

UNESCO: A Practical Guide

Mobile Application

For the 40th session of the General Conference, UNESCO has set up the mobile application “ConnexMe.

This new service will allow you to:

- Consult the programme for the General Conference and practical information;
- Consult the programme for side events;
- See the list of participants registered on the application, send private messages and set up meetings;
- Consult the interactive map of the UNESCO building

Following your online registration to the General Conference, you will receive an email that will provide you with instructions on how to install the ConnexMe application.

Delegates’ Information Bureau

Responsible for the communication related to the work of the General Conference, the Delegates’ Information Bureau is in charge of a dedicated website where you can find all documents to download, programmes; side events; photogalleries; video and live transmissions, list of speakers, list of speeches....

It also publishes the daily e-journal and announcements on flat-screens located throughout the ground floor of Fontenoy and Bonvin buildings .

Delegates are welcome to contact the Bureau team for any update on the work of the General Conference.

LOCATION : Salle des Actes

TEL.: 85020

Delegates’ Reception

A team is at the disposal of the delegates for any information on services and activities of the General Conference. Delegates will also be able to pick up their badges at this reception desk, as well as messages/emails.

LOCATION: « Monaco » Reception desk in the Foyer of the Conference Building

TEL.: 85201, 85202

Internet services

LOCATIONS: Miró Hall 1 and Mall (Fontenoy)

WIFI:

- Server: HQ-AIR-PUB
- Login: hq-air
- Password: uneswifi

Full information about the General Conference can be found at <http://en.unesco.org/generalconference/40>.

Meeting room reservations

To book a **meeting room**, please contact the Meeting Room Reservation Service, which will endeavour to satisfy requests from groups of delegations, depending on availability.

LOCATION: Office C.007

TEL.: 01 45 68 21 77

E-MAIL: k.koch@unesco.org

For **high-level bilateral meetings**, permanent delegations may book one of the five lounges located in the Miró Halls, for one hour or two maximum, by contacting directly the person at the reception desk in front of these rooms.

LOCATION: Reception desk in front of Miró Halls

TEL.: 01 45 68 20 70

E-MAIL: viprooms@unesco.org

Recordings

Sound recordings of all plenary meetings and of the meetings of the subsidiary organs of the Conference may be consulted in the Sound Archives Unit (Office S.371, in the basement of the Conference Building, tel.: 01 45 68 00 58).

Live retransmissions will be announced and made available on the General Conference website. UNESCO does not transfer webcast files on to DVD discs. Such files are available in video format on demand.

Video recordings of speeches delivered during the General Policy Debate will be made available on the General Conference website: <http://en.unesco.org/generalconference/40/videos>

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

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 07-SP-France**

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

Postal service

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

POST OFFICE: 8, rue François Bonvin, Paris 15e

WORKING HOURS: Monday to Friday, 9 a.m. - 8 p.m.; Saturday, 9 a.m. - 1 p.m.

Telephone

UNESCO's telephone number 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 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 be invoiced later.

Photocopies

LOCATION: Mall (basement of the Conference Building)

In meeting rooms, speak to the conference room clerks.

Library and Archives reading room

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

- Online catalogue that lists UNESCO's documents/ publications since 1972 and the UNESCO Library's acquisitions since 1946;
- Online information resources such as the Economist Intelligence Unit, World Bank e-library, OECD iLibrary, and others;
- 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);
- Paper versions of previous General Conference and Executive Board documents or reading the official correspondence files between UNESCO and your country.

LOCATION: Ground floor, at the entrance of the Fontenoy Building.

OPENING HOURS: Monday to Friday, 9.30 a.m. - 5.30 p.m. (archives services from 2 p.m. to 5.30 p.m.); Saturday 9.30 a.m. - 12.30 p.m.

