



United Nations
Educational, Scientific and
Cultural Organization

A light blue world map is centered in the background, overlaid with a grid of curved lines that create a sense of global connectivity. The text is superimposed on this map.

37th session of the General Conference

5-20 November 2013

Welcome to the 37th session of the General Conference

This guide contains information on the structure and work of the General Conference which we hope you will find useful.

Here you can find the Maps of the venues where meetings are taking place.

The ***Delegates' Information Bureau*** is at your disposal for guidance and update on the work of the General Conference.

■ The 37th General Conference Website

All information concerning the official proceedings of the session, as well as side events, is or will be available on the Internet: <http://www.unesco.org/en/general-conference>

You are welcome to visit the webpage of the General Conference every day to get updated information on the agenda, the schedule of the meetings, the special events and their location.

***The Secretariat of the 37th General Conference wishes you
a fruitful and pleasant session.***

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What you need to know on arrival

The 37th session of the General Conference is held at UNESCO Headquarters, in Paris, from **10 a.m. on Tuesday, 5 November to Wednesday, 20 November 2013**.

We recommend that you arrive in Paris before the opening of the session in order to accomplish the relevant formalities without rushing.

■ **Registration**

Registration for **Member States'** and **Associate Members' delegations** at the 37th General Conference is available online. Each **Permanent Delegation** is kindly requested to register online all its members participating in the session, using the Permanent Delegation generic network account, at the following address: <http://en.unesco.org/registration>

All members of national delegations have to be registered online to confirm their participation.

Badges will be delivered to participants at the *Delegates' Reception*, opposite *Room I* (Fontenoy building).

Staff of the Permanent Delegations will use their regular UNESCO badge.

NB: Badge must be shown at the entrances of all buildings and at security checks.

Observers from **intergovernmental** and **non-governmental organizations** and foundations are requested to register at the *IGO/NGO Reception* (Fontenoy building, Pavillon Suffren, 125, Avenue de Suffren).

■ Credentials

Credentials must be sent one week before the opening date of the session ([Rule 23 of the Rules of Procedure of the General Conference](#)).

Delegations whose credentials have not been presented to the Director-General in advance, are requested to hand them directly to the *Secretariat of the Credentials Committee*, which is responsible for checking the credentials of all delegations.

■ Information to Delegates

The *Delegates' Information Bureau* will provide information on the conduct of meetings (*Salle des Actes*) through:

● Screens

The daily schedule of meetings and information related to side events will be displayed on closed-circuit television screens.

● MAG

Copies of the **MAG** will be available on the first day of the General Conference. This magazine offers an overview of the special meetings and the side events taking place during the session.

● e-journal

The **e-journal** of the General Conference, only available online, will provide a regularly updated overview of the work of the session. It will include the agenda of the proceedings of the day and report on the debates of the previous day. You will find updated information on the side events such as special meetings and official visits and the activities organized in the framework of the **Open UNESCO** exhibition.

<http://www.unesco.org/en/general-conference>

■ Basic Texts

Detailed information on the General Conference and its workings, in particular the [Constitution and Rules of Procedure](#), can be found in the **Basic Texts**, which are available upon request in meeting rooms and on the website.

■ Documents

To indicate which documents your delegation would like to receive during the General Conference (one copy in one language per delegation), all you need to do is fill in **GC form 18** which can be obtained from the [Documents Distribution Service](#), in the *basement* of the [Conference Building](#). You will find your documents every day in your pigeonhole at the [Documents Distribution Service](#).

In each meeting room there will be a limited number of documents related to the work of the body which is using the room.

All UNESCO's General Conference documents are accessible on the Internet.

Two documents must be read: documents **37 C/1** (Agenda) and **37 C/2** (Organization of the work of the session), so that you can decide which commissions and meetings you will attend.

This also applies to the **e-journal** of the General Conference, which will be posted throughout the session and regularly updated.

■ Working languages

The working languages are Arabic, Chinese, English, French, Russian and Spanish.

Simultaneous interpretation is provided in these **six** languages; all documents which require a decision by the General Conference are also published in these languages. Information documents (**37 C/INF**) and Reports (**37 C/REP**) are available in English and French only.

■ General policy debate (national statements)

Delegations are invited to address any question related to the general policy debate to [Ms Catherine Thiounn](#) (Tel.: **80921**, Offices **D.055, D.056**).

■ Seating arrangements for delegates

In the plenary meeting rooms and in the commissions, one seat is allocated to Member States in French alphabetical order, starting with Iraq as drawn by lot at the 191st session of the Executive Board. The number of seats per delegation varies according to the room. Places will be set aside for observers.

The General Conference

The **General Conference** meets every two years. The participants are all the Member States and Associate Members; non-Member States, intergovernmental organizations, non-governmental organizations and other official partners are invited as observers.

The General Conference determines UNESCO's work, regular budget and policies by:

- **discussing** all issues concerning the general policy of the Organization;
- **adopting** a programme for the next four years and a budget for the next two years, the draft of which is submitted to the General Conference after consultations between Member States and the Secretariat;
- **electing** the Members of the Executive Board for a four-year term (renewed by half at each session);
- **electing** the Director-General for a term of four years; and every eight years,
- **adopting** the Medium-Term Strategy of the Organization.

■ **How the system works**

The work of the General Conference is conducted in plenary sessions, commissions, committees and working groups, which sometimes meet simultaneously.

■ Plenary

The heads of delegation attend plenary sessions and take part in the general policy debate. All decisions of the General Conference are adopted in plenary.

■ Commissions and committees

At each session, the General Conference sets up such commissions and committees it deems necessary. It has been recommended that the General Conference establish six commissions at its 37th session.

