INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION (of UNESCO)

INFORMATION AND GUIDELINES FOR PARTICIPANTS IN
THE ELEVENTH SESSION OF THE IPHAB
UNESCO, Paris, 28–30 April 2013

The Session will meet in Room IXI from Sunday 28 April 2013 to Tuesday 30 April 2013 located at level -1 of the UNESCO Fontenoy building. Entrance to the building is at 7, place de Fontenoy in the 7th arrondissement of Paris. Please do not forget to bring with you your passport or ID to enter the building.

Access map and information on UNESCO Headquarters at http://www.unesco.org/general/eng/about/visit.shtml + See Annex

REGISTRATION

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

The main time set aside for registration is: Sunday 28 April 2013 (8.30–9.30 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 and the final version of the Summary Report. Telephone and e-mail address are also requested.

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

MEETING

The Eleventh Session of IPHAB will meet in Room IX (Fontenoy Building level -1) from 09.00 to 13.00 and from 14.00 to 18.00.

The Official working language for the session is English only.

DOCUMENTATION

Should participants wish to obtain a paper copy of any document, they should request it from Ms. Virginie Bonnet (v.bonnet@unesco.org), who will be in the meeting room or in Office 4.25 (Bonvin Building). New documents, as they become available, will be distributed directly to participants in the meeting room.
SERVICES

- **Health breaks**: Breaks are foreseen for 11.00am and 4.00pm. Coffee and tea will not be served but there is a coffee bar (Monday and Tuesday) and a coffee machine (all days) at ground floor.

- **Wifi**: 
  
  WIFI Service in Room IX is available:
  
  In order to use your wireless device (portable computer, PDA) and connect to free Internet access do the following:
  
  - Connect to the network (SSID): HQ-AIR-PUB
  - When requested provide the following:
    
    a. User ID: hq-air
    b. Password: uneswifi

- **Bank**: 
  
  The *Société Générale* has a branch on ground floor of UNESCO Miollis Building (Close to the main entrance). Opening hours: Monday to Friday 09.30 - 11.30 and 13.00 to 16.15

  **Cash point**: ground floor

- **Cafeteria, Restaurant**
  
  *(Fontenoy building)*:
  
  Restaurant, 7th floor, reservation tel: 81600 *(inside call)*
  
  Bar basement floor (tel: 80307); *breakfast from 08.30.*
  
  Cafeteria, 7th floor (tel: 81605)

  Cafeteria *(Miollis Building)* Level -1
MAISON DE L’UNESCO — SALLE IX

Emplacement : Sous-sol du Foyer des Conférences

Spécifications techniques :
- Total places (salle) assises : 96
- 1er rang Tribune : 9
- 2ème rang Tribune : 3
- Cabines Interprètes : 5
- sonorisation
- enregistrement audio
- microphones sur tables avec captation vidéo orateur
- accès WiFi

Ordinateur
PC
Projecteur RVB
Beamer
Caméra
Camera
Cabine d’Interprète
Interpreter’s booth
Cabine technique
Technical booth
Caméra