



INFORMATION FOR DELEGATES

Welcome to the seventh session of the Plenary of the
Intergovernmental Science-Policy Platform on Biodiversity and
Ecosystem Services (IPBES)

Paris, France

28 April – 4 May 2019

I. Meeting venue

The seventh session of the Plenary of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) and the preceding Regional Consultations and Stakeholder Day will be held at UNESCO Headquarters in Paris, France. #IPBES7 participants will be required to access the venue at the entrance of [125 Avenue de Suffren 75007 Paris France](#)

The meeting is co-organized by the Government of France and the IPBES Secretariat.

II. Accommodation

A list of hotels near UNESCO Headquarters are provided below, as well as indicative prices for some of them. Some of these hotels have special rates for participants attending UNESCO meetings. Please contact the hotels directly for these rates.

CATEGORY **

Hotel	Walking distance	Web site
Hotel Camelia	12 min	https://camelia-hotel-paris.hotelmix.fr/
Hotel de la Tour Eiffel 17, Rue de l'Exposition 75007 Paris, France Métro: Ecole militaire / Tel.: +33 (0) 1 47 05 14 75 Email: hte7@wanadoo.fr	18 min	http://www.hotel-toureiffel.com/
Hotel Madrigal 32 Boulevard Pasteur, 75015 Paris, France Métro: Pasteur Email: hotelinnova@wanadoo.fr ; contact@hotel-madrigal.com	13 min	https://www.hotel-madrigal.com/fr/
Splendid Hotel 54, Rue Fondary 75015 Paris Métro: Avenue Émile Zola Tel.: +33 (0)1 45 75 17 73	13 min	https://www.splendid-hotel-paris.com/

CATEGORY ***

Hotel	Walking distance	Web site
Hôtel Lecourbe 28, rue Lecourbe 75015 Paris Métro: Sèvres-Lecourbe Tel.: +33 (0)1 47 34 49 06 E-mail: hotel.lecourbe@free.fr	9 min	https://www.hotel-lecourbe-eiffel.com/fr/page/hotel-3-etoiles-paris-15eme.1.html
Villa Garibaldi 48, boulevard Garibaldi 75015 Paris Métro: Ségur Tel.: +33 (0)1 56 58 56 58 E-mail: villagaribaldi@hotel-eiffel.com	4 min	http://www.hoteleiffelvillagaribaldi.com/en/index.php
Hotel Baldi Eiffel 42, Boulevard Garibaldi 75015 Paris Métro: Ségur Tél.: (33) 1 47 83 20 10 E-mail: hotel.baldi@wanadoo.fr	4 min	http://www.baldi-paris-hotel.com/
Hôtel Tourisme avenue 66, avenue de La Motte-Piquet Grenelle 75015 Paris Métro: Segur Tel: + 33 (0) 1 47 34 28 01	11 min	https://hoteltourismeavenue.com/index.php/en/

CATEGORY ****

Hotel	Walking distance	Web site
First Hotel 2, Boulevard Garibaldi 75015 Paris Métro: Cambrone Tel.: +33 (0)1 43 06 93 26 E-mail: contact@firsthotel.fr	6 min	https://www.firsthotelparis.com/
Hotel Ares Eiffel 7, rue du Général de Larminat 75015 Paris Métro: Segur Tel.: +33 (0) 1 47 34 74 04 Email: contact@areseiffel.fr	11 min	http://www.hoteleiffelvillagaribaldi.com/en/index.php

Hotel Duquesne Eiffel 23, avenue Duquesne 75007 Paris Métro: Ecole militaire / Invalides Tel.: +33 (0) 1 44 42 09 09 E-mail: hotel.baldi@wanadoo.fr	8 min	hotel@hde.fr
Méridien Montparnasse 19, rue du Commandant Mouchotte, 75015 Paris Métro: Montparnasse Tel.: + 33 1 44 36 44 36 Email: www.montparnasse.lemeridien.fr	25 min	www.montparnasse.lemeridien.fr

CATEGORY *****

Hotel	Walking distance	Web site
Hilton 8, avenue de Suffren 75015 Paris Métro: Bir-Hakeim Tel: +33 1 44 38 56 00	20 min	www.hilton-paris.com

III. Getting to Paris

The city of Paris is serviced by the **Roissy/Charles de Gaulle** airport located 23 km north east of Paris and **Orly airport** located 14 km south of Paris

From/to Roissy/CDG The Roissy/Charles de Gaulle airport has two terminals, the second of which is split into terminals 2A, 2B, 2C, 2D, 2E and 2F.