Each commission consists of an elected bureau, which numbers a chairperson, four vice-chairpersons and a rapporteur assisted by a secretariat composed of UNESCO staff seconded to the commission for the duration of the session. The agendas of the commissions are organized around one of the main themes of UNESCO's programme:

| | |
|--|-------------------|
| ED Commission: Education | (Room II) |
| SC Commission: Natural sciences | (Room II) |
| SHS Commission: Social and human sciences | (Room XI) |
| CLT Commission: Culture | (Room XII) |
| CI Commission: Communication | (Room XI) |
| APX Commission: Finance, administration and general questions, programme support and external relations | (Room XII) |

In each debate, **delegations** normally only take the floor once. Delegates who have a **draft resolution (DR)** to present should, if possible, do so during their statement. Nevertheless, each commission can also decide to examine **DRs** at the end of the debate.

The **APX** will start work on **Wednesday, 6 November** at **10 a.m.**, followed by the other commissions.

The following four statutory committees are also established:

■ **The Credentials Committee (Room VIII)**, in charge of checking the credentials of participants, consists of **nine members** elected at the first plenary meeting of the General Conference on the proposal of the Temporary President.

■ **The Legal Committee (Room VI)**, responsible for considering draft amendments to the **Constitution or Rules of Procedure** of the General Conference, and legal matters that are submitted to it, consists of **24 members elected** during the previous session.

■ **The Nominations Committee (Room IV)** examines and submits to the General Conference proposals concerning the composition of commissions and committees and other bodies whose members must be elected by the General Conference (**Rules 34 and 35 of the Rules of Procedure**). It consists of the heads of all the delegations with voting rights at the General Conference.

■ **The General Committee (Bureau)** of the General Conference (**Room X**) steers and coordinates the work of commissions and committees. Its members are the President and Vice-Presidents of the General Conference and the

chairpersons of the subsidiary organs. It sets the agenda of plenary meetings and examines requests for the inclusion of new items on the agenda. Each commission and committee chairperson reports regularly to the **General Committee (Bureau)** on the progress of its work.

■ Taking the floor

All the speakers responsible for national statements within the general policy debate must limit their statements to **six** minutes. Observers have **three** minutes.

Delegations are requested to send the text of their statements (both on paper and electronically) in advance to **Ms Catherine Thiounn** (tel.: **80921**, Offices **D.055**, **D.056**; email: c.thiounn@unesco.org).

The statements will be handed to the interpreters, and made available to the press.

In the commissions, the time limit on speeches is set by the chairperson. In order to take the floor in commission, please contact the secretariat of the commission before or during the meeting, but in any event before the list of speakers is closed. To be sure of accurate interpretation and a reliable report, it is useful to hand a copy of your text in advance to the secretary and to the rapporteur of the commission, even if it is not typed. The conference room clerks are at speakers' disposal to make photocopies.

Normally, speakers take the floor from their seats; however, during the **general policy debate** in **Room I** (national statements), heads of delegation speak from the rostrum.

■ Draft resolutions

A **draft resolution**, or **DR**, is a proposal submitted by one or more delegations with a view to having it adopted as a decision of the General Conference. Most DRs aim to modify guidelines laid down in the **draft programme** and **budget** and are examined initially in commission; some, concerning agenda items only scheduled to be examined in plenary, go directly to the plenary.

■ Voting procedures

Each Member State has one vote, unless its credentials have not been accepted as fully valid by the Credentials Committee or it has not satisfied the provisions of [paragraph 2 of Rule 83 of the Rules of Procedure](#) concerning arrears in contributions.

Voting is conducted in one of three ways: by show of hands (the most common); by secret ballot (for elections); or by roll-call (in exceptional cases). To vote by show of hands, raise your country's nameplate.

Decisions are taken by a simple majority of members present and voting except in cases where a two-thirds majority is required, for instance for the admission of new members ([Rules 84 and 85 of the Rules of Procedure](#)).

Often, when there is general agreement, decisions are taken without a vote by consensus.

■ Elections

The Nominations Committee organizes many elections during the General Conference:

- **General Committee** of the General Conference, which takes place, on the proposal of the Executive Board, at the beginning of the plenary;
- **Members of the Executive Board**, in accordance with the distribution of Member States by electoral group (**Group I: 9 seats; Group II: 7 seats; Group III: 10 seats; Group IV: 12 seats; Group V: 20 seats**); candidacies must be transmitted to the Director-General if possible at least six weeks before the session and in any event at least 48 hours before the election;
- the **bureaux of the commissions and committees** of the General Conference;
- **intergovernmental committees and councils** associated with UNESCO's programme; and
- the **External Auditor** (appointment every six years).

The appointment of the Director-General takes place every four years during a special plenary meeting.

The dates of elections will be shown in the timetable of work, the e-journal and in announcements displayed on screens. For the election of the Members of the Executive Board, a voting bureau is set up in **Room V** from **10 a.m.** to **1 p.m.** on the day of the election; delegates may vote there at their convenience without any break in the discussions (see document **37 C/2**).

Key dates during the General Conference

The plenary meetings:

Tuesday, 5 November, 10 a.m.

The General Conference begins with an opening ceremony in plenary, temporarily presided by the President elected at the previous session who proposes to the General Conference the **nine members** of the **Credentials Committee**, who meet on the same day, and the establishment of the **Nominations Committee**.

The General Conference then approves the agenda of its work, prepared by the Executive Board.

Tuesday, 5 November, 3 p.m.

The General Conference elects its President and Vice-Presidents, on the proposal of the **Nominations Committee**. The latter, consisting of all heads of delegation, will have met that morning to consider the Executive Board's recommendations on the issue. The **Credentials Committee** then submits its first report to plenary. Then, the Chairperson of the Executive Board will introduce the Report of the Director-General on the activities of the Organization in 2010-2011 (**37 C/3**) and the Reports by the Executive Board on its own activities (**37 C/9**).

