



2-3 December 2024
UNESCO Headquarters



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I. MEETING INFORMATION

Venue

UNESCO Headquarters
Fontenoy Building
Room XI
125 avenue de Suffren
75007 Paris FRANCE

Meeting Information

- UNESCO has two public entrances. Meeting participants must use the **entrance at 125 avenue de Suffren**. **All participants must go through the security screening** at this entrance. To allow sufficient time for the security screening, **please arrive at 8.30 on the first day**.
- Do not use the entrance at 7 place de Fontenoy. You will be redirected to 125 avenue de Suffren because your badges will be held there. See the map in Annex B for guidance.
- After the security screening, participants must **sign in at the Registration Desk** to receive a **badge**, which must always be visible. Information about how to register for a badge will be provided separately by email.
- Room XI is located at -1 level (basement). Signs will be posted to guide your way. Refer to the [map in Annex B](#).
- The working language of the meeting is English.
- All practical details may be found in the [diagram in Annex A](#) as well as the '[Airport/Train Station Transfers](#)' and '[Public transport information](#)' sections of this document.

Visas

- **Participants are responsible for requesting and covering the cost of a Visa.** UNESCO can provide an invitation letter if this is necessary. It is recommended that visa requests are made well in advance.
- More information about applying for a visa to enter France can be found here: <https://france-visas.gouv.fr/en/web/france-visas/home>.
- A list of suggested hotels near UNESCO Headquarters is given in [Annex C](#). **Participants are expected to cover their own travel and accommodation costs and to make their own travel and hotel arrangements.** UNESCO will provide lunch for the two days of the meeting.
- A large number of restaurants can be found close to UNESCO, especially on Boulevard Garibaldi and Avenue de la Motte-Picquet. See [Annex D](#) for a list of nearby restaurants.

Internet

- UNESCO WiFi network: **HQ-AIR-PUB**. ID: **hq-air**. Password: **uneswifi**.

Meals and Catering Services

- Coffee and tea will be provided during breaks.
- Lunches will be held in the UNESCO Cafeteria. Participants will receive a lunch voucher to cover the cost of lunch on both days. The cafeteria and coffee shop are located on the 7th floor. The cafeteria is open from 12.00 to 14.00 daily. The coffee shop is open from 8.30 to 17.00 daily.

Medical Services

- **A first-aid service** (UNESCO Medical Service) is located on the 2nd floor of UNESCO Headquarters (Fontenoy main building). The service can be reached by phone (+33(0)1 45 68 08 67) or email (service.medical@unesco.org).
- Non-emergency medical services will not be provided on premises. More information in '[Hospitals, Emergency Numbers & Pharmacies](#)' section of this document.

Banking Services at UNESCO Headquarters

- A bank service, Société Générale, is located on the ground floor and it is open from 9.30 to 12.15 and from 1.15 to 17.15. A cash withdrawal machine available 24 hours.

For more information

- [Launch of the Global Alliance on the Science of Learning for Education | Unesco](#)
- [Save the Date for the Annual Meeting on 2-3 December 2024 | Unesco](#)
- Sonia Guerriero (s.guerriero@unesco.org)
- Kylyna Kurochka (educationpolicy@unesco.org)

II. PRACTICAL INFORMATION WHILE IN PARIS

Hospitals, Emergency Numbers & Pharmacies

- Costs for any medical treatment incurred while in France are to be covered by the individual. Visitors from the European Union will benefit from the same health services as French citizens. For this, you need to obtain a European Health Insurance Card (EHIC) from the national health insurance provider in your home country before leaving for France and any other countries visited in transit.
- **Non-emergency medical consultation** can be booked on <https://www.doctolib.fr/>.
The **Medical Centre “Europe”** (phone: +33(0)1 42 81 93 33) offers various low-price consultations (<https://cmeapp.fr/>). The service is located at 44-46, rue Amsterdam, 75009 Paris, metro stop ‘Saint Lazare.’ It can be reached by via metro Lines 3, 9, 12, 13, 14.

