



**ONLINE
PRACTICAL GUIDE
FOR THE DELEGATES**
*41ST SESSION OF THE
GENERAL CONFERENCE*



unesco

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Your involvement is essential for this process to be meaningful, and we invite all delegates to follow some of our recommendations to help us achieve our goals.

We wish you a very good General Conference.

*The technical team
of the 41st session
of the General Conference*

INTRODUCTION

The 41st session of the General Conference will be held at UNESCO Headquarters from 9 to 24 November 2021.

In this guide, you will find some practical information on the services made available for you during the General Conference.

The guide will also inform you of the health measures put in place by UNESCO to ensure the health and safety of all in the face of the COVID-19 pandemic. We thank you in advance for scrupulously following the instructions.

As part of UNESCO's Environmental Sustainability and Management Policy, the Organization continues to strengthen the eco-sustainable initiatives already undertaken during the previous session of the General Conference. In this guide, discover the concrete actions as well as the good practices that will allow us to make the 41st session of the General Conference more eco-responsible.

41ST SESSION OF THE GENERAL CONFERENCE



DATES AND TIMES

From Tuesday 9
to Wednesday 24 November 2021
Schedule: 10 a.m.-1p.m.
and 3 p.m.-6 p.m.

LANGUAGES OF INTERPRETATION OF THE SESSION

Arabic, Chinese, English, French,
Russian, Spanish

WEBSITE OF THE SESSION

Visit the new modernized website:
<https://www.unesco.org/en/general-conference/41>

UNESCO'S 75TH ANNIVERSARY

Find all the information on UNESCO's
75th anniversary celebrations on this
[page](#).

WIFI

All Headquarters areas are covered by
a wifi network.

Server: **HQ-AIR-PUB**

Username: **hq-air**

Password: **uneswifi**

HOW TO GET TO UNESCO HEADQUARTERS

The entrance to the 41st session of the
General Conference is located at **125,
avenue de Suffren, Paris 7th** (Fontenoy
site).

Nearest bus stations:

Bus 28 and 86: Duquesne-Lowendal (7 mn)

Bus 80: Cambronne (8 mn)

Bus 82: Général de Bollardi re (8 mn)

Nearest metro stations:

Line 10: S gur (5 mn)

Line 6: Cambronne (8 mn)

Line 8: Ecole militaire (10 mn)

ACCESS CONDITIONS

Security: Presentation of the UNESCO
badge or INDICO QR code sent by
email when your online registration was
confirmed, along with ID.

COVID-19: Presentation of:

- Either a French/European health
pass (Green pass or European QR
code):
 - Complete COVID vaccination
with a vaccine approved by
the European Medicines
Agency;
 - Negative test taken within less
than 72 hours or;
 - Recovery from a SARS-CoV-2
infection less than 180 days
since the date of the positive
test result (PCR);
- Or a UNESCO QR code established
by UNESCO's Medical Service
obtained as follows:
 - Proof of complete COVID
vaccination approved by
WHO or of vaccination within

the framework of a use
approved by a United Nations
Member State if the
vaccination is not covered by
the French/European health
pass. This document should be
sent by email to
service.medical@unesco.org;

- Antigenic test carried out by
UNESCO's Medical Service
valid for 72 hours.

For this second option, and to avoid
waiting queues, we strongly advise
Delegates to register and to pick up
the General Conference COVID-Pass
in advance. Although UNESCO will
provide additional resources, the
verification of this UNESCO QR-code
will increase the time needed for the
security and safety procedures, when
entering the UNESCO Headquarters.
Therefore, we strongly recommend to
Delegates to include this additional
time in their planning.

ACCESS FOR PEOPLE WITH REDUCED MOBILITY

All areas at UNESCO Headquarters are
accessible for people with reduced
mobility. Do not hesitate to contact
reception staff if necessary.

BEFORE THE OPENING OF THE GENERAL CONFERENCE

REGISTRATION OF DELEGATES

You have been designated by your Government to attend the 41st session of the General Conference. For security reasons, it is imperative to register on the [Indico.UN platform](#), with your own email address. Read the [INDICO User Guide](#) to first create your account and then register for the 41st session.

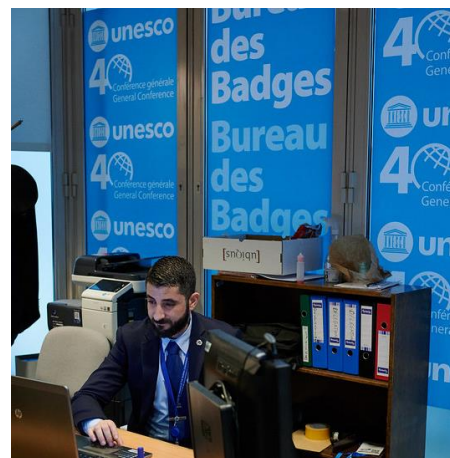
By creating your personal account, you will be able to receive notification emails on the status of your registration, as well as a QR code based on the information provided during the creation of your account. The presentation of the QR Code will allow you to access UNESCO Headquarters, and collect your name badge, if you do not have a UNESCO badge.

