LOCAL ARRANGEMENTS AND PRACTICAL INFORMATION

The IODE-XVII Session will meet in Room IV (opposite Room I) located in the main UNESCO building.

Entrance to the building is at 7, place de Fontenoy, in the 7th arrondissement of Paris, or 125, avenue Suffren (open from 08.00 to 19.00 only).

Access map and information on UNESCO Headquarters at http://www.unesco.org/general/eng/about/visit.html

REGISTRATION

All participants are invited to register on arrival at the Reception Desk - ‘Reception Monaco’ - on the ground floor (opposite Room I).

The time set aside for registration is from: **Monday 3 March, 09:00 --> 18.00 hours.**

Please note that the address to be given on the registration card should be a full postal address, since this will appear in the List of Participants and the final version of the Summary Report. Telephone, telefax and e-mail address are also requested.

On registering, participants will be issued with name badges, which they are asked to wear throughout the Session since they also serve as a “Laissez-Passer” into the building, Delegates’ Lounge, Bar, Restaurant, etc. The colours of the badges signify the following:

- Blue ................. Delegates of Member States
- Green ............... Representatives of Organizations
- Yellow ............. Observers, etc.
- Red ................. Officers of the Commission, IOC Staff

The official working languages are: English, French, Spanish, and Russian. Interpretation is provided in plenary (Room IV) only.

DOCUMENTATION FOR THE MEETING

Should participants wish to obtain a copy of a document that they did not download from the IODE website, a small number of copies will be available on tables outside Room IV, together with a few copies of information documents for reference only.

New documents, as they become available, will be distributed in the pigeonholes behind the reception desk, or directly to participants in the meeting room, if so decided by the Chairperson.

Information and documents for the Session are also available on the IOC Website at http://ioc.unesco.org/iode
DISTRIBUTION OF UNOFFICIAL DOCUMENTS

Any other documentation that participants might wish to have distributed should be deposited at the Reception desk. It is regretted that no copying services can be provided by the Secretariat for the reproduction of such documentation.

SUBMISSION OF DRAFT RESOLUTIONS (DRs)

When submitting Draft Resolutions for reproduction and distribution, participants are kindly requested to indicate clearly the title of the DR, the name of the originator and his/her Country/Organization, and the Agenda Item to which it refers. The text should be typed (or written in capitals) to avoid the need for extensive corrections. They should be handed to the IOC Technical Secretary present on the podium. Participants are kindly requested to submit DRs as early as possible during the Session, and not later than Wednesday 5 March 2003, 17h00. Please note that the DRs will be discussed for adoption on Friday, 7 March under Agenda Item 11.

SERVICES

- Coffee/tea breaks: coffee/tea will be served daily (free of charge), at approximately 10:30 and 16:00 at the bottom of the stairs leading to Room IV.
- Computer & E-mail: Two desktop PCs will be at the disposal of the participants in Office S383.
- Telephone calls: Local (and within UNESCO calls) may be made by participants themselves from the telephone booths at the entrances to UNESCO, namely Fontenoy and Suffren. For long distance calls, telephone cards may be purchased from the Magazine Kiosque near the elevators.
- IOC Telefax number is: (+33 1) 45 68 58 12 or 45 68 58 10
- Bank: The Société Générale has a branch on the first floor of UNESCO Headquarters. Opening hours:
  - Ordinary banking: Monday to Friday 09:30 – 12:15 and 13:45 to 16:15
  - Foreign exchange: Monday to Friday 10:00 – 12:00 and 13:45 to 15:45
- Cash Point (ATM): "Salle des Pas Perdus" (Ground floor)
- Travel Agency:
  - Carlson Wagon Lits has a branch on the 1st floor of UNESCO Headquarters (Fontenoy building).
  - Opening hours: Monday to Friday from 09:00 to 18:00
- Cafeteria, Restaurant (Fontenoy building):
  - Restaurant, 7th floor, Reservations, Tel: 81600 (inside call)
  - Bars, 7th floor (Tel: 81610) and basement floor (Tel: 80307); breakfast from 08:30.
  - Cafeteria, 7th floor (Tel: 81605)