LIBRARY TEL.: 01 45 68 03 56, 01 45 68 03 60

LIBRARY E-MAIL: library@unesco.org

ARCHIVES TEL.: 01 45 68 00 04, 01 45 68 19 50

ARCHIVES E-MAIL: archives@unesco.org

WEBSITES: <http://www.unesco.org/library>; <http://www.unesco.org/archives>

Sustainable environmental management at UNESCO

UNESCO has adopted the Strategy for Sustainability Management in the United Nations System, 2020-2030. Take these few simple actions to help make our General Conference a more environmentally friendly event by reducing its carbon footprint:

- Enable quick sleep mode on your computer
- Before sending an email, check whether inclusion of all recipients is necessary
- Reduce the size of emails by using links to send attachments
- Print only when necessary, including only what is relevant
- Commute only by public transport, by bicycle or on foot
- Follow waste-sorting instructions in order to avoid additional processing costs
- Streamline consumption to avoid waste

These are just some examples of what we can do to achieve our common goal of preserving our environment collaboratively.

Automated teller machine (ATM)

Cash dispensers are available 24 hours a day next to the Société générale branches in both the Fontenoy and Miollis Buildings.

FONTENOY: behind the UNESCO Book and gift shop

MIOLLIS: hall behind the elevators on the way to the Bar Miollis

UNESCO Book and gift shop

Official souvenirs and UNESCO publications are available at the Book and gift shop. Gifts with UNESCO logo as well as philatelic and numismatic products are also proposed. Upon presentation of their badge, Delegates will be given 25% to 50% discount on UNESCO publications and will benefit from special promotions during General Conference.

LOCATION: Hall Saxe of the Fontenoy building

WORKING HOURS: Monday to Friday, 9 a.m. - 6 p.m. – Saturday, 9 a.m. - 1.30 p.m.

TEL.: 01 45 68 03 70

Lost and found

If you have lost or found something, please contact the Delegates' Reception or the Guard Service

TEL.: 01 45 68 16 37, 01 45 68 16 49 (Fontenoy)

TEL.: 01 45 68 25 80, 01 45 68 25 81 (Miollis)

Press

PRESS ROOM: Miró Hall 3 (ground floor of the Fontenoy Building)

TEL.: 01 45 68 17 06, 01 45 68 17 41 or 01 45 68 17 72

Photographer

You may make arrangements with the Conference photographer, whom you will find at his counter, for photographs to be taken.

LOCATION: Hall outside Room II

Catering services

Cafeterias (lunches)

FONTENOY BUILDING: 7th floor

OPENING HOURS: Monday to Saturday, 11.30 a.m.-2.30 p.m.

MIOLLIS BUILDING: Basement

OPENING HOURS: Monday to Friday, 11.50 a.m.-2.30 p.m. Closed on Saturday

Restaurant (lunches)

LOCATION: 7th floor of the Fontenoy Building

WORKING HOURS: Monday to Saturday, noon-2.45 p.m.

RESERVATIONS: 01 45 68 16 00

Conference bar

Coffee, tea, drinks, cakes, sandwiches, and daily specials all day

LOCATION: Basement of the Conference Building (Fontenoy)

OPENING HOURS: Monday to Friday, 8.30 a.m.-9 p.m. (week 1) – 6 p.m. (weeks 2 and 3); Saturday, 8.30 a.m.-3 p.m.

Ephemeral bar

LOCATION: Pas Perdue Hall

WORKING HOURS: Monday to Saturday, 8.30 a.m.-6.30 p.m. Saturday, 8.30 a.m.-3 p.m.

These opening hours are subject to change from 20 November.

Health

Medical service and infirmary

LOCATION: At the end of the yellow corridor of the second floor of the Fontenoy Building

OPENING HOURS: Monday to Friday, 9 a.m. - 6.30 p.m., Saturday, 9 a.m. - 1 p.m.