Afterwards, the Director-General introduces the **general policy debate** by presenting the **draft programme and budget**. On that occasion she reviews UNESCO's actions since the last session of the General Conference (**37 C/INF.2**). The general policy debate concludes with the Director-General's reply.

Wednesday, 6 November

Leaders' Forum

An international platform for reflection and discussion, UNESCO introduced the **Leaders' Forum** at the 36th session of the General Conference to inject new inspiration and direction for the future from the highest level of government. The **Leaders' Forum** will be a major opportunity to explore in an open manner, innovative even provocative ideas and new ways of promoting peace and prosperity in a globalized world through UNESCO's fields of competence. The Forum also helps chart the Organization's future programme activities.

Heads of State or Government and Ministers will exchange views on the following theme: *"UNESCO mobilizing for and contributing to the post-2015 agenda through education, the sciences, culture and communication and information"*.

More information on the format and participants are available on the General Conference website.

Thursday, 7 November, 10 a.m.

The fifth Plenary meeting will begin with consideration of the General Committee's recommendations on the organization of work (**37 C/2**). The **general policy debate** (national statements) will then begin and will continue until the morning of **Monday, 11 November**.

Monday, 11 November, 3 p.m.

Reply by the Director-General to the general policy debate.

Tuesday 12 November, 10 a.m.

Appointment of the Director-General.

Tuesday, 19 - Wednesday, 20 November

The plenary resumes its work in order to consider and adopt the reports of the commissions presented by their chairpersons and the budget lines of UNESCO's major programme sectors. Once approved in plenary, the drafts prepared by the commissions become decisions (called resolutions) of the General Conference.

A **Youth Forum** will be held from **Tuesday 29** to **Thursday 31 October**, three days before the opening of the General Conference. The theme of the Forum is *“Youth and Social Inclusion: Civic Engagement, Dialogue and Skills Development”*.

Documents and Information

All the documents' names start with **37 C**, which corresponds to the 37th session of the General Conference. Many General Conference documents are often referred to by their number, symbol or series.

■ Documents

37 C/ (number): documents requiring a decision by the General Conference; they constitute the main series of documents.

37 C/1 Prov. Rev.: Revised provisional agenda of the session

37 C/2: Organization of work

37 C/3: Report by the Director-General on the activities of the Organization (2010-2011)

37 C/4: Draft Medium-term Strategy, 2014-2021

37 C/5: Draft Programme and Budget for 2014-2017

37 C/6: Recommendations by the Executive Board on the Draft Programme and Budget for 2014-2017

37 C/11: Recommendations by the Executive Board on the Draft Medium-Term Strategy for 2014-2021 (**37 C/4**)

37 C/INF: documents bring information to the attention of the General Conference but do not require a decision :

37 C/INF.1: Invitation to the 37th session

37 C/INF.2: Opening of the general policy debate by the Director-General

37 C/REP: series of statutory reports to the General Conference by the international and intergovernmental committees and councils, organs of UNESCO Conventions and international or regional conferences organized by UNESCO.

37 C/NOM: documents containing information on the elections to be held by the General Conference (names of outgoing countries, number of seats to be filled, etc.)

37 C/DR: draft resolutions submitted by Member States.

■ Records

Pursuant to **186 EX/Decision 22(II)**, unrevised provisional verbatim records of the plenary proceedings will be posted online during the 37th session.

The recorded sound in the six working languages of all plenary meetings will be available on the General Conference website: <http://www.unesco.org/en/general-conference>, where it will be possible to listen live to plenaries. The recordings of all meetings are kept in the Organization's archives, where they may be consulted.

■ List of participants

A provisional list of delegates, representatives and observers is available on the website of the General Conference. <http://www.unesco.org/en/general-conference>

Events during the General Conference

■ **Exhibition**

Open UNESCO/L'UNESCO ouverte

Once every two years, delegates from the international community meet at a General Conference of UNESCO to examine the global state of Education, Science, Culture and Communication.

For UNESCO's staff, it is the best time to show-case programmes and projects that are making a difference around the world. This work is presented in an interactive, high-tech display called "***Open UNESCO***", situated in the ***Séгур Hall***, both to enrich debate at the Conference and to inform the general public about UNESCO's mission and mandate.

Each theme in Open UNESCO is presented on a multi-coloured, interactive "***island***", inviting visitors to learn about UNESCO's activities and discover the commitment of men and women who make up UNESCO today.

The seven cross-cutting themes of ***Open UNESCO*** are:

- UNESCO: an idea in action
- Crisis preparedness and response
- Knowledge sharing
- Cultural diversity
- One planet, one ocean
- Peace and dialogue
- Human rights

The use of multimedia technology provides Delegates with insight into UNESCO's daily activities through documentaries, interviews, photographs, publications, interactive applications and social networks.

To complement the interactive displays, ***Open UNESCO*** hosts a series of presentations on projects from Members States, Programme Sectors, Field Offices and Institutes.

Partnering with the GDF SUEZ Foundation, ***Open UNESCO*** has been up-dated and enriched with new content, illustrating UNESCO's most recent achievements. The exhibition is also going virtual with support from Salon Films, to make UNESCO's mandate and work more accessible, especially for young people.

