

PRACTICAL INFORMATION

CONFERENCE: MAKING EFFECTIVE USE OF EVALUATIONS IN AN INCREASINGLY COMPLEX WORLD

Dates: 30 September 2015

Location: Room IV, UNESCO Fontenoy Building

Host agency: UNESCO

HOW TO REACH UNESCO (FONTENOY BUILDING)

BY PUBLIC TRANSPORTATION

By metro:

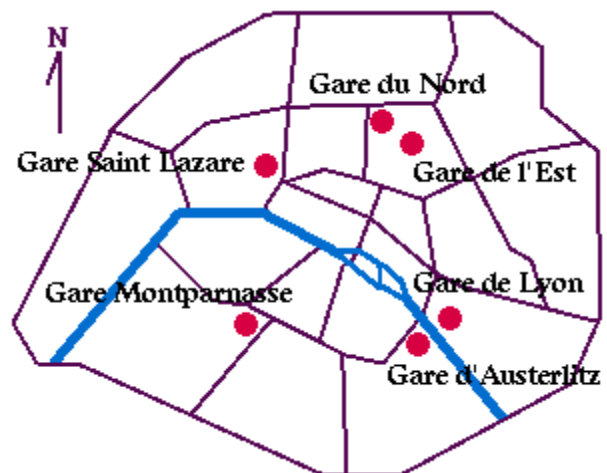
- The closest metro stations are about 5 minutes on foot from UNESCO: M° Segur on line 10, M° Cambronne on line 6, and M° Ecole Militaire on line 8. Metro maps can be accessed via this [link](#).

By bus:

- Line 28 (Gare Saint-Lazare - Porte d'Orléans), bus stop: Fontenoy-UNESCO. More information is available via this [link](#).
- Line 82 (Neuilly – Hôpital Américain), bus stop: Ecole Militaire. More information is available via this [link](#).

By train: There are six main railway stations in Paris. For more details kindly click on the names of railway stations beneath:

- [Gare du Nord](#)
- [Gare de l'Est](#)
- [Gare de Lyon](#)
- [Gare d'Austerlitz](#)
- [Gare Montparnasse](#)
- [Gare Saint Lazare](#)



BY TAXI

- G7 TAXI (in English): tel. 01 41 27 66 99
- G7 TAXI: tel. 36 07
- TAXI BLEU: tel. 36 09

FROM CHARLES DE GAULLES/ROISSY AIRPORT

Most flights to Paris arrive at Charles de Gaulle Airport. It takes between 30 minutes to an hour (during rush hours) to get to the city center from CDG.

There are three options for getting to central Paris (where UNESCO Headquarters are located) from CDG:

1. Taxi (approximately €60-70 per taxi). More information is available via this [link](#).
2. The Air France shuttle bus (from €17 per person). It leaves every 30 minutes. More information is available via this [link](#).
3. RER (line B) (from €9.75 per person). More information is available via this [link](#). It leaves frequently and drops passengers at many stations in the city (most of the RER stations are also metro stations). To get to Paris center from CDG, take the RER line B towards "St-Rémy-les-Chevreuses /Massy". You may need to transfer to another metro line once you reach the city (The link to the Paris RER & Metro plan is [here](#) for easy reference).
4. Roissybus (€11 per person). It leaves every 15 minutes from the CDG airport, and takes around 60 minutes to reach Opéra. You may need to transfer to another metro line once you reach the city. More information is available via this [link](#).

FROM ORLY AIRPORT

For more information, click [here](#).

MEETING REGISTRATION

Please note that access to UNESCO House will only be via the Avenue Suffren entrance. **The registration desk will open at 8:30 am.** It is also important to note that large bags, suitcases, or trolleys will not be permitted into the complex. Security/safety regulations and space limitations prohibit the checking of these articles on the premises.

Upon arrival at Reception at Fontenoy, meeting participants are requested to identify themselves with their national passport, or a valid official identification document at the conference registration desk. Participants will be guided to Room IV for the event.

You will be provided with a security badge with your name at the conference reception desk. Please note that it is mandatory to wear the security badge visibly at all times while on UNESCO premises.

UNESCO is a non-smoking organization. Eating and drinking are prohibited in the conference rooms. Flash cameras and cellular phones are not to be used when meetings are in session.

SERVICES AT UNESCO AND GENERAL INFORMATION

BANKING SERVICES

Société Générale has a branch and a cash dispenser in the Fontenoy building, located in the reception area, on the left on entering the building.

Opening hours: 09h30 -12h15 and 13h15 - 17h15.

The cash dispenser is available 24 hours a day.

Tel: 01 53 69 55 60

BOOKSHOP / GIFT SHOP

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

Opening hours: 09h00-13h00 and 14h00-18h00

Tel:80370

CAFETERIA AND RESTAURANT

The Bar des Conférences serves refreshments, light snacks, and lunches.