TEL. DURING NIGHT MEETINGS: 01 45 68 08 67

Medical emergencies/medical unit of the SAMU (Service d'aide médicale d'urgence – Emergency medical assistance)

LOCATION: Ségur Hall (Fontenoy)

TEL.: 01 45 68 02 22, 01 45 68 16 39

Outside UNESCO: For a serious emergency, call directly:

SAMU: 15

SOS MEDECINS: 01 43 37 77 77, if you need a doctor

or **URGENCE MEDICALE DE PARIS:** 01 53 94 94 94

Emergencies

INSIDE UNESCO: 17 from a fixed telephone line (Central Guard Service)

OUTSIDE UNESCO: 17 from a fixed telephone line or 112 from a fixed telephone line or a mobile phone.

PERSONS WHO ARE DEAF OR HEARING IMPAIRED: Send a fax or an SMS to 114 (it does not receive vocal calls).

Fire

INSIDE UNESCO: 18 from a fixed telephone line (Fire Station)

OUTSIDE UNESCO: 18 from a fixed telephone line or 112 from a mobile phone (Paris Fire Brigade)

Automated external defibrillators (AED) at Fontenoy

LOCATIONS:

- 7th floor, next to the elevators
- Ground floor, in front of Room I
- Basement, in front of Room X

Cloakrooms

LOCATION: Near Room I
TEL.: 01 45 68 51 20

Quiet Room

Office F.007 located in the basement of the Fontenoy Building is available to delegates as a quiet room.

Works of art

You can wander around and discover some of the various works of art displayed in the UNESCO building. Built up over the years, the most extensive art collection in the United Nations system has been in place since the construction of the Headquarters buildings, thanks to purchases and generous donations by Member States.

Many of the works are exhibited in hallways, shared workspaces or public areas, as well as outdoors. Several of the major works from the collection are visible on the ground floor, among which those by Picasso, Miró, Giacometti or Calder.

WEBSITE: www.unesco.org/artcollection

Special tours

During the General Conference, tours of UNESCO Headquarters can be arranged for delegates, from Monday to Friday. These tours, provided in English or French, last 1 hour.

To schedule one, please contact the Public Information team:

TEL.: 01 45 68 09 45

E-MAIL: visits@unesco.org

PARIS: A Practical Guide

Cultural activities in Paris

The **UNESCO Community Association (UCA)** has organized special events for delegates and persons accompanying participants. **INFORMATION:** UCA's stand in the Salle des Pas Perdus

TEL.:

Exchange rates (October 2019)

Local currency is the euro.

US \$1 = €0.914

Weather

The weather in Paris is generally unsettled at the time of the General Conference. It may be quite sunny during the day, but mornings and evenings will be cool. A coat and umbrella should be carried. Daytime temperatures can vary between 5 and 15 degrees Celsius.

Department stores

From the metro station Ségur, line **10** will take you directly to the **Bon Marché** (metro station: Sèvres-Babylone) or to the **Beaugrenelle Shopping Mall** (open also on Sunday, metro station: Charles Michels), which are both near UNESCO. Buses **80** and **28** will take you to Saint Lazare train station, which is only a few minutes' walk from the Printemps and the Galeries Lafayette, both on Boulevard Haussmann.

Museums

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

- [List of national museums:](#)
- [List of Paris City museums.](#)

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 newsstands across the city or consulted online: <http://www.pariscope.fr/> and <https://www.offi.fr/>

Transport in Paris

Taxis

You can find taxis by calling this unique telephone number for all taxi companies: 01 45 30 30 30.

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** (day): In Paris, 10 a.m.-5 p.m., Monday to Saturday;
- **Rate B** (night): 5 p.m.-10 a.m., Monday to Saturday, but also on Sunday 7 a.m.-midnight, and public holiday, as well as for Orly and Roissy Airports;
- **Rate C:** in Paris, Sunday midnight-7 a.m., and outside Paris 7 p.m.-7 a.m., as well as on Sunday and public holiday.

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: Ségur, Cambronne, Sèvres-Lecourbe, École militaire.

Bus and tram: Use the same tickets as for the metro; one ticket per trip. **BUSES WHICH PASS NEAR UNESCO:** 28, 80, 82, 87, 92