

**Second session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-2)**

29 May to 2 June 2023, at the UNESCO Headquarters in Paris, France

**Information note for participants**

This note provides practical information for participants attending the second session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-2) to be held from 29 May to 2 June 2023 at the United Nations Educational, Scientific and Cultural Organization (UNESCO) Headquarters in Paris, France. The meeting will be preceded by regional consultations on 28 May 2023, at the same venue.

All information regarding the meeting will be regularly updated in the [INC-2 webpage](#). This note will be continually updated with the necessary practical and logistical information. Updated text will be highlighted **in blue**, and revisions will be dated.

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## I. [VENUE](#)

The INC-2 will take place at the United Nations Educational, Scientific and Cultural Organization (UNESCO) Headquarters, in the heart of Paris. **Entrance to the building will be done via the entrance at 140 avenue de Suffren (updated on 25 May).**

Participants can reach the venue by public transportation using the Metro to Ségur-UNESCO (Line n°10), Cambronne, (Line n°6), La Motte Picquet (Line n°6 and 8), Ecole militaire (Line n°8), or the Bus to Duquesne-Lowendal (line n°28) or Cambronne (line n°80).

140 avenue de Suffren

## II. [REGISTRATION OF PARTICIPANTS AND BADGING](#)

### Registration

All information regarding registration and accreditation procedures is detailed under the Registration tab in the [INC-2 webpage](#). As agreed at INC-1, please note that the second session of the INC will be fully in-person with **NO** possibility of online registration. However, plenary sessions will be streamed on YouTube in the 6 UN-Languages.

Regarding the registration of official delegations of States Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations, the registration link was circulated to all delegations through an invitation letter from the Executive Secretary of the Secretariat of the INC, dated 16 February 2023. The letter was circulated by the UNEP INC Secretariat on 20 February to nominated INC Focal Points, Permanent Missions accredited to UNEP and Ministries of Environment.

For all other registration categories, the online registration links were made available directly on the registration page, under each specific category of participation. It is crucial that participants register under the appropriate category and comply with the maximum number of delegates per organisation for quick approval of their registration. Please be reminded that participants must register individually through the online registration system INDICO.

Registration opened on 22 February 2023. The deadline for registration is 28 April 2023.

For member States, there is no limitation on the number of representatives that can be accredited to the meeting,

For United Nations system, other international organizations, and stakeholders, each is limited to 5 representatives per registered organisation.

Please be informed that the venue has limited our total numbers to 1500 delegates, due to space constraints in the precinct, and security and safety regulations. **Therefore, secondary access cards, also referred to as floating badges,** will be issued and provided to each delegation. These badges will be required to enter the building. The number of floating badges per delegation/organisation will be determined in the course of the next days and delegations will be informed accordingly (*updated on 15 May*).

**Registration closed on 28 April at 23:59 Nairobi time. No additional requests for registration will be accepted beyond this date** (*updated on 15 May*).

Queries related to registration should be addressed to [unep-registration@un.org](mailto:unep-registration@un.org) and [unep-incplastic.secretariat@un.org](mailto:unep-incplastic.secretariat@un.org)

## Issuance of meeting badges

Access to the meeting venue is subject to the presentation of a valid meeting badge and additional floating badge (**please see next page**). All delegates will have to display both badges at the entrance, delegate badge with photo and the floating badge for access to UNESCO (*updated on 15 May*).

The Individual meeting badges will be issued at the venue upon presentation of the UN EVENT PASS resulting from the approval of the online pre-registration and a valid passport or identification card with a photograph. Participants may collect their badges by visiting the badging collection centre. Delegates are kindly asked to carry a copy of the UN EVENT PASS with them when arriving to the venue. At the entrance participants will be directed to the badge collection desks.

All badges, individual meeting badges and secondary access cards/floating badges, will be issued at the badging centre on the following dates and times (tentative schedule):

Date	Time	
Saturday, 27 May	14:00	18:00

Sunday, 28 May	08:00	18:00
Monday, 29 May	08:00	18:00
Tuesday, 30 May	08:00	17:00
Wednesday, 31 May	08:00	17:00
Thursday, 1 June	08:00	17:00
Friday, 2 June	08:00	13:00

## Issuance and use of secondary Access Card/Floating badges

**1. For Member States of the United Nations, members of United Nations specialized agencies, and regional economic integration organizations** the following guidelines will apply regarding the issuance and use of the secondary access cards, also referred to as “floating badges”:

- a) On Sunday, 28 May 2023, and on Monday, 29 May 2023, Members of the Committee will not be subject to limitations to enter UNESCO.
- b) Between Tuesday, 30 May 2023 and Friday, 2 June 2023, Members of the Committee are requested to observe the limitations as follows:
  - A maximum of six (6) secondary access cards marked “INC-2” to enter UNESCO will be provided to each national delegation. Of these cards, a maximum of four (4) will marked “INC-2/Plenary” and will grant access to the plenary floor.
  - Delegations with less than six (6) delegates will be provided with the number of secondary access cards equal to the number of approved delegates, with a maximum of 4 being issued for the plenary floor.