- **RER B** combined with a free CDGVal LRT shuttle service (more details on website)
- **Roissybus**: a special bus service that links the Airport and “Opéra” metro station, in Paris, within an average travelling time of 45mns, this depending on the traffic situation
- **RATP Bus service**

Click on the following link to see the detailed map:

<http://www.aeroportsdeparis.fr/passagers/acces/paris-charles-de-gaulle/transports-en-commun>

From/to Orly The Orly airport has two terminals: West and South.

- **RER C** combined with a free PADP shuttle service (more details on website)
- **Orlybus**: a special bus service to Denfert-Rochereau, in the 14th arrondissement of Paris
- **RATP Bus service**

Click on the following link to see the detailed map:

<http://www.aeroportsdeparis.fr/passagers/acces/paris-orly/transports-en-commun>

Air France Bus

Regular 4 lines direct Paris / Airport / Service 7 / 7

+33 (1) 41 56 89 00 for recorded message in French and English

Web: <http://www.lescarsairfrance.com/en.html>

The Airport Shuttle Service You can also use a shared or personal service to anywhere in Paris. Arrange your pickup in advance - the Airport Shuttle will be waiting for you when you arrive. These services usually accept payments by credit cards nevertheless it is suggested that you contact them directly by phone to ask for special authorization to pay directly to the driver. You are requested to make direct reservations, in advance, online or by contacting the Selected Company

- <http://en.supershuttle.fr>
- <http://www.parishuttle.com>
- <http://www.netcapricorn.com/clients/airportconnection/paris.htm>
- <http://www.bluvan.fr/>

RER/Metro/Bus The most economical way of travelling around Paris and its suburbs. Specific RER stations now serve both airports and train stations (e.g. Paris Nord) directly. Trains leave every 15 minutes during the hours of 5.30 a.m. – 11:30 p.m. to downtown.

Direct link to be used for your itinerary from the airport to the Hotel (to be printed before you travel): http://www.ratp.fr/en/ratp/c_21879/tourists/

3 Metro Stations nearby UNESCO:

- **Cambronne:** Line 6 (5 minutes' walk to the main entrance)
- **Ségur:** (behind the main entrance, you will have to walk 10 minutes to get to the main entrance)
- **Ecole Militaire:** Line 8 (take bus 28 which stops you in front of UNESCO: Busstop Fontenoy-UNESCO or 8 minutes' walk to UNESCO).

2 Bus stops nearby UNESCO:

- 28 (you can catch it at Metro Station Ecole Militaire); 80 (Place Cambronne).

Taxis

Parisian Taxis generally charge you with an extra fee when you book in advance. This fee is related to the route done from their point of departure to the place where they will be picking up their customers. To avoid any financial inconvenience, it is important that you are already aware of the most economical route to your hotel.

Approximate Taxi costs from **CDG:**

<http://www.aeroportsdeparis.fr/passagers/acces/paris-charles-de-gaulle/taxi/paris-cdg-taxi>

Approximate Taxi costs from **Orly:**

<http://www.aeroportsdeparis.fr/passagers/acces/paris-orly/taxi/taxi-orly>

IV. Duration and schedule of the plenary session

The seventh session of the Plenary will be held from Monday, 29 April to Saturday, 4 May

2019. The formal session will commence at 10 a.m. on **Monday, 29 April 2019**. The sessions are scheduled from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. Several evening sessions may also be required. Meeting rooms will be made available for self-organized regional and stakeholder consultation meetings every day at 8 a.m. Please refer to the [provisional agenda](#)

In addition, regional consultations and the Stakeholder Day will take place on **Sunday, 28 April 2019** from 9 a.m. to 5 p.m.

Opening Session and Opening Ceremony

The official opening of the seventh session of the Plenary will be Monday, **29 April** at **10.00 a.m.**

The opening ceremony will take place on Monday evening, **29 April**, at **5.30 p.m.**

Stakeholder Day

Stakeholder Days, open to all members, observers and stakeholders of IPBES, have been organized in advance of each previous Plenary session as opportunities for a wide range of interested organizations to get updates on the IPBES process and to discuss their engagement in IPBES through informal exchange of views on specific aspects of the Plenary session's agenda.

The IPBES Secretariat will convene, prior to the 7th session of the Plenary, a one-day stakeholder meeting on **28 April 2019**.

Registration is required to attend the Stakeholder Days. Stakeholders – including countries' delegates - who want to participate are kindly requested to indicate this on the dedicated field in the meeting registration form (<https://www.ipbes.net/registration/ipbes-7/stakeholderday>) and to contact the #IPBES7 Stakeholder Days project team via email (stakeholders@ipbes.net), should they need more information. Participants are invited to note that **no financial support** is available for the stakeholder day, and that an invitation letter can be provided for visa purposes.