If you do not receive any notification email, please check the spam folder in your inbox.

If your online registration has not been completed before the opening of the General Conference, you will be able to do so onsite, at UNESCO Headquarters, at the **Registration Office** (Salle des Actes).

However, we recommend that you complete your registration online, to avoid waiting in front of the office in

question and delays in producing your badge.



COLLECTING YOUR BADGE

Registered Delegates **who do not hold a UNESCO badge** will be given a name badge which will allow them access to the grounds of UNESCO Headquarters during the General Conference.

You can collect your badge **from the weekend of November 6 (Saturday-Sunday, 9 a.m.-5.30 p.m.)** at the **Delegates Reception** ("Monaco" counter, in the Foyer of the conference building).

At the entrance of UNESCO Headquarters, please present the INDICO QR code which will have been emailed to you, along with your ID.

Since the outbreak of the COVID-19 pandemic, UNESCO has put in place health measures to reduce the risks of the virus spreading from and within the Organization.

The premises are sanitized regularly as is the technical equipment (headsets and microphone windshields in particular). Specific instructions are available in the buildings to remind users of the best practices to follow.

Medical service:

If you have been in contact with someone who is a potential risk case or developing symptoms, or if you have any doubts about your state of health, contact UNESCO's Medical Service immediately, **before** going there:

+ 33 1 45 68 08 67

service.medical@unesco.org

In addition, we thank you for scrupulously observing the following health instructions:

Barrier gestures:

- Wear a mask as soon as you enter the UNESCO grounds and change it regularly: The mask must be worn at all times and in all circumstances;

- Wash your hands regularly and use the hydroalcoholic gel made available in UNESCO spaces before entering rooms;
- Only use the headset and microphone in the seat assigned to you;

Physical distancing:

- Maintain a physical distance of at least 1.5 metres from people; avoid groups;
- In conference rooms, sit only in your assigned seat; do not change seats;
- Avoid using lifts, most of them can only accommodate one to six people at a time;
- Follow the instructions and arrangements set up in the restaurant areas;

Public movement:

- Respect the signs relating to the prevention of COVID-19 placed in the various spaces of UNESCO: For example, in meeting rooms, doors are designated for the entry and exit of participants, and the direction of movement of people in the room is indicated.



ENVIRONMENTAL MEASURES



UNESCO is strongly committed to environmental protection and climate action. The key objective of UNESCO's Environmental Management System (EMS) is to minimize the environmental impact of operations and facilities and continuously improve environmental performance.

What UNESCO does:

Some achievements of the past few years include:

- [Environmental Sustainability and Management Policy](#);
- Internal **carbon tax** on air travel; UNESCO has been '**climate neutral**' since 2019;
- Integration of sustainability criteria in **procurement** and **event management**;
- Headquarters running on **100% renewable electricity**;
- Improved **waste management** with central recycling stations;
- **Vegetable and biodiversity garden**, in partnership with the French National Commission for UNESCO and Noocity;
- Progressive replacement of fleet with **electric/hybrid vehicles**;
- Dedicated emission, waste and water reduction efforts in **Field Offices**;

- Increased **staff awareness** through targeted communication and training measures, including a practical [Staff Guide](#) and incentives to **cycle** to work.

Specific measures for the 41st session of the General Conference and how to contribute:

- **Paper:** Printing is limited, on demand only, and on 100% recycled, FSC-certified paper. Electronic versions of all documents are available on [UNESDOC](#) and can be accessed via portable devices. Emissions from printing are offset via a [hydropower project near Virunga National Park](#), a World Heritage Site in DR Congo;
- **Rooms:** Heating is limited to 20°C and lights are switched off when rooms are empty;
- **Waste:** Central sorting stations for paper, plastic and other waste are available on the ground floor, and in the basement. Please follow the signage to help to correctly recycle. Paper bins are also available in meeting rooms;
- **Catering:** The catering service has a zero-plastic policy and uses local, in-season products.

Vegetarian options will be made available;

- **No single-use plastic:** Bring your own bottle and fill it at the water dispensers available in front of Room II;
- **Badges** are printed on recycled paper. The badge holders are made from recycled PVC and should be returned at the end of the Conference for reuse.