**2. Observers from Intergovernmental Organizations and from United Nations System entities** will be provided with a maximum of two (2) secondary access cards to enter the meeting venue.

**3. Observers from non-governmental organizations** will be provided with a maximum of one (1) secondary access card to enter the meeting venue due to the high number of registered NGOs and to allow for equal access to the venue.

The secondary access cards system **for observers** will be implemented throughout the entirety of INC-2, from 29 May to 2 June 2023, and during the preceding regional consultations, on 28 May. Since the secondary access cards will not have any name and can rotate among the approved members of each national delegation and/or organization.

Due to the floorplan of the plenary room, the plenary floor on Monday, 29 May, will be reserved for delegates from Members of the Committee for consideration of agenda item 2. election of officers. Observers are kindly requested to take seats in the gallery of the plenary room, on a first come first served basis, and in the overflow room.

Please note that the plenary sessions will be streamed in English in an overflow hall. The location will be announced on the agenda screens. The links will be made available on

the [meeting page](#) closer to INC-2. In addition, due to space constraints, the Secretariat will make a viewer mode platform available for the meetings of the contact group. This viewer mode will be closed and restricted to INC-2 approved delegates.

The Secretariat will monitor any possibility of access capacity after the opening of the meeting and advise participants accordingly (*Updated 18 May*)

For security reasons, the display of the individual meeting badge, with the identification of the delegate, and the secondary access card will be mandatory at all times to access the meeting venue and meeting rooms.

## Credentials

The presentation of credentials by representatives from States Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations is **not required** for the second session of the Intergovernmental Negotiating Committee.

Representatives must register on the Indico platform for the meeting, and in this process submit a Note Verbale from their Ministry (including *inter alia*, their Ministry of Foreign Affairs or Environment), or a formal letter or other Note Verbal from their Embassy or Permanent Mission addressed to the Secretariat containing the composition of the delegation. The **online submission of the documentation will suffice**.

## List of participants

To facilitate the compilation of the list of participants, delegations of States Members of the United Nations, members of United Nations specialized agencies, the European Union, intergovernmental organizations and specialized agencies and related organizations are requested to submit a comprehensive list of the members of their respective delegations to the Secretariat, with the functional titles and designations of the delegates. Delegations are kindly requested to include all the participants from their delegation into one list (*updated on 15 May*).

## III. [VISA AND ENTRY REQUIREMENTS](#)

**Delegates are strongly advised to submit their visa application as soon as possible and no later than four weeks before the opening of INC-2. To allow sufficient time for visa processing participants are encouraged to schedule their appointment by 15 April 2023** (*last updated o 11 April 2023*).

Any delegate that registers late and needs a visa may not have sufficient time to allow for the timely scheduling and processing of the visa (*updated on 15 May*).

Kindly note that **visas need to be obtained in advance and cannot be issued on arrival**.

- Applicants are encouraged to start the online visa application process (France-Visas portal) by 15 April.
- The scheduling of the appointment should occur preferably by 15 April.
- The actual appointment date DOES NOT need to take place before 15 April.

Nationals of countries that require visas are requested to consult the France-Visas website ([www.france-visas.gouv.fr](http://www.france-visas.gouv.fr)) on whether they need a visa to enter France.

In countries that do not have a French consulate/consular section, France may be represented by another Schengen's Country that is able to process your application.

The visa application guidelines are available here: <https://france-visas.gouv.fr/en/web/france-visas/visa-application-guidelines>:

▪ **STEP 1 - Gather information on your situation.**

- To seek information and check if you need a visa or not: the [visa wizard](#) will help you determine, depending on your situation, the visa requirements, as well as the required supporting documents.
- Determine which authority is approved to receive your application: this link offers [specific pages related to your place of residence](#), so that you can access the most accurate information for your visa application.

▪ **STEP 2 - Set up your online application:**

If your home country is eligible for online application, you must fill out the [online application form](#). You will be guided through the whole process by on-screen explanations.

- To submit a visa application, you must provide at least the following documentation: i. a travel document (original + copy); ii. two recent ID pictures; iii. The supporting documents (originals and copy) depending on your situation and your plan.
- **Important:** Documents in languages other than French or English may be required to be translated into French.
- When completing the short-term Schengen visa application online, please use the following information in your contact section:

<p><b>Your contacts</b></p> <p><input checked="" type="checkbox"/> <b>A company, organization or establishment will be accommodating me</b> <b>Host person or organisation/company</b></p> <p><i>Details of the host organisation/company</i> Name of the Host Organization: UN Environment Programme Type: International Organisation Address: UNEP 1 Rue Miollis, 75015 Paris, France Telephone number: +254 (0)20 762 1234 Email address: <a href="mailto:unep-incplastic.secretariat@un.org">unep-incplastic.secretariat@un.org</a></p> <p><i>Details of the contact person</i> Last Name: Mathur-Filipp First Name: Jyoti Address: UNEP 1 Rue Miollis, 75015 Paris, France Telephone number: +254 (0)20 762 1234 Email address: <a href="mailto:unep-incplastic.secretariat@un.org">unep-incplastic.secretariat@un.org</a></p>
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*(Updated on 30 March 2023)*

- If your country is not eligible for online application, please check the appropriate procedure on your [country of application page](#).