Hospitals (in which English is spoken)

- **The American Hospital in Paris**
63 boulevard Victor Hugo - 92200 Neuilly-sur-Seine
Phone: +33(0)1 46 41 25 25 ([metro](#): Anatole France & Pont de Levallois, Line 3)
- **The Hertford British Hospital**
3, rue Barbès - 92300 Levallois-Perret
Phone: +33(0)1 46 39 22 22 ([metro](#): Anatole France, Line 3)
- **Hôtel Dieu**
1 parvis Notre-Dame - 75001 Paris
Phone: +33(0)1 42 34 82 34 ([metro](#): Cité, Line 4/Saint-Michel Notre Dame, Lines 4 & B)

Emergency telephone numbers

- | | |
|--|---|
| <ul style="list-style-type: none">• Urgent Medical Assistance Service (SAMU): 15• Police: 17• Firemen: 18• S.O.S doctors: +33(0)1 43 37 77 77 | <ul style="list-style-type: none">• S.O.S dentists: +33(0)1 43 37 51 00 (emergency number in English)• Anti-poison Centre: +33(0)1 40 37 04 04• Ambulances: +33(0)1 43 78 26 26 |
|--|---|

Pharmacy addresses (general opening hours: 8h to 9h)

- | | |
|---|--|
| <ul style="list-style-type: none">• Pharmacie Place Cambronne
6 Place Cambronne - 75015
Phone: +33(0)1 45 67 12 86 | <ul style="list-style-type: none">• Pharmacie du Métro (Boulevard de Grenelle)
138 Boulevard de Grenelle - 75015
Phone: +33(0)1 45 75 33 35 |
|---|--|

24-hour pharmacies (from 8h to 9h)

- **Pharmacie Derhy** - 84 av. des Champs Elysées - 75008
Phone: +33(0)1 45 62 02 41 ([metro](#): Franklin D. Roosevelt, Line 1)
- **Pharmacie Perrault** - 6, place Clichy Paris - 75009
Phone: +33(0)1 48 74 65 18 ([metro](#): Place de Clichy, Lines 2 & 13)
- **Pharmacie Rico** - 6, place Félix Eboué Paris - 750012
Phone: +33(0)1 43 43 19 03 ([metro](#): Daumesnil, Line 6)

Opening times in Paris

- Most companies open from 8.00 or 9.00 to 18.00.
- **Administrative offices** generally close at 17.00, except for post offices which mainly open until 19.00 (check the address on the [internet](#) for confirmation). [La Poste du Louvre office](#) opens until 23.59.
- There is an **official post box** at the Fontenay main entrance of UNESCO Headquarters.
- **Boutiques and shops** are generally open continuously from 9.00 to 18.30 or 19.00 with late closings, "les nocturnes", on certain days in department stores.
- Shops are traditionally closed on Sunday and Monday, although supermarkets generally stay open.
- **Banks** are generally open from 9.00 to 16.30 and closed on Saturday (some may be open until 16.00) and Sunday (some close on Monday if they open on Saturday).
- **Museums** usually open between 9.00 or 10.00 until 17.00 or 18.00 and are closed on Monday (most of them) or Tuesday (Louvre and Orsay).
- **Monuments** generally have the same opening times as museums, although the schedule can vary depending on the season.
- More information related to tourism in Paris can be found on the official website of the Paris Convention and Visitors Bureau: <http://en.parisinfo.com/>.

Weather

- **Average temperatures** in October in Paris: minimum: 5°C/41°F; maximum: 12°C/53.6 °F.
- **Average rainfall:** 83 mm/3.2 inches.
- To check the **forecast** prior your arrival: <https://www.meteoart.com/europe/france/ile-de-france/paris?page=long-range>.

How to call a French number

- To call a French number **from within France**: Dial the relevant Telephone Area Code including the (0) followed by your correspondent's 8-digit number (i.e., 01 45 68 07 35).
- To call a French number **from abroad**:
 - Dial the international prefix 00 (or + sign)
 - Followed by the code for France (33)
 - Followed by the code of the relevant telephone area code or mobile prefix **without the 0**
 - Followed by your correspondent's 9-digit number.