Other side-events and Information meetings

NB: The information below is indicative and should be checked during the session, especially at: <http://www.unesco.org/new/en/unesco/events/general-conference-side-events/>

5 November: Education Agenda in Latin American countries: Challenges towards 2015 and post-2015

6 November: Ceremony for the reception of the mould of Toumaï offered by the President of Chad

7 November: Innovative approaches to education policy planning and capacity development

7 November: Meeting with Heads of Delegation on Priority Africa

8 November: Perspective of Education for Sustainable Development post-2014 – World Conference on Education for Sustainable Development

8 November: East African Capacity Building Programme – Strengthening National Commissions through regional cooperation

8 November: Global Partnership for Girls' and Women's Education

8 November: Information meeting on a project in relation to the 'General History of Africa'

12 November: Water Education and Capacity Development

13 November: High-level Panel Session on Climate change impacts on water resources and adaptation policies in mountainous regions (in the context of the IYWC 2013); UNESCO fence exhibition as from 13 November

13 November: Launch of the Women in African History: An E-learning Tool project

13 November: Building Ocean Knowledge through partnerships for a Blue Society: UNESCO's IOC as a catalyst for partnership

13-14 November: International Water Cooperation

14 November: Launch of the Creative Economy Report

14 November: Science Policy in Africa: launch of the Science, Engineering, Technology and Innovation (SETI) country profiles of around 6 African States

15 November: Launch of the World Social Science Report

18 November: Launch of the report on the outcomes of the joint UNU/University of Tokyo/UNESCO Symposium on '*Sustainability Science: Promoting integration and Cooperation*'

19-21 November: 19th session of the General Assembly of the States Parties to the World Heritage Convention

Coordination meetings of electoral groups and regional meetings with representatives of National Commissions are organized by the Secretariat during the Conference.

UNESCO: A Practical Guide

■ Bank

You can carry out all banking operations at the branches of the Société Générale situated respectively:

- on the ground floor of the Fontenoy Building, Tel. **01 53 69 55 60**
- in the hall of the Miollis Building, Tel. **01 44 38 79 20**.

The ***Miollis*** and ***Fontenoy*** branches are usually open from Monday to Friday.

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.

Only the Fontenoy branch will remain open at lunch time during the weekdays throughout the duration of the General Conference.

On Saturdays 9 and 16 November 2013, the Fontenoy branch alone will be open exceptionally from **9** a.m. to **1** p.m.

The bank will be closed on Monday 11 November 2013 as it is a public holiday in the host country.

Cash dispensers are available 24 hours a day in Fontenoy and in Miollis next to the bank.

■ Book and Gift shop

Located at the entrance of the Fontenoy Building, the bookshop sells UNESCO publications, CDs, CD-ROMs and some United Nations publications. You will also find trade-marked UNESCO gifts, as well as numismatic and philatelic items.

Delegates are entitled to a reduction on UNESCO publications on presentation of their badge.

Opening hours: Monday to Friday **9 a.m. to 6 p.m.** – Saturday **9 a.m. to 1.30 p.m.** – Tel. **80370**.

■ Cafeterias

Both serve lunch and are situated as follows:

- *Seventh floor* of the **Fontenoy Building**

Opening hours: Monday to Saturday: **11.45 a.m. to 2.30 p.m.**

- *Basement* of the **Miollis Building**

Opening hours: Monday to Saturday: **11.45 a.m. to 2.30 p.m.**

■ Cloakrooms

Cloakrooms are available near **Room I**.

■ Commissary

As a delegate you have access, on presentation of your badge, to the UNESCO Commissary, which offers a wide range of articles (luxury foods, perfumes, gifts, etc.). The Commissary is situated in the first basement of the **Bonvin Building (Building VI)**.

Opening hours: Monday to Friday, **11.45 a.m. to 6.30 p.m.**; Saturday 9 November **10 a.m. to 6 p.m.**; Saturday 16 November **10 a.m. to 1.30 p.m.**

A branch of the Commissary, specializing in gifts and essential items, is located in the basement of the **Conference Building**.

Opening hours: Monday to Friday **10 a.m. to 6 p.m.**; Saturday 9 November **10 a.m. to 6 p.m.**; Saturday 16 November **10 a.m. to 1.30 p.m.**

■ Conference bar

This bar is located in the basement of the **Conference Building**, Fontenoy. Open Monday to Friday, **8.30 a.m. to 9 p.m.** (week 1) - **6.30 p.m.** (weeks 2 and 3); Saturday, **8.30 a.m. to 3 p.m.**

Serves coffee, tea, drinks, cakes and sandwiches all day.

Refreshments will also be available continuously in the **Salle des Pas Perdus**, Monday to Friday from **8.30 a.m. to 6.30 p.m.**, Saturday from **8.30 a.m. to 3 p.m.**

■ Emergencies

Inside UNESCO, call the **Central Guard Service**: in the **Fontenoy Building**, Tel. **81637** and **81649**; in the **Miollis Building**, Tel. **82580**. Outside UNESCO, call “**Police secours**”, Tel. **17**.

■ Fire

Inside UNESCO, for all buildings, Tel. **18** on an internal UNESCO telephone line. Outside UNESCO, call the **Paris fire brigade**, Tel. **18**.

■ Health

Medical service and **infirmary**, located on the second floor of the **Fontenoy Building**, Office **2.096**. Opening hours: Monday to Friday, **9 a.m. to 6.30 p.m.**, Saturday, **9 a.m. to 1.30 p.m.** On duty during night meetings and Saturday morning, Tel. **80867**.

Medical emergencies: During the General Conference, a medical unit of the **Paris SAMU** (Service d'aide médicale d'urgence – Emergency medical assistance) is permanently on duty in the **Séguir Hall, Conference Building**, Tel. **80588** or **81639**.

Outside UNESCO: For a serious emergency, call the **SAMU** directly, Tel. **15**. If you need a doctor, call **SOS Médecins** on **01 43 37 77 77** or **UMP (Urgence Médicale de Paris)** on **01 53 94 94 94**.