- **STEP 3 - Make an appointment with the visa application centre:** You will find all the necessary details to make an appointment on the [country of application page](#).
  - Please note that all visas issued by France are biometric visas. The service provider (or consulate) will receive you and collect your biometric data (photo and fingerprints) and keep your passport and the copies of all your supporting documents in order to forward them to the consulate.
  - If you hold a biometric Schengen visa issued in the past 59 months, your previous biometric data can be re-used.  
**Please book the first available appointment, regardless of the date.** Should you require visa assistance, once your registration is confirmed, you will receive access to “Visa Assistance Portal” by email. Through this portal you can indicate the challenges faced and the French Protocol Services will try to address those. *(Update of 30 March 2023)*
  
- **STEP 4 - Submit your application in person:** You must attend your appointment with all the required documents. Also bring a copy of each document, including the passport and a copy of its ID pages.

The visa application for entering France and registration with the UNEP INC Secretariat for attending INC-2 are two separate procedures. Delegates are strongly encouraged to obtain information on each procedure and follow the respective requirements and timelines. Kindly note that successful registration to the INC-2 does not guarantee issuance of the visa.

#### IV. [FUNDING FOR PARTICIPATING STATES](#)

To facilitate the participation of representatives from States Members of the United Nations and members of United Nations specialized agencies to INC-2, funding will be available from the voluntary contributions made by donors to support the participation of a maximum of **two (2) delegates from developing countries and countries with economies in transition, with priority given to Least Developed Countries and Small Island Developing States**. The funding will cover economy-class round-trip air tickets, as well as daily subsistence allowances and terminal expenses in accordance with the United Nations rules and regulations.

The round-trip air tickets will be processed and issued directly by the UNEP INC Secretariat. The normal route for all official travel shall be the most economical route available for the travel dates. The daily subsistence allowance (DSA) comprises the total contribution of the UNEP INC Secretariat towards such charges as lodging, meals and other such payments made for services rendered during official travel. Funded delegates are thus responsible for making their hotel bookings.

Disbursement of the DSA will be made on-site, at the meeting venue, via physical prepaid cards for INC-2 meeting participants (in USD). The schedule and venue for DSA disbursement will be announced upon arrival at the venue. Sponsored participants will be requested to present to the designated staff the original arrival boarding ticket and the physical travel identification document used to enter France.

**The deadline for application for travel support closed on 31 March.** *(Last updated on 11 April 2023).* **Due to UN Rules and Regulations and the strict timelines for processing of**

**travel support, no further requests for travel support can be accepted. The secretariat it is also no longer in the position to facilitate any changes to itineraries or to the delegates nominated for travel support** (*updated on 15 May*).

Delegations are encouraged to nominate the INC focal points for receiving funding support, when considered appropriate.

## **V. APPLICATION FOR TRAVEL SUPPORT FOR OBSERVERS FROM NON-GOVERNMENTAL ORGANIZATION**

To facilitate the participation of accredited observers from non-governmental organisations at INC-2, the INC Secretariat is in the position to provide travel support for the **participation of a total of 20 observers**. The funding, made available through voluntary contributions from donors, will cover economy-class round-trip air tickets, as well as daily subsistence allowances and terminal expenses in accordance with the United Nations rules and regulations.

For the provision of travel support:

1. The applicant must have been approved on the Indico registration system to participate in INC-2.
2. Only participants from **developing countries and from economies in transition** are eligible for funding, with **priority given to observers from [Least Developed Countries \(LDCs\)](#) and [Small Island Developing States \(SIDS\)](#)**.
3. **Priority will be given to participants from non-governmental organizations nominated on behalf of constituencies** representing, inter alia, children and youth, women, indigenous peoples, NGOs, local authorities, scientific and technological community, business and industry, farmers, and workers and trade unions, including workers from the informal and cooperative settings, and **large networks** of non-governmental organizations.
4. Only one participant per organization will be considered for funding. If more than one application is received from the same organization, only the first applicants will be considered.

The deadline for application/recommendation is **14 April 2023. The deadline for application for travel support has now closed** (*updated on 15 May*).

Applicants are invited to submit application through Indico: [Application for travel support for non-governmental observers](#).

While making the selection, due regard should be given also to equitable geographic distribution, gender parity, and proven expertise on the subject matter.