Given that the largest environmental impact of the General Conference is caused by the (air) travel and accommodation of Delegates though, we invite you to consider the following:

- **Accommodation:** Choose eco-friendly hotels (such as listed by [Green Key](#)) for your stay at walking distance from UNESCO;
- **Travel:** For travel within Europe, take the train. If you have to fly, give preference to direct flights, choose economy class, pack light to reduce the plane's weight and consider offsetting your emissions, for example via [Atmosfair](#);
- **Transport:** Walk, use [public transport](#) or the [VELIB' bike sharing system](#). If you need to take a car, ask the driver not to leave the motor running.

You can further contribute by reducing your energy consumption (e.g., by switching off your electronic devices when not in use), limiting food and other waste, watching your meat consumption, and bringing your own water bottle and mug.

Did you know?

In 2019, **7.56 million pages of documents** were printed for the 40th session of the General Conference, which was a decrease of 19.7 % compared to the 39th session. We count on your support to reduce this number further this year!

Reducing heating by just one degree - for example 20°C instead of 21°C - can save about 7% in energy consumption. (ADEME 2020).



Come and visit the vegetable garden of UNESCO Headquarters, located on the Piazza

SERVICES OF THE GENERAL CONFERENCE



DELEGATES' INFORMATION BUREAU

Miró I Hall

(access from Pas Perdus Hall)

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, etc.

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.



DELEGATES' RECEPTION

« Monaco » Reception desk

(in the Foyer of the Conference Building)

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/mail.



DELEGATES' LOUNGE

Miró I and II Halls

Arranged in an open space with seating areas, you can access it by showing your badge at the entrance.





RESTAURANT SERVICES

Cafeteria, 7th floor (lunches)

Monday-Saturday (except Saturday 20 nov.), 11.30 am-2.30 pm

Restaurant, 7th floor (lunches)

Monday-Friday, noon-14h30
Reservations: + 33 1 45 68 16 00

Pop-up bar, Pas Perdu Hall

Monday-Saturday ((except Saturday 20 nov.): Coffee, tea, drinks, cakes, sandwiches, and salads served all day

VIP ROOMS

S Offices, basement

viprooms@unesco.org

+ 33 1 45 68 55 00

You can reserve one of the three rooms or a meeting room for one hour maximum.

HIGH-LEVEL BILATERAL MEETING ROOMS

Near Room X, basement

viprooms@unesco.org

+ 33 1 45 68 55 00

For high-level bilateral meetings, it is possible to book one of two salons for one hour maximum.

PRESS ROOM

Miró III Hall

+ 33 1 45 68 22 93

+ 33 1 45 68 17 29/41

QUIET ROOM

A Offices, basement

CYBERSPACES

Mall, basement

PHOTOCOPIES

Mall, basement

In order to reduce the Organization's environmental footprint, please use this service only when necessary.



DOCUMENTS

Mall, basement

In line with UNESCO's commitment to reducing the environmental footprint of the Organization, distribution of printed documents for the General Conference in the Mall will be on demand only (request form to be completed upon arrival at the Document Service).

We strongly encourage you to make use of the electronic versions of all documents available on [UNESDOC](#) and only request print copies if absolutely necessary.

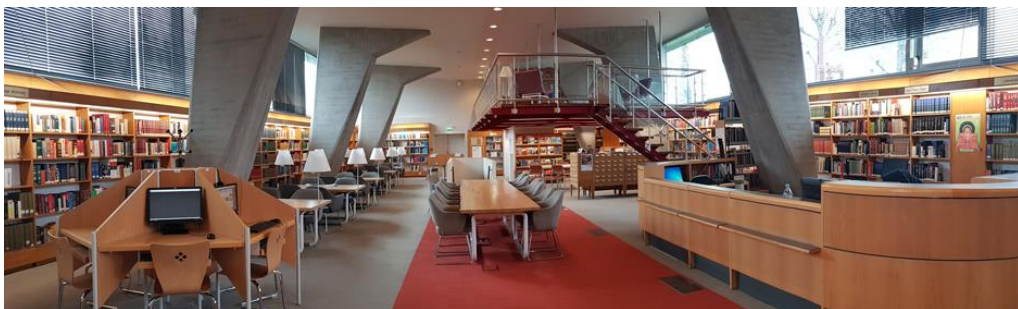


RECORDINGS

Sound recordings of all plenary meetings and of the meetings of the subsidiary organs of the Conference may be requested through an [online dedicated form](#).

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](#).

Video news releases may be downloaded from the [dedicated web page](#).