■ Hotels

For hotel booking, you may contact the American Express Business Travel agency. E-mail: fr.businesstravel@service.americanexpress.com – Tel.: **01 72 03 98 17**

Please note that no hotel booking will be taken into consideration unless a credit card number and expiry date is provided. Credit cards are indeed indispensable for booking purposes.

■ Internet spaces

Computers providing access to the Internet are available at various points in the **Fontenoy Building: Miró 1, Mall**, in front of **Room XI**. Full information about the General Conference can be found at <http://www.unesco.org/en/general-conference>. You can also use the Wifi terminals to access the Internet.

■ Library & Archives reading room

Ready access to a selection of daily newspapers and periodicals, dictionaries, encyclopaedias, directories, guidebooks and other materials.

Consult the online catalogue that lists UNESCO's documents/publications since 1972 and the UNESCO Library's acquisitions since 1946.

Access to online information resources such as the Economist Intelligence Unit, World Bank e-library, OECD iLibrary, and others.

Consult the archives of UNESCO and the organizations that preceded it, including the International Institute of Intellectual Cooperation (1925-1946) and the Preparatory Commission for UNESCO (1945-1946).

You may also be interested to consult paper versions of previous General Conference and Executive Board documents, or to read the official correspondence files between UNESCO and your country.

Photocopier, Wifi hotspot, search and access assistance are available. Digital cameras are recommended for any copying in the UNESCO Archives.

Location: *Ground floor*, at the entrance of the *Fontenoy Building*.

Opening hours: From Monday to Friday, **9.30** a.m. to **5.30** p.m. (archives services closed **1** p.m. to **2** p.m.); Saturday **9.30** a.m. to **12.30** p.m.

Contact: Tel. (library) **80356, 80360**; (archives) **80004, 81950**

Email: library@unesco.org; archives@unesco.org

Website: <http://www.unesco.org/library>;

<http://www.unesco.org/archives>

■ Lost and found

If you have lost or found something, please contact the *Delegates' Reception* or the *Guard Service*, Tel. **81637** or **81649**.

■ Mail

You may have mail sent to you in your name, mentioning also the name of your delegation, to the UNESCO address:

UNESCO, 7 place de Fontenoy, F-75352 Paris 07SP - France

Telephone: **(33 1) 45 68 10 00**

You will find mail addressed to you at your permanent delegation's office or, if your delegation has no office, at the ***Delegates' Reception***, in the ***Conference foyer***. Observers from IGOs, NGOs and Foundations should contact their Reception in the ***Mall***.

■ Meeting room reservations

To book a meeting room, please contact the ***Meeting Room Reservation Service***, which will endeavour to meet the requests of groups of delegations according to availability, Office **C.024**, Tel. **82136**.

■ Newspapers

You will find two newsagents – one in the hall of the ***Fontenoy Building*** and another in the ***Salle des Pas Perdus*** – which stock daily newspapers, magazines and books.

■ Parking

Parking will be tolerated in some parts of ***Avenues Suffren***, ***Ségur*** and ***Lowendal*** for cars not registered in the diplomatic series (green licence plates) which bear a special **“37 C”** sticker on their windscreens. These stickers can be obtained from the ***Security Section***, ***1st floor, blue wing***, Office **1.017**.

■ Photocopies

A photocopying service is available in the basement of the ***Conference Building***, between ***Rooms VI*** and ***VII***. In meeting rooms, speak to the conference room clerks.

■ Photographers

You may make arrangements with the two Conference photographers, whom you will find at their counter in the hall outside **Room I**, for photographs to be taken.

■ Postal service

Postboxes are to be found near the *Place de Fontenoy* entrance, and in the *hall* of the **Miollis Building**.

The **post office** is to be found at **5, avenue de Saxe**, which is to the right on leaving the building on the *Place de Fontenoy*.

Opening hours: open continuously from Monday to Friday, from **8 a.m.** to **8 p.m.**, and on Saturday mornings, from **9 a.m.** to **1 p.m.**

■ Press

The **Press Room** is on the ground floor of the **Fontenoy Building** (Ms Sue Williams, **Miró Hall 3**, Tel. **81706**).

■ Quiet Room

Office **1.071** on the *first floor* of the **Fontenoy Building** is available to delegates as a prayer room.

■ Recordings

Sound recordings of all the plenary meetings and of the meetings of the subsidiary organs of the Conference may be consulted in the **Sound Archives Unit**. See Mr Edwin Murillo Mercado (Office **S.371**, Tel. **80058**).

Opening ceremony and **Leaders Forum** will be webcasted. UNESCO does not transfer webcast files on to DVD discs. Such files are available in video format on demand.

Video news releases may be downloaded from the following web page: <http://www.unesco.org/new/fr/media-services/multimedia/news-videos/b-roll/>

Official photographs of heads of delegation in audience with the Director-General will be taken by the UNESCO service. Digital files of the photographs will be emailed to the various delegations.

Contact: Tel. **81691** or **81687** - email: phototheque@unesco.org

■ Restaurant

The **Lowendal restaurant** is open for lunch from Monday to Saturday on the *seventh floor* of the **Fontenoy Building** from **11.45 a.m. to 2.30 p.m.** Reservations, Tel. **81600**.

■ Telephone

UNESCO's telephone number for a call made in France is **01 45 68 10 00**; for a call made from abroad it is **(33 1) 45 68 10 00**. If you receive a call, it will be redirected by the switchboard to your permanent delegation.

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. You can call outside Paris and outside France directly from the office of your permanent delegation, which will receive the bill later.

■ Travel Agency

You may book your return or any other journey in France or abroad by contacting the travel agency **American Express Business Travel**.

Email: fr.businesstravel@service.americanexpress.com

Tel.: **01 72 03 98 17**

Opening hours: Monday to Friday **9 a.m. to 6 p.m.**

For flight information, you can call **Aéroports de Paris** [Paris Airports] on **3950** or **08 92 56 39 50**.