The INC Secretariat, in consultation with the Chair of the INC, will ensure that the criteria listed above are followed (*updated on 12 April 2023*).

The results of the selection will be published (*updated on 15 May*).

## **VI. ORGANIZATION OF WORK AND SEATING ARRANGEMENTS**

The Scenario Note for the second session of the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (UNEP/PP/INC.2/2), prepared by the Chair of the INC,



is available on the website here: [Scenario Note for INC-2](#). Please refer to this document for detailed information on the organization of the meeting (*updated on 15 May*).

Due to space limitations in the venue, there will be a need to issue secondary passes to enter the venue.

At the plenary meetings, the delegations of each States Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations will be seated in English alphabetical order. Seating will also be available for the representatives of accredited intergovernmental organizations, United Nations entities, accredited stakeholders, including non-governmental organisations. Please be reminded that access cards will be issued.

## VII. [DOCUMENTATION](#)

Participants are strongly encouraged to read all available documents for INC-2. The documents can be accessed in the [INC-2 webpage](#). All meeting documents will be available ahead of the meeting, at least 6 weeks in advance. The official documentation of the INC-2 will be issued in all the United Nations official languages: Arabic, Chinese, English, French, Russian and Spanish.

In order to minimize the negative environmental impact, the meeting will be held paperless and there will be no hard copies of documents available at the venue.

## VIII. [INTERVENTIONS](#)

As per UN practice, representatives from States Members of the United Nations, speaking on behalf of a group of States or in national capacity will be invited to provide statements. The time limit for statements will be five (5) minutes for each statement made on behalf of a group of States, three (3) minutes for representatives delivering statements in their national capacity. The Chair will ensure that the time limit for statements is enforced.

During the plenary meetings, observers may take the floor after the interventions from Member States, consistent with applicable United Nations practice. Observers can speak on behalf of constituencies and groups of stakeholders. The time limit for statements by observers will be two (2) minutes (*update 30 March 2023*). Oral statements from observers are at the discretion of the Chair, time permitting.

## IX. [REGIONAL CONSULTATIONS](#)

Regional consultations will take place on 28 May 2023, at the UNESCO Headquarters. The secretariat will reserve rooms for the meetings of the five regional groups of United Nations. Allocation of meeting rooms will be announced upon arrival at the venue.

In addition, there will be an opportunity for regional meetings to be held every morning throughout the week.

The regional consultations are to be convened and organized by the regional groups themselves. The groups are encouraged to inform the secretariat on the planned timing for their meetings (*updated on 15 May*).

One room for observers will also be made available for their meetings

## X. THEMATIC SIDE EVENTS

Members of the Committee and observer organizations accredited to INC-2 are invited to express their interest, if they wish to do so, in being part of and co-organizing one, or a maximum of two, of the thematic side events to be organized on the margins of INC-2.

To express interest in co-organize one of the thematic side-events Members and accredited organizations must fill out the following form: [Call for expression of interest to co-organize thematic side events on the margins of INC-2](#). The events will be in-person only.

**Submission has now closed, and no more applications will be accepted at this stage.**

The 12 thematic side events will take place daily from 1:30-2:45 pm from Monday 29 May to Thursday, 1 June 2023, with 3 events to be held in parallel each day. The themes of the side-events have been chosen based on the discussions at INC-1, the written submissions received, and were decided in consultation with the Chair of the INC-2 and the host country: Below is the list of the themes:

Date	No.	Theme
Monday 29 May	1	Promoting sustainable consumption and production of plastics
	2	Oceans and the marine environment, including transport, ghost fishing gears, dumping, pellet loss, and impacts on biodiversity
	3	The role of trade measures in the future instrument: challenges and opportunities
Tuesday 30 May	4	Monitoring the situation and monitoring the progress of the future instrument: objectives/targets and their associated baselines, indicators, and timelines.

	5	Plastic pollution, toxicity, chemicals, and potential risks to human health
	6	Means of implementation, including resource mobilization and financial mechanism
Wednesday 31 May	7	Microplastic: understanding the challenge and its impacts
	8	Promoting circular economy to retain plastics in the economy and out of the environment, including innovation and expanding the share of circular plastics.
	9	Enabling change at local, national, and regional levels
Thursday 01 June	10	Promoting environmentally sound management of plastic waste, including collection, sorting, and recycling, and consideration of investments.
	11	Existing plastic pollution: Challenges of SIDs and remote communities
	12	Socio-economic considerations in the transition to circular approaches to plastic, including human rights approaches and inclusion of the informal waste sector.

*(updated on 15 May).*

Events will include Members and observer organizations and will be balanced and responsive to Members' interests. The Secretariat, in consultation with the Chair, will select the list of Members and observer organizations to present in the thematic side events, taking into account geographical balance, representation from both Members and observers of the Committee, as well as technical experience and expertise on the themes.