Public Transport in Paris and the 'Ile de France' (IDF) Region

- To get to UNESCO Headquarters, you may take the bus, metro, or the 'RER' ('RER' is an acronym for 'Réseau Express Régional' or Regional Express Network).
- **Metro:**
 - Line 10: Ségur (10 minutes' walk to the main entrance)
 - Line 6: Cambronne (5 minutes' walk)
 - Line 8: Ecole Militaire (10-15 minutes' walk)
- **Bus:**
 - Line 28: Duquesne-Lowendal (6 minutes' walk)
 - Line 80: Place Cambronne (7 minutes' walk)

[more itineraries here](#)



Airport/Train Station Transfers

- For information relating to flight arrivals at airports ROISSY CDG (Roissy-Charles-de-Gaulle International Airport) and PARIS-ORLY, consult: <https://www.parisaeroport.fr/en>.

Via public transport:

- **Roissy-Charles-de-Gaulle** and **Orly** airports are served by the **RER Line B**, for which special ticket rates apply. Trains leave roughly every 15 minutes between 5h30 and 23h30.
 - [Paris-Charles de Gaulle airport by public transport](#)
 - [Paris-Orly airport by public transport](#)
- There is also a public bus service from Charles de Gaulle (Roissybus) to Opéra (metro lines 3, 7 & 8) and from Orly (Orlybus) to Denfert Rochereau (metro lines 2 & 6).
 - <https://www.ratp.fr/en/titres-et-tarifs/airport-tickets>

Via shared and private airport transfers:

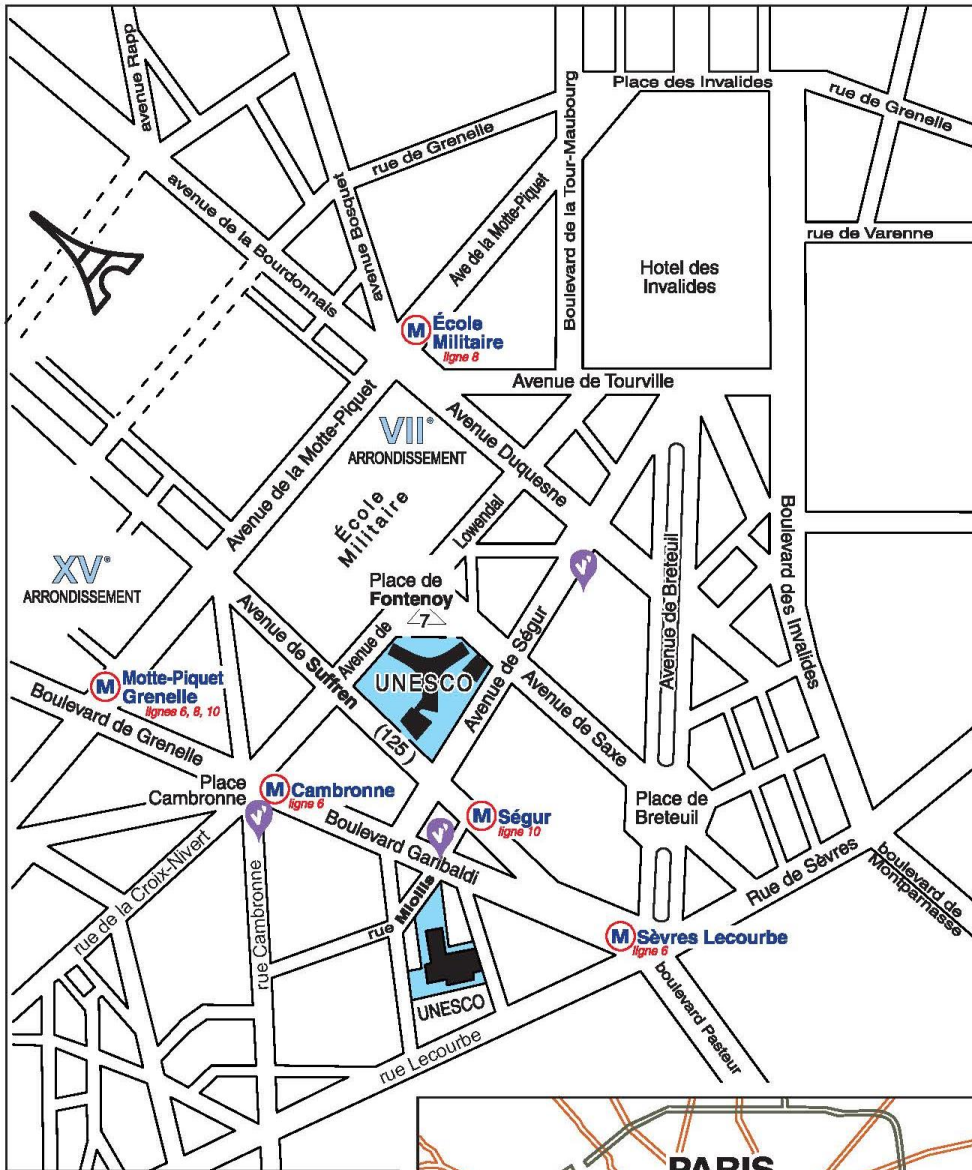
- <https://www.parishuttle.com/>
- <http://www.netcapricorn.com/clients/airportconnection/paris.htm>
- It will take approximately 45 - 60 minutes from either airport to get to UNESCO Headquarters or to a hotel nearby. Most cab services accept credit card payments.
- In 2024, the following official flat fares apply between the airports and the city (one-way):
 - €65 between Roissy-Charles-de-Gaulle airport and Paris-left bank (UNESCO)
 - €56 between Roissy-Charles-de-Gaulle airport and Paris-right bank
 - €36 between Orly airport and Paris-left bank (UNESCO)
 - €44 between Orly airport and Paris-right bank