LIBRARY AND ARCHIVES READING ROOM

At the entrance of the Fontenoy Building

Monday-Friday, noon-5 p.m.
(Archives Services: 2 p.m.-5.30 p.m.)
Saturday, 10 a.m.-1 p.m.

LIBRARY:
library@unesco.org
+ 33 1 45 68 03 56
+ 33 1 45 68 03 60

ARCHIVES:
archives@unesco.org
+ 33 1 45 68 22 42
+ 33 1 45 68 10 59

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 since 1946 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 (many of them are also available on [UNESDOC](#)) and the official correspondence files between UNESCO and your country.

UNESCO BOOK AND GIFT SHOP

Saxe Hall

Monday-Friday, 9 a.m.-6 p.m.
Saturday, 9 a.m.-1.30 p.m.
+ 33 1 45 68 03 70

Official souvenirs and UNESCO publications are available at the UNESCO Book and Gift Shop. Gifts and philatelic and numismatic products are also on offer. Upon presentation of their badge, Delegates will be given 25% to 50% discount on UNESCO publications and will benefit from special offers on certain items during the General Conference.





PRINT ONLY IF REALLY NECESSARY

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, including those by Picasso, Miró, Giacometti and Calder. Please also visit the [art collection](#) website.

MAIL

You may have mail sent to you in your name, also mentioning 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.

You may send your **postage-paid mail** by dropping it at the Document Service (basement) or directly at the

Mail Service, which will take care of its shipping:

FONTENOY: bureau S. 201

MIOLLIS: bureau MS 2.32

NEAREST POST OFFICE:

8, rue François Bonvin, Paris 15th

Monday-Friday, 9.30 a.m. - 7 p.m.

Saturday, 9.30 a.m. - 1 p.m.

TELEPHONE

The international dialing code for France is 33.

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.

CLOAKROOMS

Near Room I

LOST AND FOUND

If you have lost or found something, please contact the Delegates' Reception or the Guard Service:
FONTENOY: + 33 1 45 68 16 37/16 49
MIOLLIS: + 33 1 45 68 25 80/81

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 lifts on the way to the Miollis Bar

HEALTH

Medical service and infirmary

FONTENOY: At the end of the yellow corridor of the second floor
Monday-Friday, 9 a.m.-6 p.m.
Saturday, 9 a.m.-1 p.m.
+ 33 1 45 68 08 67
service.medical@unesco.org

On-call infirmary (during night sessions)

+ 33 1 45 68 08 67

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

Séгур Hall

Outside UNESCO: For a serious emergency, call directly:

SAMU: 15

If you need a doctor:

SOS MEDECINS: + 33 1 43 37 77 77 or

URGENCE MEDICALE DE PARIS:

+ 33 1 53 94 94 94

EMERGENCIES

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

OUTSIDE UNESCO: Dial 17 from a fixed telephone line or 112 from a fixed telephone line or a mobile phone (Police Secours)

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

Fire

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

Automated external defibrillators (AED)

FONTENOY:

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

MIOLLIS, BONVIN Building:

- Fire Station, ground floor, near the red elevators

PARIS: 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

GOING OUT IN PARIS

Visit the official website of the [Paris Convention and Visitors Bureau](#) to learn about ongoing events and discover good addresses.

[Time Out Paris' website](#) (also in [French](#) and in [Spanish](#)) is a good resource as well.

MUSEUMS

All [national museums](#), such as the Louvre, are closed on Tuesdays; [Paris City museums](#) are closed on Mondays.

THEATRES, CONCERTS, CINEMAS AND PARIS BY NIGHT

There are two weekly publications (in French only) on cultural events: [Pariscope](#) and the [Officiel des spectacles](#), which can both be bought at all newsstands across the city or consulted online.

EXCHANGE RATES

(October 2021)
Local currency is the euro.
US \$1 = €0.86

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.
Check the Paris weather forecast on the website of [Météo de Paris](#).

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 Michel), 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 **Printemps** and the **Galleries Lafayette**, both on Boulevard Haussmann.

TRANSPORT IN PARIS

Public transport

[ratp.fr/en](#)

METRO: One ticket is valid for one trip regardless of the distance travelled.
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

VELIB' bike sharing system

The Vélib' Metropole provides 20,000 bikes in self-service, in classic version (green) or with electric assistance (blue). Docking points are spread throughout the capital. You can use them with or without subscription.

Taxis

You can find taxis by calling the reservations centre of one of these companies:
Taxis G7: + 33 1 41 27 66 99

Alpha Taxis: + 33 1 45 85 85 85

You can also call the nearest taxi rank to UNESCO Headquarters:
Ecole militaire: + 33 1 47 05 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 (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 p.m., as well as on Sunday and public holidays.

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