris                  Tel.: +33 1 44 49 78 40                  Fax: +33 1 47 83 85 47                  E-mail: <a href="mailto:tryp.de.saxe@solmelia.com">tryp.de.saxe@solmelia.com</a></p>	<p><b>HÔTEL BALLY DE SUFFREN-TOUR                  EIFFEL***</b>                  149, avenue de Suffren                  75015 Paris                  Tel.: +33 1 56 58 64 64                  Fax: +33 1 45 67 75 82                  E-mail: <a href="mailto:bailli.suffren.hotel@wanadoo.fr">bailli.suffren.hotel@wanadoo.fr</a></p>
<p><b>HÔTEL BEST WESTERN SEGUR ***</b>                  34, boulevard Garibaldi                  75015 Paris                  Tél. : + (+33) 1 43 06 01 85                  E-mail: <a href="mailto:reservation@paris-hotel-eiffel-segur.com">reservation@paris-hotel-eiffel-segur.com</a></p>	<p><b>HÔTEL LE WALT ***</b>                  37, avenue de la Motte Piquet                  75007 Paris                  Tél. : + (+33) 1 45 51 55 83                  Fax: + (+33) 1 47 05 77 59                  E-mail: <a href="mailto:jparmentier@inwoodhoTél.com">jparmentier@inwoodhoTél.com</a></p>

## UNESCO HEADQUARTERS