V. Registration and accreditation

1. Registration schedule

All delegates are requested to register on arrival at the meeting venue. A valid identification document with photo, such as a passport will be required at registration. Registration will open at the following times:

- 2:00 pm - 6:00 pm, Saturday, April 27, 2019
- 7:00 am - 6:00 pm, Sunday, April 28, 2019
- 7:30 am - 6:00 pm, Monday, April 29, 2019
- 7:30 am - 6:00 pm, Tuesday, April 30, 2019
- 7:30 am - 6:00 pm, Wednesday, May 1, 2019
- 7:30 am - 6:00 pm, Thursday, May 2, 2019
- 7:30 am - 6:00 pm, Friday, May 3, 2019

2. Credentials

In line with the IPBES [Rules of procedure for sessions of the Plenary](#), and practice at previous sessions, each member is required to submit official credentials of its representative, together with the names of alternate representatives and advisers, to the IPBES secretariat. The credentials must be issued either by or on behalf of the Head of State or Government or by the Minister of Foreign Affairs, consistent with each country's policy and law. They should indicate the date and place where the instrument was issued, be signed by the competent authority and indicate the title of the signatory. In case of a person acting ad interim as the Head of State of Government or as the Minister of Foreign Affairs, the title must indicate that the person is exercising such powers ad interim. In this respect, the secretariat will accept the following formulations: Acting President, Acting Prime Minister, Acting Minister of Foreign Affairs, President ad interim, Prime Minister ad interim and Minister of Foreign Affairs ad interim.

Each Member is encouraged to send a copy of the credentials to the secretariat in advance of the sessions, preferably by email secretariat@ipbes.net

Original credentials, duly signed as indicated above and written in one of the six official languages of the United Nations, **should be deposited** during #ipbes7 at the **Information Desk of the conference venue**. To ensure proper handling and delivery to the repository, credentials cannot be accepted anywhere else.

The receipt of the document will be acknowledged by the secretariat in writing on a copy of the original. Please provide a copy of the original document for this purpose. The Bureau will examine the credentials and submit its report to the Plenary.

The original credentials should be **submitted as soon as possible, but no later than 24 hours after the opening of the session**. Only Members that have submitted valid credentials will have the right to take part in decision making at the session.

Information concerning the appointment of representatives participating in the sessions which is communicated by fax, email, letter or note verbal from ministry, embassy, permanent mission to the United Nations or other participating government office or authority or through a local United Nations office will not be considered as credentials.

3. Accreditation of non-Government observers

Participation by observers in this seventh session requires accreditation. Observers need to have completed the online registration form (at <https://www.ipbes.net/registration/ipbes-7>). Please note that registration for Stakeholder Day does not grant access to the seventh session of the IPBES Plenary. Observers admitted to a previous session of the Plenary (please see here: <https://www.ipbes.net/accredited-organizations>) will be admitted to the seventh session of the Plenary once they have applied through the online form. The Plenary will decide on the admission of new observers in accordance with the interim procedure described in paragraph 22 of the report of the first session of the Plenary (IPBES/1/12). Participants from non-accredited organizations, who would like to get their organization considered for accreditation as an observer for this session of the Plenary, are requested to provide information about their organization as part of the online registration form.

4. Information for developing country government representatives requiring financial support

and distribution of daily subsistence allowance (DSA)

IPBES is able, upon request, to provide financial support for one representative from each developing country to cover travel expenses corresponding to the most economical and direct flights to Paris. IPBES will only be able to provide such funding for participants holding valid credentials or otherwise officially nominated by their Government to attend the meeting. The nomination letter should spell out the name of the nominated delegate who should be receiving the funds.

Supported delegates will need to provide a copy of their passport or other official identification (with photo ID), flight ticket and boarding pass stubs when claiming the daily subsistence allowance (DSA). Information about the venue and timings for collections of DSA should be obtained from the registration desk at the time of registration.

DSA payment for this meeting will be made through a value cash card. Therefore, the DSA entitlement is credited on the card and not received by cash. The card allows its owner to withdraw the full amount at any ATM machine or use it to pay the expenses at the hotel, restaurants and shops. The Secretariat will inform supported participants when the card is activated. Supported delegates are requested to bring some money because the cash cards can take up to 2 days to be activated.

5. Badges

Identity badges will be issued to participants upon registration. For security reasons, all delegates are requested to wear their badge always.

6. List of delegates

Delegates are reminded that the list of participants is based on the information provided by them at the time of registration and that inclusion in the list of participants is conditional upon official registration. Delegates are requested to confirm the correctness of the information they provided in their registration which will be sent by email¹ immediately after registration. A list of participants will be available on the IPBES website as soon as possible after the start of the meeting. Delegates are requested to check the entries carefully and make any necessary changes using the **edit link** provided in the registration confirmation email sent immediately after registration or submit any corrections to the registration desk.