Each event will have a maximum of 6 presenters identified, with some time reserved for Q&A. The list of selected co-organizers for each event will be published on the [INC-2 webpage](#).

Please note that the thematic side events will be organized by the selected presenters, in consultation with the Chair and the INC Secretariat. Those offering to present in the session should be prepared to be part of the organization of the relevant thematic side event.

Three rooms will be made available for the side events by the host country, and no catering will be provided. Co-organizers will be responsible for all costs and matters related to coordination and organization of the side events.

## XI. INTERPRETATION

Interpretation will be provided in all the six official languages of the United Nations – Arabic, Chinese, English, French, Russian and Spanish - during all plenary meetings of INC-2.

Any speaker may also make a statement in a language other than the official languages. In such cases, the delegation in question must provide an interpreter from the non-official language into an official language. However, there will be limited facilities to accommodate non-official language interpreters on site. Delegations seeking to provide their own interpreters for non-official languages are requested to inform the meetings management staff well in advance by email at [unep-incplastic.secretariat@un.org](mailto:unep-incplastic.secretariat@un.org).

## XII. BILATERAL MEETING ROOMS

For bilateral meetings, meeting rooms, with the capacity to hold 2 to 4 participants will be available at the meeting venue. Delegations are requested to submit bilateral meeting requests **by email to [ailis.rego@un.org](mailto:ailis.rego@un.org)**. When sending an email, the wording “**INC-2 bilats**” should be included in the subject line.

To avoid double bookings, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 20-minute duration starting on the hour and half hour. The date and time of the bilateral meeting and the name of the other delegation participating in the meeting should be specified in the request.

Information about room assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation’s consecutive appointments in the same room. Delegates are encouraged to submit their requests as early as possible. The accommodation of late requests will be subject to the availability of space.

Please note we are unable to provide working rooms for national delegations.

The Secretariat is also not in a position to provide any rooms prior to Sunday, 28 May (*updated on 15 May*).

## XIII. MEDIA ARRANGEMENTS AND SERVICES

The secretariat of the INC will provide live-streaming coverage of the plenary meetings via YouTube. This will be done in all 6 official languages of the United Nations. The links will be made available prior to the meeting in [INC-2 webpage](#). Press releases, official documents, statements and other information materials will be made available on the INC-2 webpage.

### **Media accreditation**

The accreditation of media representatives, including official photographers and videographers of delegations, is handled by the Media Accreditation. For details, please consult the registration page in the [website of INC-2](#).

Questions on media accreditation should be referred to the UNEP News and Media Unit: [unep-newsdesk@un.org](mailto:unep-newsdesk@un.org)

#### **XIV. [CATERING](#)**

The venue will have a food area, where delegates will be able to purchase meals, snacks and refreshments throughout the day. Below is a tentative general schedule:

Date	Opening Time	Closing Time
Sunday 28 May	08:00	20:00
Monday 29 May	08:00	15:00i
Tuesday 30 May	08 :00	20:00
Wednesday 31 May	08 :00	20:00
Thursday 1 June	08 :00	20:00
Friday 2 June	08 :00	TBD

reception by the host country expected to take place

#### **XV. [SECURITY](#)**

Access to the venue premises and the surrounding area will be strictly limited to persons accredited to INC-2. Personal conference badges and floating/secondary passes for all government delegations and other participants from intergovernmental organizations, United Nations entities, stakeholders and the media will be issued at the badge collection centre. Badges and passes must be worn visibly at all times in the venue.

Pre-registered participants can collect their badges at the registration area of the venue.

#### **XVI. [LOSS OF BADGE OR PERSONAL ITEMS](#)**

The loss of a badge or any personal item in the meeting venue must be reported to the registration centre and/or the Security and Safety Service.

#### **XVII. [PLASTIC FREE MEETING](#)**

This meeting is plastic-free. Delegates are suggested to bring their own water bottles to the meeting. Water dispensers for refilling will be provided.

Participants are also encouraged to bring their own lanyards for the meeting badges to promote multiple use.

## **XVIII. HEALTH SERVICES**

Medical costs incurred in France will be directly borne by the participant. It is therefore strongly recommended that participants arrange for their own travel health insurance, that covers both health and accident, prior to departure from the country of residence. The organizer will not be responsible for travel or health insurance coverage.

The local emergency number is 112. During INC-2, medical emergency teams will be present throughout the day.

Any information on Covid-19 measures applicable for travellers to France is made available and updated on the [France diplomacy website](#).

## **XIX. HOTEL ACCOMMODATION**

Incoming delegations, including sponsored participants, are responsible for their own accommodation and for making the lodging arrangements. Please find refer to **Annex A** for a listing of hotel option near the venue.

## **XX. ARRIVAL IN PARIS AND LOCAL TRANSPORTATION**

Detailed information on arrival in Paris and Local Transportation can be found in **Annex B**.