■ Visas

If you need a **visa** for your return journey, you may contact the **Visa Service** from **9.30 a.m. to 12.30 p.m.** and from **4 p.m. to 5 p.m.**, Monday to Friday; Saturday **9.30 a.m. to 12.30 p.m.**, Tel. **81471, 81617**.

PARIS: A Practical Guide

Cultural activities in Paris

The **UNESCO Community Association** has organized special events for delegates and persons accompanying participants: information can be obtained from the ***Association's stand*** in the ***Salle des Pas Perdus***.

Department stores

Bon Marché (metro station: *Sèvres-Babylone*) is the nearest. Buses **80** and **28** will take you to *Saint Lazare* train station, which is only a few minutes' walk from **Printemps** and **Galeries Lafayette**, both on *Boulevard Haussmann*.

Exchange rates (October 2013)

Local currency is the euro. **US \$1 = € 0.737**

Museums

All national museums, such as the **Louvre**, are closed on Tuesdays; Paris City museums are closed on Mondays.

Restaurants near UNESCO

Would you like to lunch or dine outside UNESCO? A list of restaurants can be obtained from the ***Delegates' Reception***.

Theatres, concerts, cinemas and Paris by night

There are two weekly publications on cultural events: **Pariscope** and the **Officiel des spectacles**, which can both be bought at all news-stands.

Transport in Paris

● Taxis

You can find taxis by calling one of the following telephone numbers: **01 49 36 10 10** or **01 47 34 00 00**.

On arrival, the meter will already show a certain amount. That amount, which corresponds to the price of the journey made to pick you up, is charged to you. There are three rates, according to the time and distance from the city centre: **rate A** – in Paris from **10 a.m. to 5 p.m.** Monday to Saturday; **rate B** – from **5 p.m. to 10 a.m.** Monday to Saturday and for **Orly** and **Roissy Airports**; **rate C** – outside Paris, at night, and on Sundays and public holidays.

● Public transport

Metro: One ticket is valid for one trip regardless of the distance travelled. It is cheaper to buy **10** tickets at a time, asking for a “*carnet*”.

Stations close to UNESCO: ***Séguir, Cambronne, Sèvres-Lecourbe, École Militaire.***

Bus: Use the same tickets as for the metro, **one** ticket per trip.

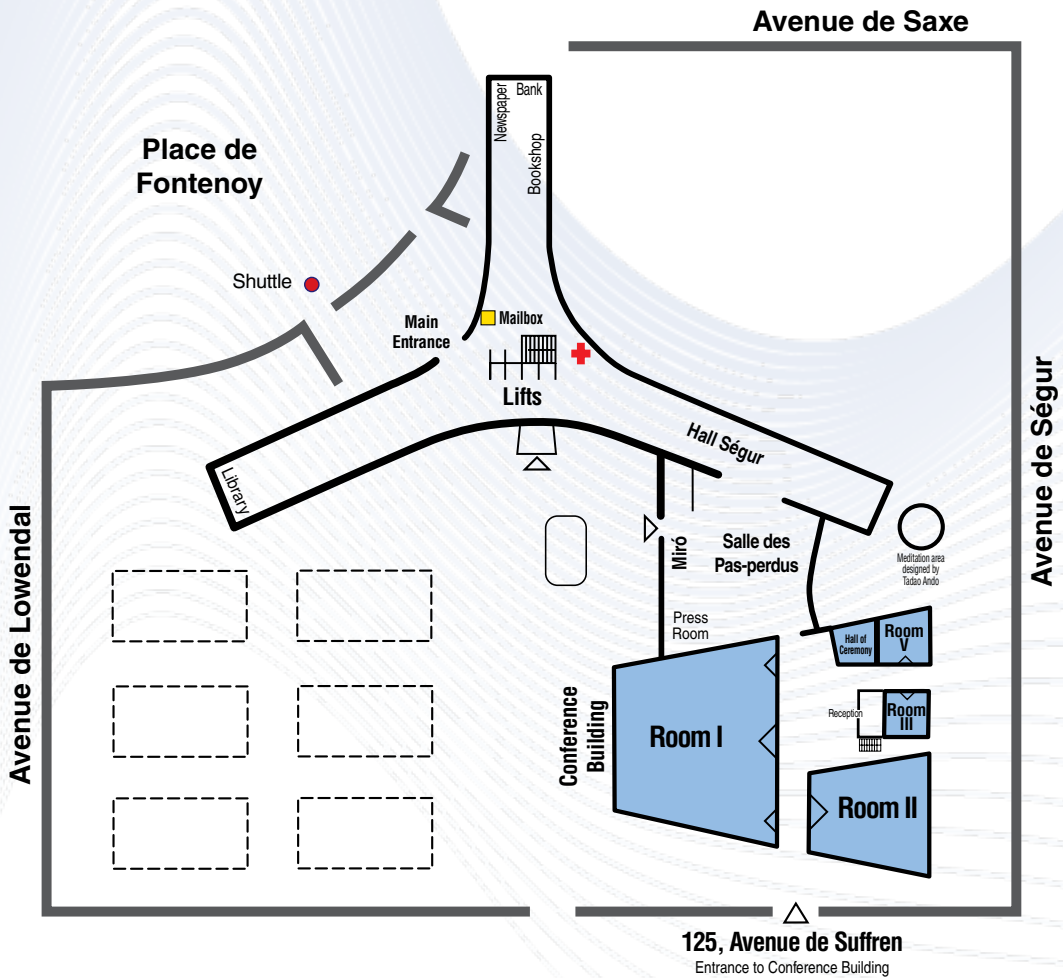
Buses which pass near UNESCO are the **28, 80, 82, 87** and **92**.