Official cab companies

- Taxis G7: <https://www.g7.fr/>. Phone: 3607
- Alpha Taxis: <https://reservation.alphataxis.fr/>. Phone: +33(0)1 45 85 85 85

Participants are strongly advised to take only official cabs

PLAN D'ACCÈS - UNESCO - ACCESS MAP



Entrée principale / Main Entrance :

7, place de Fontenoy
75007 Paris

Entrée Bâtiment des Conférences
Conference Building Entrance :

125, avenue de Suffren
75007 Paris

Entrée Bâtiment Annexe
Annex Entrance :

1, rue Miollis
75015 Paris

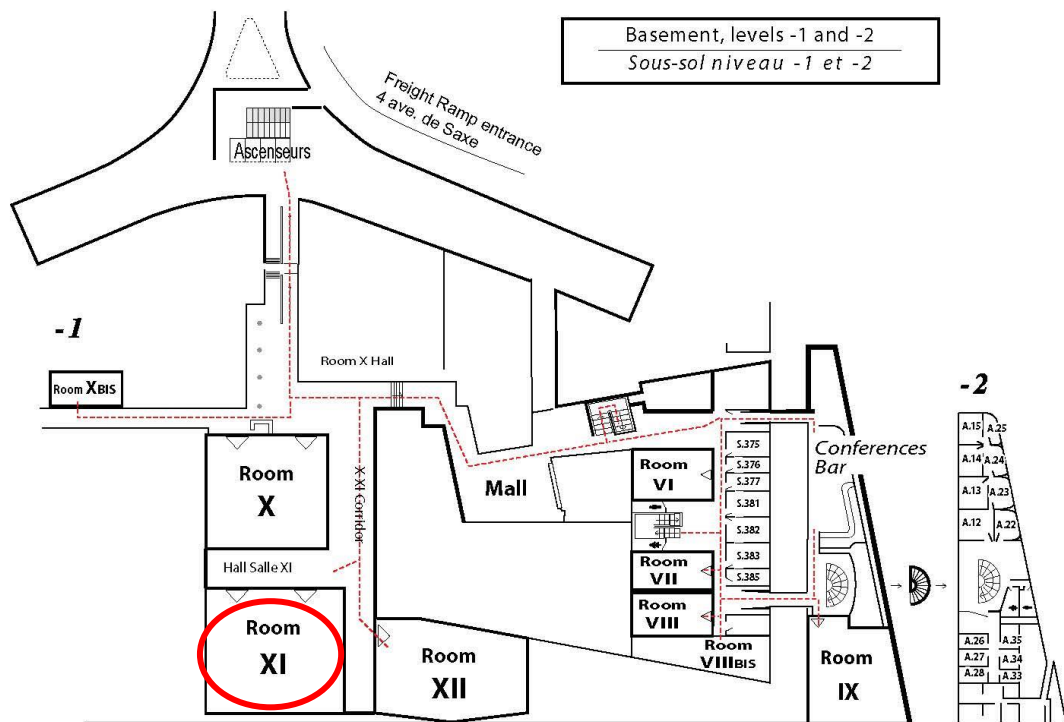
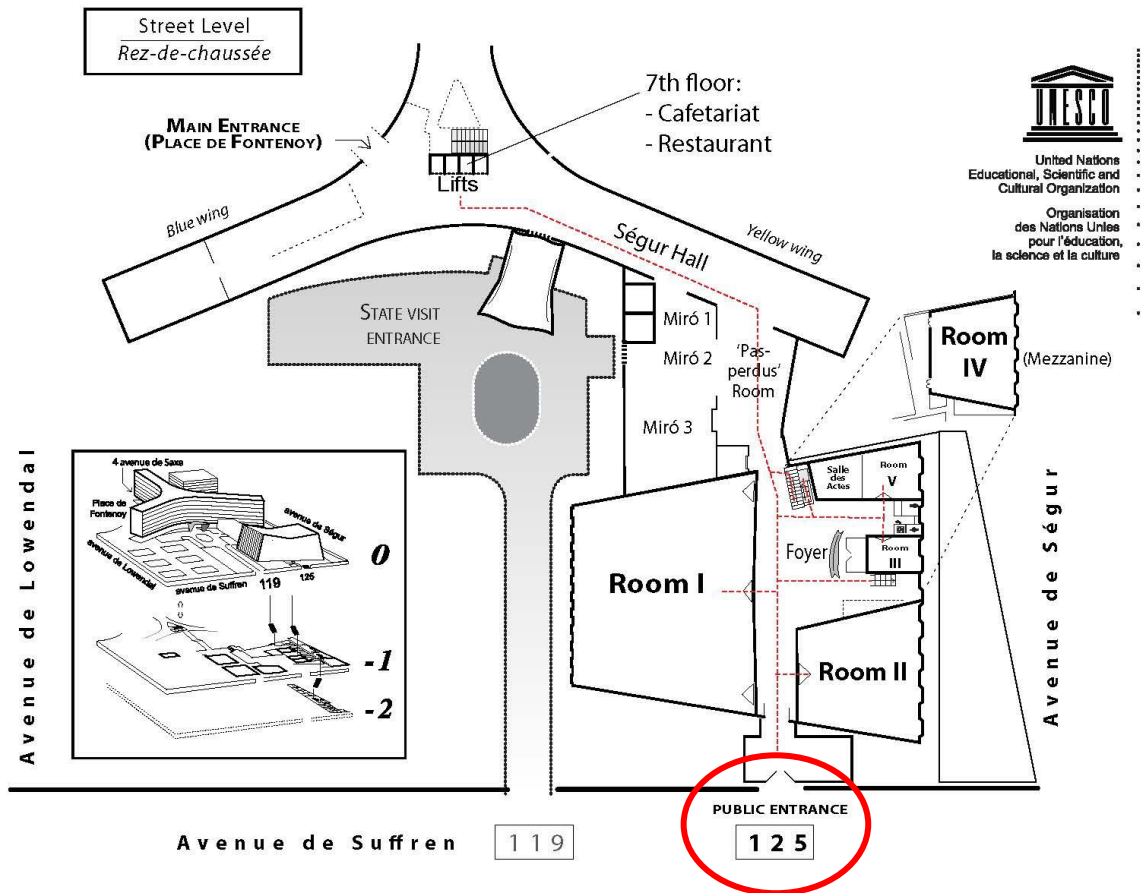