## **XXI. INTERNET SERVICES**

Wi-Fi will be available throughout the meeting venue and will be open and free of charge.

## **XXII. GENERAL INFORMATION**

- Tap water: is drinkable.
- Local time: CET (1+ GMT).
- Currency and credit cards: euro (€); major credit and debit cards are widely accepted.
- Emergency telephone number: 112
- Country code: +33
- Electricity: 230 V, 50 Hz; plug types C and F (standard continental European dual round-pronged plugs).
- Smoking: smoking is prohibited in all indoor public areas.
- For information concerning Paris, please visit <https://en.parisinfo.com/>.

## **Annex A – List of hotels**

### **Hotel Aida Eiffel Segur**

34 Boulevard Garibaldi - 75015 PARIS

Tel : (33-1) 43.06.01.85

Email : [reservation@paris-hotel-eiffelsegur.com](mailto:reservation@paris-hotel-eiffelsegur.com)

### **Hôtel Bailli de Suffren**

149 Avenue de Suffren, 75007 Paris

75007 PARIS

Métro: Ségur

Tel: (33) 01 56 58 64 64

e-mail : [contact@lebailliparis.com](mailto:contact@lebailliparis.com)

### **Hôtel Eiffel Ségur**

34, boulevard Garibaldi

75015 PARIS

Métro: Ségur, Cambronne

Tel: (33)1 43 06 60 50

Fax: (33)1 47 34 30 82

E-mail : [reservation@paris-hotel-eiffel-segur.com](mailto:reservation@paris-hotel-eiffel-segur.com)

### **Hotel Eiffel Seine \*\*\***

3, bd de Grenelle 75015 PARIS

Tel (33-1) 45.78.14.81

Email : [contact@eiffelseine.com](mailto:contact@eiffelseine.com)

### **Hotel Fondary\*\***

Avenue Fondary - 75015 PARIS

Tel (33-1) 45.75.14.75

Email : [lefondary@wanadoo.fr](mailto:lefondary@wanadoo.fr)

### **Le Marquis Inwoodhotel\*\*\*\***

15, rue Duplex – 75015 PARIS

Tel (33-1) 43.06.31.50

Email : [lemarquis@inwood-hotels.com](mailto:lemarquis@inwood-hotels.com)

**Hotel le Walt\*\*\*\***

37, av. De la Motte Picquet – 75007 PARIS

Tel (33-1) 45.51.55.83

Email : [lewalt@inwood-hotels.com](mailto:lewalt@inwood-hotels.com)

**Hotel Duquesne Eiffel\*\*\***

23 Avenue Duquesne - 75007 PARIS

Tel (33-1) 44.42.09.09

Email [contact@hde.com](mailto:contact@hde.com)

**Hotel Derby Garibaldi\*\*\***

92 Boulevard Garibaldi - 75015 PARIS

Tel (33-1) 47.83.20.10

Email [hotel.baldi@wanadoo.fr](mailto:hotel.baldi@wanadoo.fr)

**Hotel Villa Saxe Eiffel\*\*\*\***

9 Villa de Saxe - 75007 PARIS

Tel (33-1) 47 83 86 90

Email : [hotel@villa-saxe-eiffel.com](mailto:hotel@villa-saxe-eiffel.com)

**Holiday Inn Paris-Montparnasse Pasteur**

10, rue Gager Gabillot/Paul Barruel - 75015 PARIS

Tel (33-1) 44.19.29.29

Email : [reservations@hiparismontparnasse.com](mailto:reservations@hiparismontparnasse.com)

**Hotel Beaugrenelle Tour Eiffel\*\*\***

19, rue Viala – 75015 PARIS

Tel (33-1) 45.77.40.78

Email : [info@hotelbeaugrenelle.com](mailto:info@hotelbeaugrenelle.com)

**Hôtel Lecourbe**

28, rue Lecourbe

75015 PARIS

Métro : Sèvres-Lecourbe

Tel.: (33)1 47 34 49 06

Fax: (33)1 47 34 64 65

E-mail : [hotel.lecourbe@free.fr](mailto:hotel.lecourbe@free.fr)

**Villa Garibaldi**

48, boulevard Garibaldi

75015 PARIS

Métro : Ségur

Tel.: (33)1 56 58 56 58

Fax : +33 (0)1 45 51 07 07

E-mail : [villagaribaldi@hotel-eiffel.com](mailto:villagaribaldi@hotel-eiffel.com)

**Hotel Baldi Eiffel**

42, Boulevard Garibaldi

75015 PARIS

Métro : Ségur

Tél. (33) 1 47 83 20 10



E-mail : [hotel.baldi@wanadoo.fr](mailto:hotel.baldi@wanadoo.fr)

**Ramada Paris Tour Eiffel**

102, boulevard Grenelle

75015 PARIS

Métro : La Motte-Picquet Grenelle

Tel: (33)1 40 59 90 90

Fax: (33)1 45 75 79 10

E-mail: [ramada-toureiffel@wanadoo.fr](mailto:ramada-toureiffel@wanadoo.fr)

