



Logistics Note

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English only

**INFORMATION AND GUIDELINES FOR PARTICIPANTS IN
Experts Workshop on Marine Pollution Indicators
under Sustainable Development Goal Target 14.1.1
UNESCO, Paris, 12-13 September 2018**

The Session will convene in **Room XV** from Wednesday 12 September 2018 to Thursday 13 September 2018 located on the ground floor of the UNESCO Miollis building. Entrance to the building is at 1, Rue Miollis in the 14th arrondissement of Paris.

Please do not forget to bring with you your passport or ID to pass through security at the entrance. Access map and information on UNESCO Headquarters at:
<http://www.unesco.org/general/eng/about/visit.shtml>

REGISTRATION

All participants are invited to register upon arrival at the Reception Desk at the Security entrance.

The main time set aside for registration is: Wednesday 12 September 2018 (8.45–9.30 am)

Please do not forget to bring with you a business card with a full postal address, since this is what will appear in the List of Participants. Telephone and e-mail address are also requested.

At registration, participants will be provided with label badges which they are kindly asked to wear throughout the session, as they also serve as a “laissez-passer” into the building, delegates’ lounge, bar, etc.

MEETING

The Expert Workshop will meet in Room XV (Miollis Building, ground floor) from 09.00 to 13.00 and from 14.00 to 18.00.

The Official working language for the session is English only.

Further information on accessing the meeting by teleconference to be provided.



DOCUMENTATION

Should participants need to obtain a paper copy of any document, they should request it at Ms Simonetta SECCO, s.secco@unesco.org, who will be in the meeting room regularly.

SERVICES

- ❖ **Health breaks:** Breaks are foreseen for 11.00 am and 4.00 pm Coffee and tea will be served and there is also a coffee bar and a coffee machine (all days) at -1.
- ❖ **WIFI** in UNESCO and in Room XV is available:
 - connect to the network (SSID): HQ-AIR-PUB
 - User ID: hq-air
 - Password: uneswifi
- ❖ **Cafeteria:** available for lunch at -1.

Health Insurance

All delegates are requested to ensure that they have Medical Travel Insurance valid in France for the duration of their stay in the France.

Accommodations

See the list of various hotels near the UNESCO IOC headquarters in Paris at: http://ioc-unesco.org/components/com_oe/oe.php?task=download&id=25006&version=1.0&lang=1&format=1. It is strongly recommended to make hotel reservations as soon as possible

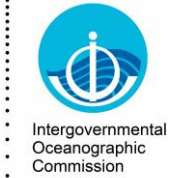
Access to Paris

Paris is serviced by the **Charles de Gaulle Airport**. **Charles de Gaulle Airport Taxi** provides licensed taxis from the Charles de Gaulle Airport at a cost of approximately USD 75.48 (65 Euro) one way (this may vary based on the number of persons in the taxi).

Travel Arrangements

Travel arrangements for sponsored participants will be made through the GPA Coordination Office and IOC/UNESCO. Sponsored participants will be contacted directly and are kindly requested to refrain from making their own bookings.

Visas / Customs



All participants are responsible for their own Visa arrangements. Please check this link to see what visa regulations for France apply to you. (<https://www.schengenvisainfo.com/france-visa/>). Participants are strongly advised to determine which requirements apply to them with respect to entering France. Visa applications should be made as early as possible. In order to reduce the possibility of delays, delegates are advised to ensure that they can produce a copy of the official invitation letter to attend the expert workshop. The name on the airline ticket and other travel documents, should also match the name in the passport, and visa