Métro

vélib' (city bicycle)

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Annex B: Map of UNESCO Headquarters (Fontenoy) Building



Annex C: Suggested Hotels in the Vicinity of UNESCO Headquarters

- Paris offers a wide choice of hotels, with prices and availability varying widely from one day to the next. You may wish to consult travel aggregators (e.g., [booking.com](https://www.booking.com), [hotels.com](https://www.hotels.com), [tripadvisor.com](https://www.tripadvisor.com), http://www.france-hotel-guide.com/en/paris_practical_information.htm) to scan the market in the vicinity of UNESCO Headquarters before deciding whether to book the hotel through that platform or with the hotel directly.
- You may localize your Hotel via Google Maps: <http://maps.google.fr/>.

Hotel name and contact	Distance from UNESCO HQ
Bonsoir Madame 6**** 65, rue madame - 75006 +33(0)1 45 48 84 54 https://www.bonsoirmadame.paris hotel@bonsoirmadame.paris	2.3 km, 20 mins by public transport
Bourgogne et Montana 7**** 3, rue de Bourgogne - 75007 +33(0)1 45 51 20 22 https://www.bourgogne-montana.com bmontana@bourgogne-montana.com	1.8 km, 23 mins walking
First Hotel Tour Eiffel**** 2, boulevard Garibaldi, 75015 +33(0)1 43 06 93 26 https://www.firsthotelparis.com/ bonjour@firsthotel.fr	7 mins walking
Le Marquis Inwoodhotel **** 15, rue Duplex 75015 +33(0)1 43 06 31 50 http://en.lemarquisparis.com/ lemarquis@inwoodhotel.com	10 mins walking
Villa Hotel Saxe Eiffel **** 9, Villa de Saxe 75007 +33(0)1 47 83 86 90 https://www.villa-saxe-eiffel.com/en/contact-us/ hotel@vseparis.com	4 mins walking
Le Walt **** 37, avenue de la Motte Picquet - 75007 +33(0)1 45 51 55 83 http://en.lewaltparis.com/ lewalt@inwoodhotel.com	9 mins walking
Le Bailli de Suffren*** 149, avenue Suffren - 75015 +33(0)1 56 58 64 64 https://www.lebailliparis.com/ contact@lebailliparis.com	5 mins walking
Amiral Fondary *** 30, rue Fondary - 75015 +33(0)1 45 75 14 75 https://www.hotelamiralfondary.com/ lefondary@wanadoo.fr	10 mins walking
Baldi*** 42, boulevard Garibaldi - 75015 +33(0)1 47 83 20 10 https://www.magna-arbor-hotels.com	600 m, 8 mins walking
Eiffel Petit Louvre*** 1, rue de Lourmel - 75015 +33(0)1 45 78 17 12 https://hotel-paris-petitlouvre.com/ reception@hotelpetitlouvre.com	16 mins walking
Eiffel Segur *** 34, boulevard Garibaldi - 75015 +33(0)1 33 1 43 06 60 50 https://paris-hotel-eiffel-segur.com/ reservation@paris-hotel-eiffel-segur.com	5 mins walking
Eiffel Seine *** 3, boulevard de Grenelle - 75015 +33(0)1 45 78 14 81 https://www.eiffelseinehotel.paris/decouvrir contact@eiffelseine.com	8 mins walking
Eiffel Villa Garibaldi*** 48, boulevard Garibaldi - 75015 +33(0)1 56 58 56 58 https://hoteleiffelvillagaribaldi.com/en/ villagaribaldi@hotel-eiffel.com	5 mins walking