Bus stops and **metro stations** are shown on the map on the page 38.

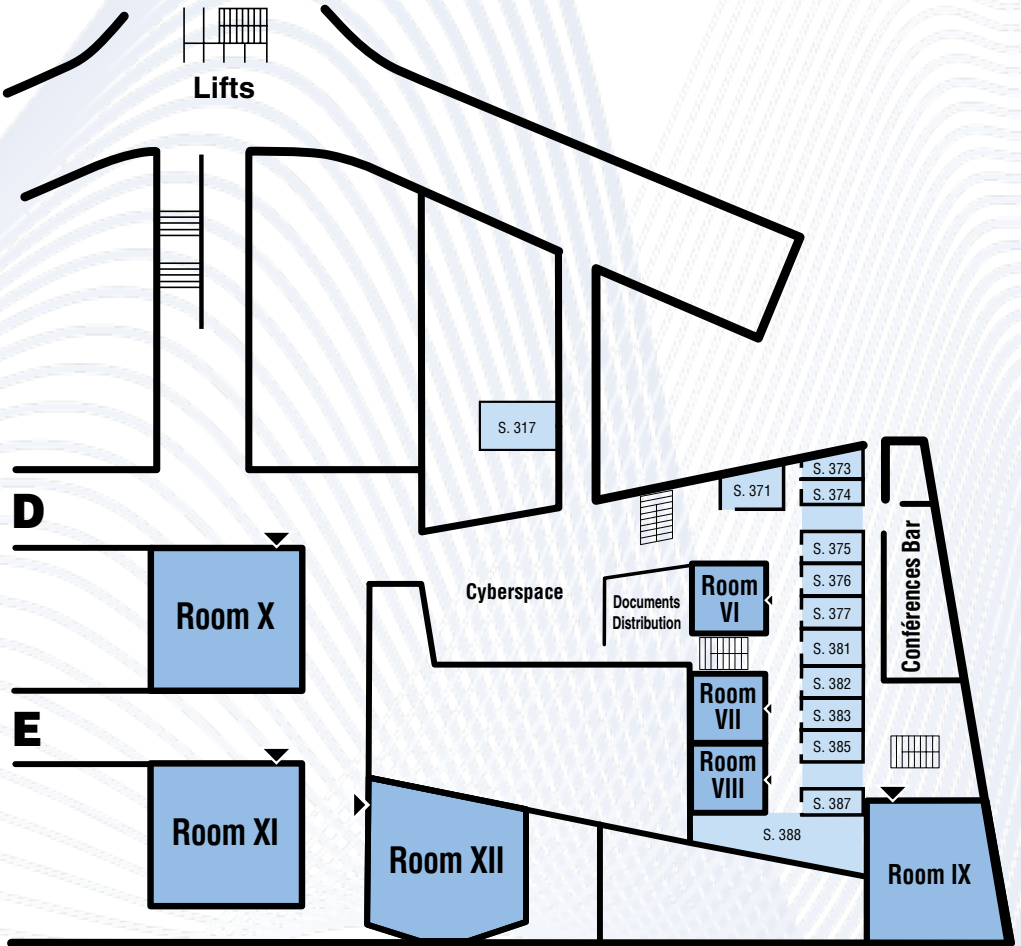
Weather

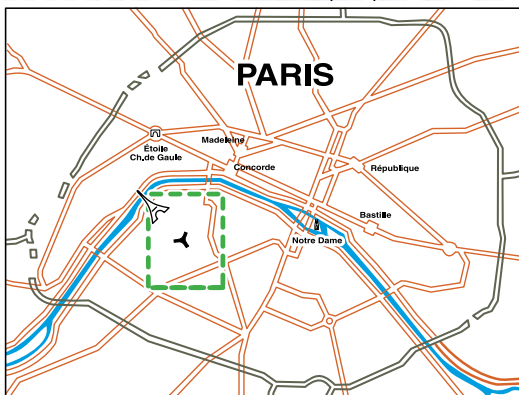
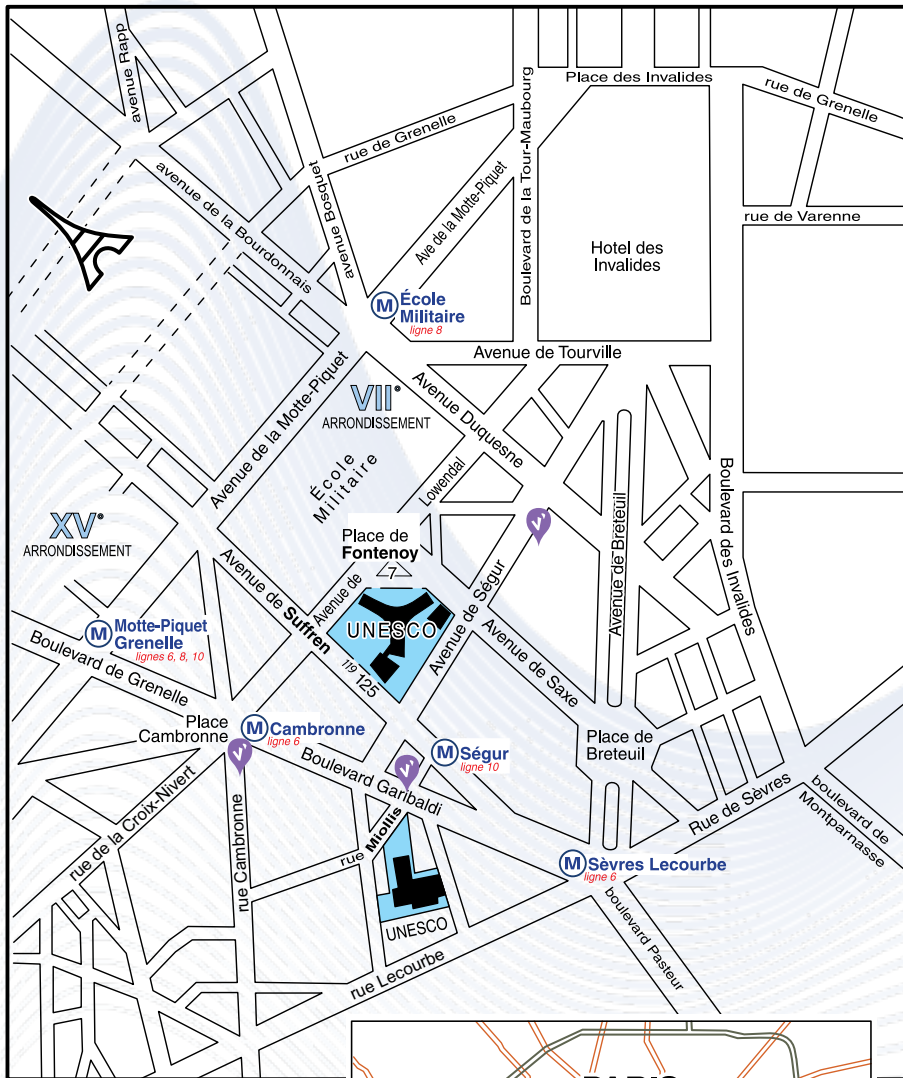
At the time of the General Conference, the weather in Paris is changeable with some sunshine but with mornings and evenings rather cool. A coat and an umbrella are advisable. The average daily temperatures vary between 5° and 15° centigrade.