Opening hours: 08h30 – 17h30

Tel: 80306

The bar on the 7th floor serves refreshments and light snacks.

Opening hours: 08h30 – 18h00

Tel: 81610

The cafeteria on the 7th floor serves lunch.

Opening hours: 11h45 – 14h30

The Lowendal Restaurant, situated on the 7th floor, is open for lunch from 12h00 – 14h30. It is advisable to make reservations in advance.

Tel: 81600

CLOAKROOM

There are facilities to hang coats right outside Room IV.

EMERGENCIES

Inside UNESCO, call the Security Control Centre on 81637 or 81617 on any internal phone line. The Control Centre is located at the main entrance.

Outside UNESCO, call “Police secours” on 17, medical emergency on 15 and fire emergency on 18.

FIRE

Fire Safety Control Centre is located near the main entrance can be reached at 81639 or 18 on any internal phone line.

MEDICAL SERVICE AND INFIRMARY

This service is located on the second floor, in the yellow wing.

Opening hours: 09h00 – 18h30

Tel: 80867

Before and after the opening hours (emergency) calls can be made directly to the Fire Unit (18) or Fontenoy 81639.

Irrespective of time or place, if you need a doctor, telephone SOS Médecins on 01 4337 7777. A doctor will attend to you at your address.

INTERNET SPACES

Wi-Fi is available in all the meeting rooms, and on the ground floor.

Access is through –

Login: **hq-air**

Password: **uneswifi**

LIBRARY / READING ROOM

The library, located on the ground floor to the right of the entrance of the Fontenoy Building, provides ready access to a selection of daily newspapers and periodicals, dictionaries, encyclopaedias, directories, guidebooks, and other materials.

Opening hours: 09h30 – 17h30

Tel: 80356/60

LOST AND FOUND

If you lost or found something, please contact the Guard Service.

Tel: 81637

AROUND UNESCO

RESTAURANTS

There are several restaurants around UNESCO. The nearest ones are located on Avenue de Segur, Avenue de Lowendal, Avenue de Saxe, and Boulevard Garibaldi. The average cost for a fixed lunch menu starts from around 10 euros and from around 15 euros for dinner. More information can be accessed via [this link](#) and [here](#).

HOTELS

Below is a list of hotels recommended by UNESCO:

1. Derby Eiffel Hôtel (UNESCO Prices): 5 avenue Duquesne, 75007 Paris; Telephone: 01 47 05 12 05
2. Hotel Mac Mahon: 3 avenue Mac Mahon, 75017 Paris; Telephone: 01 43 80 23 00
3. Citadines Tour Eiffel: 132 boulevard de Grenelle, 75015 Paris; Telephone: 01 41 05 78 00
4. Bailli de Suffren (UNESCO Prices): 149 avenue Suffren, 75015 Paris; Telephone: 01 56 58 64 64
5. Holiday Inn Paris-Montparnasse Pasteur (UNESCO Prices): 10 rue Gager Gabillot, 75015 Paris; Telephone: 01 44 19 29 29
6. Hôtel le Walt (UNESCO Prices): 37 avenue La Motte Picquet, 75007 Paris; Telephone: 01 45 51 55 83
7. Hotel le Marquis (UNESCO Prices): 15 rue Dupleix, 75015 Paris; Telephone: 01 43 06 31 50
8. Hilton Hôtel Paris Pullman: 18 avenue Suffren, 75015 Paris; Telephone: 01 44 38 56 00
9. Hotel Baldi (UNESCO Prices): 42 bd Garibaldi 75015 Paris; Telephone: 01 47 83 20 10
10. Hotel Arès Tour Eiffel: 7 rue du Général de Larminat, 75015 Paris; Telephone: 01 47 34 74 04
11. Hotel des Provinces: 192 rue de la Croix Nivert, 75015 Paris; Telephone: 01 45 58 16 08
12. Europe Hotel (UNESCO Prices): 103 Boulevard de Grenelle, 75015 Paris; Telephone: 01 47 34 07 44

DEPARTMENT STORES

Bon Marché (metro: Sèvres-Babylon, line 10) 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.

MUSEUMS

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

ENTERTAINMENT

There are two weekly publications on cultural events: Pariscope and the Officiel des spectacles, on sale at all news-stands.

PUBLIC TRANSPORT

Metro: One ticket is valid for one trip within specific zones, with connections to other lines. It is cheaper to buy 10 tickets at a time, a "carnet" which can be purchased from the ticket machines in all metro stations. The cost of a ticket is: €1.80; the cost of a carnet is: €14.10.

Bus: Transport tickets are valid on the metro and the bus. Tickets bought on the bus cost €1.80 and do not allow you to connect to another bus. On the other hand, a ticket bought from a machine allows travellers to travel for up to 1½ hours on connecting buses. Tickets must be validated by the machine on the bus.