VI. Information on the meeting

Meeting documents

Working and information documents for the meeting will be made available at <https://www.ipbes.net/event/ipbes-7-plenary>

A reduced paper meeting

To make the meeting as environmentally friendly as possible, a paperless meeting system will be used, whereby participants are encouraged to access the designated website (<https://www.ipbes.net/event/ipbes-7-plenary>) for all pre-session and in-session documentation. A limited number of paper copies will also be made available. To that end, participants are strongly encouraged to bring their personal laptops to the meeting and to

¹The confirmation email will be sent to the email address of the logged in user.

ensure that their laptops are loaded with up-to-date antivirus software.

Interpretation

Simultaneous interpretation into the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) will be provided for all the plenary meetings, and for some meetings of the contact groups.

Daily coverage of the meeting

Daily IISD coverage of the meeting will be made available at <http://www.iisd.ca> (The link will be provided prior to the event)

Follow IPBES to receive tweets about the event: <http://twitter.com/IPBESS>

Like us on Facebook: <https://facebook.com/ipbes>

VII. General information on Paris

Paris is the capital of France; over 2,2 million people live in this city. Paris is famous for its many highlights: monuments, museums, restaurants, fashion and its city landscape at the Seine. There are over 1800 monuments in the city, and roughly 170 museums. The Paris Metro is the 4th largest public transportation system in the world. Paris is famous for its Eiffel Tower, but not the Eiffel Tower, but the Notre Dame is the most visited landmark in the city. Paris cherishes its green side. They counted and registered all trees (there's 470,000 of them) to make upkeep easier.

Official Language: French

Currency: The Euro (EUR). The EUR is available in banknotes, which bear the value of 5, 10, 20, 50, 100 and 500; and coins which bear the value of 1, 2, 5, 10, 20 and 50 cent, €1 and €2. The current exchange rate may vary during the week.

Facilities for currency exchange are available at the airport. ATMs are also available at the airport. Participants are strongly warned not to exchange money on the street. Due to internal regulations, hotels are not allowed to exchange money.

Credit cards: Major credit cards are Visa with MasterCard falling behind. American Express and Discover are not expected at many Paris sale points.

Standard Time Zone: The time zone of Paris is UTC/GMT +01:00.

Weather: At the end of April/beginning of May the average temperature in Paris is 12.5°C. The weather is usually mild and sunny but be sure to bring your umbrella though, as spring showers make May the month of highest average rainfall.

Electricity: Electrical outlets in France usually deliver power at 220-240 volts. Plugging a 110V hairdryer to a 240V French socket may result in ruining the device or worse, starting a fire. Most modern, digital items like laptops, cellphones or cameras are designed to be compatible with a vast variety of voltages (from 100 to 240 V usually). You can find the electrical input specifications on the battery or the appliance itself. It should look something like this:

Input: 100-240V 60Hz 65W

This means the device is compatible with any voltage. If it reads "Input: 120V", then you will need a voltage converter or transformer to use this device in France.



Emergency

Health Emergencies (or fire, flooding, etc.)

Inside UNESCO, call the Fire Brigade 01 45 68 02 22/18

Outside UNESCO, call: 18

Security Emergencies

Inside UNESCO, call the Central Security Service:

at Miollis: 01 45 68 25 80

at Fontenoy: 01 45 68 16 37/17

Outside UNESCO, call police: 17

VIII. Visa

Participants that require visas to enter France are requested to apply for visas on France visa application portal. This website <https://france-visas.gouv.fr/> provides information on whether you need a visa and visa application processes. It is recommended that visa applications are submitted **30 days** prior to the travel date.

Participants are also advised to obtain, where necessary, transit visas for places *en route* to France.

IX. Special needs

The IPBES Secretariat and meeting organisers are committed to ensure that all participants have a fruitful and pleasant stay in France. Participants are encouraged to provide the meeting organisers with information regarding accessibility needs, dietary concerns and allergies, relevant medical issues, and any other special need requests which can be fulfilled by contacting the secretariat (secretariat@ipbes.net).

X. Vaccination

Some vaccines are recommended or required for France. The CDC and WHO recommend the following vaccinations for France: hepatitis A, hepatitis B, rabies, meningitis, polio, measles, mumps and rubella (MMR), Tdap (tetanus, diphtheria and pertussis), chickenpox, shingles, pneumonia and influenza.

For more information including vaccination requirements for your travel please check the web site <https://wwwnc.cdc.gov/travel/destinations/traveler/none/france> and consult a medical professional.

XI. Insurance

Please note that all participants are responsible for medical, accident and travel insurance, for death or disability compensation, for loss or damage to personal property and for any other costs or losses that may incur during travel time or the period of participation. In this context, it is strongly recommended that appropriate insurance be obtained for the period of participation.