Ground Floor




Basement



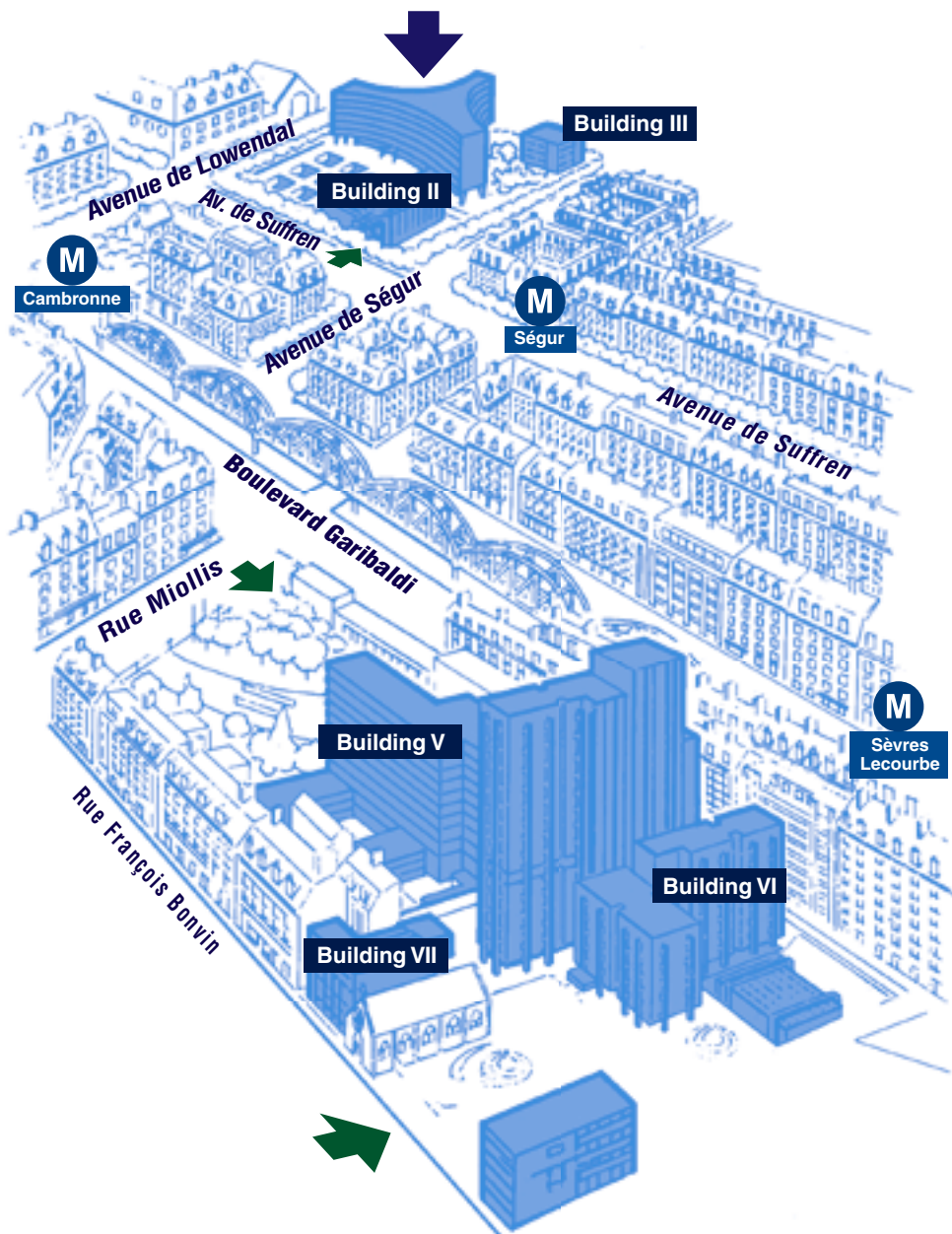


 Metro

 vélib' (city bicycle)

UNESCO

Place de Fontenoy





T TAXIS

M METRO

89 BUS