Hotel name and contact	Distance from UNESCO HQ
Louison 6*** 105, rue de Vaugirard - 75006 +33(0)1 53 63 25 50 https://www.louison-hotel.com welcome@louisonhotel.com	1.4 km, 18 mins walking
Hôtel de France Invalides*** 102, boulevard de la Tour Maubourg - 75007 +33(0)1 47 05 40 49 https://www.hoteldefrance.com/ contact@hoteldefrance.com	5 mins walking
Hôtel de la Motte Picquet*** 30, avenue de la Motte-Picquet - 75007 +33(0)1 47 05 09 57 https://www.hotelmottepicquetparis.com/en/ book@hotelmottepicquetparis.com	10 mins walking
Hotel des Marronniers 6*** 21, rue Jacob - 75006 +33(0)1 43 25 30 60 https://www.hoteldesmarronniers.com hotel-des-marronniers@orange.fr	2.4 km, 18 mins by public transport
Lecourbe *** 28, rue Lecourbe - 75015 +33(0)1 47 34 49 06 https://www.hotel-lecourbe-eiffel.com/ hotel.lecourbe@free.fr	10 mins walking
Maison 46 *** 46, rue de la Croix Nivert - 75015 +33(0)1 56 58 56 78 https://www.maison46.com/ contact@maison46.com	11 mins walking
Le Pavillon 7*** 54, rue Saint-Dominique - 75007 +33(0)1 45 51 42 87 https://hotel-lepavillon.com lepavillon@green-spirit-hotels.com	1.2 km, 16 mins walking
Villa Garibaldi*** 48, boulevard Garibaldi - 75015 +33(0)1 56 58 56 58 https://hoteleiffelvillagaribaldi.com/en/ villagaribaldi@hotel-eiffel.com	5 mins walking
Amelie 7** 5, rue Amélie - 75007 +33(0)1 45 51 74 75 https://hotelamelie-paris.com amelie@green-spirit-hotels.com	1.3 km, 17 mins walking
Eiffel Turenne** 20, avenue de Tourville - 75007 +33(0)1 47 05 99 92 https://www.hoteleiffelturenne.com/ reservation@hoteleiffelturenne.com	7 mins walking
Ibis Cambronne Tour Eiffel ** 3, boulevard de Grenelle - 75015 +33(0)1 40 61 21 21 / 22 https://all.accor.com/hotel/1400/index.en.shtml H1400-RE@accor.com	8 mins walking

Annex D: Restaurants

- Among the great variety of restaurants offering a wide range of prices and diverse cuisines, here are some suggestions (the accuracy for which UNESCO is not responsible). Other suggestions can be found at <https://www.parisinfo.com/ou-manger-a-paris>.

L'Escudella



CUISINES: French, Healthy, Gastropub, Dining bars, Vegetarian Friendly

Price range: €24 - €55

Website: <https://www.escudella.fr/menus-carte/>

Address: 41 avenue de Segur - 75007 Paris

Phone number: +33(0)9 82 28 70 70

Distance from Unesco HQ: 250 m

Fratelli Castellano



CUISINES: Italian, Pizza, Mediterranean, Neapolitan, Campania

Price range: €10 - €30

Website: <https://www.pizzeriafratellicastellanoparis.fr/>

Address: 43 rue Fondary - 75015 Paris

Phone number: +33(0)1 45 77 61 93

Distance from Unesco HQ: 1 km

Myung Ka



CUISINES: Korean, Asian

Price range: €10 - €30

Website: <http://myungka-restaurant.fr/>

Address: 19 boulevard Garibaldi - 75015 Paris

Phone number: +33(0)1 47 83 41 45

Distance from Unesco HQ: 250 m

Felix (vegetarian friendly, gluten free options)



CUISINES: French, European

Price range: €25 - €40

Website: <http://www.restaurantlefelix.com/>

Address: 79 avenue de Segur - 75015 Paris

Phone number: +33(0)1 82 10 57 23

Distance from Unesco HQ: 200 m

Apéti (Vegan Options, Gluten Free Options)



CUISINES: French, European, healthy

Price range: €16 - €23

Website: <https://apeti.fr/fr/etablissements/4667312279526572058>

Address: 21 bis avenue de Ségur - 75007 Paris

Phone number: +33(0)1 45 32 66 09

Distance from Unesco HQ: 500 m