**Pullman Montparnasse\*\*\*\***

19 rue du Commandant René Mouchotte,

75014 Paris

**Mercure Paris Gare Montparnasse\*\*\*\***

20 rue de la Gaité,

75014 Paris

**Ibis Paris Gare Montparnasse\*\*\***

71 Boulevard de Vaugirard,

75010 Paris

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**Ibis Paris Tour Montparnasse\*\*\***

22 Avenue du Maine,

75015 Paris

**Timhotel Paris Gare Montparnasse\*\*\***

22 rue de l'Arrivée,

75015 Paris

**Timhotel Odessa Montparnasse\*\*\***

8 rue d'Odessa,

75014 Paris

## Annex B – Arrival in Paris and local transportation information

**Arriving by plane** Paris has two international airports: Charles de Gaulle Airport and Orly Airport.

### 1. CHARLES DE GAULLE AIRPORT (ROISSY)

Located 26 kilometres northeast of Paris, Charles de Gaulle airport, also known as Roissy, is located 26 kilometres northeast of Paris. Practical information on means of transportation from Charles de Gaulle Airport can be found here : <https://easycdg.com/>

Upon their arrival, delegates can take the suburban train (RER B), bus or taxi to go to Paris.

#### 1.1. Suburban trains

RER line B suburban trains operate from Charles de Gaulle Airport through the centre of Paris and beyond. Trains also serve Villepinte (Paris Nord Expo), Le Bourget, Stade de France, Orly Airport via Antony and run every day, including public holidays, from around 05:00 to midnight with departures every 6 to 15 minutes. Average journey time between CDG Airport ↔ Paris-Gare du Nord is 35 minutes.

- **Tickets:** The single journey ticket CDG ↔ Paris costs €11,45 and allows connections between Metro & RER train in central Paris\*. [Paris Visite travelcard](#) (zones 1-5) or Navigo pass (zones 1-5) can be used. Tickets can be purchased at any Metro-RER stations, airport included, from either ticket booths or ticket vending machines.

\* You must buy a dedicated RER ticket for your journey to & from CDG Airport. Please note that the basic "Ticket t+" used for Metro, Bus (and RER within central Paris only) is not accepted at CDG Airport.

- **Where to catch trains:** There are two train stations for RER B at Charles de Gaulle Airport. If arriving at Terminal 1, participants can use the station named [Aéroport Charles de Gaulle 1](#). Passengers using Terminal 1 should change on to the [CDGVAL shuttle train](#). The station [Aéroport Charles de Gaulle 1](#) is also few minutes' walk from Terminal 3. If arriving at Terminal 2 use the station named [Aéroport Charles de Gaulle 2](#). A [few minutes walk](#) from Terminals 2A, 2B, 2C, 2D, 2E, 2F ; by [shuttle bus](#) from Terminal 2G.

#### 1.2. Bus

An extensive bus network operates around Paris-Charles de Gaulle Airport with a large number of destinations. Additional information can be found here : <https://easycdg.com/bus-cdg-de-gaulle-airport/>

### 1.3. Taxi

Travelling by taxi to & from Charles de Gaulle Airport offers a comfortable and flexible way of getting into Paris or beyond. A taxi from CDG to Paris takes approximately 45 minutes to an hour, depending on traffic. Your driver will meet you in arrivals or drop you outside departures.

Taxi stands are located outside each CDG terminal, upon arrival follow the signs Taxis: Terminal 1 - Exit 24 (Arrivals level); Terminal 2A - Exit 6; Terminal 2C - Exit 14; Terminal 2D - Exit 7; Terminal 2E - Exit 10a (Arrivals level); Terminal 2F - Exit 11a (Arrivals level); Terminal 2G - in front of the terminal; Terminal 3 - in front of the terminal; TGV Train station - Level 5.

Licensed taxis in Paris are normal cars with a "Taxi Parisien" sign on the roof, a taxi fare meter and a badge with the driver's license number. Flat-rate fares have been introduced for journeys between Paris and Charles de Gaulle Airport :

CDG Airport ↔ Paris "Rive Droite" ("Right Bank") = €53.

CDG Airport ↔ Paris "Rive Gauche" ("Left Bank") = €58.

Please note that only taxis located at official taxi stands are allowed to take customers. If you are approached by people posing as taxi, when leaving the baggage claim area, we invite you to decline any proposal of transportation.

## 2. ORLY AIRPORT

Orly Airport is located 14 km south of central Paris. Practical information on means of transportation from Charles de Gaulle Airport can be found here: <https://www.ory-aeroport.fr/paris-ory-airport/transport-directions/>

Upon their arrival, delegates can take the suburban train (RER B), bus or taxi to go to Paris.

### 2.1. Suburban trains

You must combine RER line B + ORLYVAL if you wish to reach the city/airport by train. ORLYVAL light rail operates between Orly Airport and Antony. The RER B stops at Antony. RER B suburban trains serve the centre of Paris. You can also get to Charles de Gaulle Airport, Villepinte (Paris Nord Expo), Le Bourget, Stade de France. RER B trains run every day, including public holidays, from around 05:00 to midnight with departures every 5 to 10 minutes. ORLYVAL light rail operates every day, including public holidays, from 06:00 to 23:35 with departures every 5-7 minutes.

Average journey time between Orly Airport ↔ Paris-Châtelet-Les Halles is 35 minutes.

- **Tickets:** The single journey fare Orly Airport ↔ Paris (ORLYVAL+ RER B) costs €14,10. Tickets can be purchased at any Metro-RER stations, airport included. Tickets allow connections between Metro & RER trains in Central Paris\*. Paris Visite travelcard (zones 1-5) can be used. Please note that basic "Ticket t+" used for Metro, Bus (and RER within central Paris only) is not accepted.
- **Where to catch trains:** ORLYVAL station for Orly Terminals 1-2-3 is located at Orly 1, Level 1, close to Exit 12d. ORLYVAL station for Orly Terminal 4 is located Level 0, close to Exit 48d.

### 2.2. Bus

Orlybus shuttle provides direct service between Orly Airport and Paris-Place Denfert-Rochereau. Orlybus operates every day, including public holidays with departures every 10-20 minutes.

Orly Airport → Paris : 06:00-00:30

Paris → Orly Airport : 05:35-00:00

Average journey time between Orly Airport and Paris-Place Denfert Rochereau is 30 minutes, depending on traffic.

- **Tickets**: The single journey fare Orly Airport ↔ Paris costs €11,20. Tickets can be purchased at the airport, from the driver or at any Metro-RER stations. Paris Visite travelcard (zones 1-5) or Navigo pass (zones 1-5) can be used.
- **Where to catch the bus**: Orlybus serves Terminals 1, 2, 3 (common stop) and Terminal 4, follow Bus signs to reach the nearest stop (Orly 1: Level 0, Gate 22a/ Orly 2: Level 0, Gate 22a/ Orly 3: Level 0, Gate 22a/ Orly 4: Level 0, Gate 47d / Paris 3 place Denfert-Rochereau).

### 2.3. Taxi

Travelling by taxi to & from Orly Airport offers a comfortable and flexible way of getting into Paris or beyond.

A taxi from Orly to Paris takes approximately 30-45 minutes, depending on traffic.

Your driver will meet you in arrivals or drop you outside departures. Taxi stands are located outside Orly terminals, upon arrival follow the signs Taxis (Orly 1: Level 0, Gate 14a / Orly 2: Level 0, Gate 14a / Orly 3: Level 0, Gate 32a / Orly 4: Level 0, Gate 48a).

Licensed taxis in Paris are normal cars with a "Taxi Parisien" sign on the roof, a taxi fare meter and a badge with the driver's license number.

Flat-rate fares have been introduced for journeys between Paris and Orly Airport :

Orly Airport ↔ Paris "Rive Droite" ("Right Bank") = €37.

Orly Airport ↔ Paris "Rive Gauche" ("Left Bank") = €32.

Only taxis located at official taxi stands are allowed to take customers. If you are approached by people posing as taxi, when leaving the baggage claim area, we invite you to decline any proposal of transportation.

### Arriving by train

The city of Paris is also served by large train stations with connections to neighbouring countries. For participants arriving in Paris via these entry points, public transportation will be available directly upon arrival at the station:

- **Gare de Lyon**: RER B and D (suburb train) and metro lines 1 and 14.
- **Gare de l'Est** : RER E (suburb train) and metro lines 4, 5 and 7.
- **Gare du Nord** : RER B and D (suburb train) and metro lines 4 and 5.

### Local transportation within Paris

No shuttle service will be available. Delegates should seek their own transportation. No transportation card or single tickets will be provided.

Public information on means of transport can be found here: <https://www.ratp.fr/en/titres-et-tarifs>. Some good options for delegates could be the following:

- **t+ single one-way tickets:** the t+ ticket allows you to travel using the metro, the RER in zone 1, the Île-de-France region's bus lines (except Orlybus and Roissybus), the tramways, and the Montmartre funicular. It costs 2,10€ (if you buy it in the metro or in advance) or 2.50€ (if you buy it from the bus driver). If you are travelling between two stations in the Île-de-France region, tickets may be more expensive depending on distance.
- **Mobilis Day ticket:** mobilis is a daily package that allows you to travel unlimitedly in the selected areas. You can travel on all modes of transport in Ile-de-France: Metro, RER, Bus, Tramway and Train - with the exception of the Orlyval line, SNCF reservation lines and Optile special-priced lines. It costs 8,45€ if you travel only inside Paris (Zone 1-2).