LOGISTICS NOTE

OECD EURASIA WEEK 2015

Better Institutions, Interconnectedness and Inclusiveness for Competitiveness in Eurasia

23-26 November 2015
OECD Conference Centre
Paris, France

www.oecd.org/globalrelations/eurasia-week.htm
REGISTRATION

All participants must be registered for the meetings. In order to register, please complete the reply card and return it by e-mail to Ms. Maria Stefanecz (maria.stefanecz@oecd.org) and Ms. Grace Dunphy (grace.dunphy@oecd.org) by 1 October 2015.

CONTACTS

For further questions on Eurasia Week, please contact:

Mr. Arnault Prêtet, Project Co-ordinator, Eurasia Competitiveness Programme
Tel: +33 (0) 1 45 24 13 98
E-mail: arnault.pretet@oecd.org

For further information about registration and logistics, please contact:

Ms. Maria Stefanecz, Project Assistant, Eurasia Competitiveness Programme
Tel: +33 (0) 1 45 24 74 82
E-mail: maria.stefanecz@oecd.org

Ms. Grace Dunphy, Project Assistant, Eurasia Competitiveness Programme
Tel: +33 (0) 1 45 24 74 36
E-mail: grace.dunphy@oecd.org

BILATERAL MEETINGS WITH DELEGATIONS FROM THE REGION

Bilateral Meetings between the OECD and Delegations from the partner countries will be held at OECD Headquarters on Monday 23 November. The Delegation Liaison Officers (DLO) will contact Delegations to schedule the bilateral meetings after registration to Eurasia Week 2015. In addition, bilateral meetings with representatives of OECD and partner countries can be facilitated upon request via your DLO.

DELEGATION LIAISON OFFICERS

Please note that each Delegation will be allocated a DLO. Upon registration, the contact details of the DLO will be communicated to your Delegation.

The DLO will assist you with the organisation of bilateral meetings and additional support you may require during your participation in the event.

VISAS

Participants are advised to verify whether they require a visa for entry into France by contacting the Embassy of France in their respective countries. Please note that your invitation letter will serve you as an official letter for your visa application. Participants should organise their visas directly.

For additional information, please visit the website of the Ministry for Foreign Affairs of the Republic of France: http://www.diplomatie.gouv.fr/en/coming-to-france/getting-a-visa/

FINANCIAL CONTRIBUTION TO FUNDED PARTICIPANTS

The OECD Eurasia Competitiveness Programme includes the following countries: Afghanistan, Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Republic of Moldova, Mongolia, Tajikistan, Turkmenistan, Ukraine and Uzbekistan.

Funded participants: Two government representatives from each of the above countries will receive a financial contribution towards travel (flights and transfers), accommodation and meals. Additional members of the Delegation will need to cover their own travel and accommodation.
**Payment:** Funded participants will receive a financial contribution at OECD Headquarters during Eurasia Week at the Bank. The necessary paperwork for the financial contribution has to be completed and returned to the project assistants, Ms. Maria Stefanecz and/or Ms. Grace Dunphy, by **30 October 2015** for processing. All funded participants are requested to provide the original signed documents while in Paris. If the necessary paperwork is not completed, payment will be made by bank transfer to the participant’s euro account after the Conference. This process may take up to 3-4 weeks after the meeting.

**Insurance:** Please note that the organisers will not be liable for any accident, loss or damage during the meeting period. Delegates must make arrangements for their own personal insurance.

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**ACCOMMODATION**

**Clarion Collection Hôtel Etoile Saint-Honoré**  
214 rue du Faubourg Saint-Honoré  
75008, Paris, France  
Tel: + (33) 1 42 25 26 27  
Email: commercial@my-paris-hotel.com  
Website: [http://etoilesainthonere.parishotels.it/](http://etoilesainthonere.parishotels.it/)

Accommodation will be provided by the OECD Eurasia Competitiveness Programme for **funded participants** at the Clarion Collection Hotel. This will include the hotel room and breakfast only. All other charges are at the participants’ expense and must be paid directly by the participant to the hotel prior departure.

**Non-funded participants** can avail of a preferential rate at the Clarion Collection Hôtel Etoile Saint-Honoré by quoting the following booking code: **OECD 2015**

**Hotel transfers to the OECD Conference Centre:** Bus transfers from the hotel to the OECD Headquarters will be organised on the meeting dates (24-26 November 2015). Schedule of departures/arrivals will be provided additionally.

**Non-funded Participants** can find a list of hotels located in proximity to the OECD Headquarters on the OECD website: [http://www.oecd.org/site/conferencecentre/hotels-close-to-oecd.htm](http://www.oecd.org/site/conferencecentre/hotels-close-to-oecd.htm)

This information is provided for convenience only and does not constitute an endorsement or recommendation by the OECD of the services of a particular hotel. The OECD has made no verification and makes no express or implied representation as to the quality or availability of the hotel services. We suggest that you verify the nature of the services, the applicable rates and any other relevant information directly with the hotel.

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**ACCESS TO THE OECD CONFERENCE CENTRE**

**OECD Conference Centre**

OECD Headquarters  
2, rue André Pascal  
75016 Paris, France  
Tel: 33 (0)1 45 24 82 00


The Conference Centre is open from 8:00 to 20:00, Mondays to Fridays.

**Registration:** It is strongly advised to arrive at least half an hour before the start of the meeting.

All delegates attending meetings must pass through a metal-detector portal and their bags will be X-rayed.
All delegates must register at the reception desk where personal name-badges are given out upon presentation of photo ID. These magnetic badges allow access to authorized areas at specified dates and times. They may be checked at any time by the relevant staff. They should accordingly be worn visibly at all times. Badges should be handed in upon departure.

A left-luggage (checkroom) facility is available at the main desk. There are self-service cloakrooms at the entrance to each room.

**Official cars:** Embassies providing cars for their delegations will need to provide the number plate and type of vehicle to their Delegation Liaison Officer (DLO) by 30 October 2015.

**Security personnel:** If required, please provide the name and number of security personnel travelling with the Delegation, and if armed the weapon registration.

For more practical information, please consult the following website link:

http://www.oecd.org/site/conferencecentre/gettingtotheoecd.htm

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**MEETING/INTERPRETATION**

The conference will be held in English and Russian. Simultaneous interpretation will be available for the entire conference.

When taking the floor, delegates should remember to switch on the microphone, and avoid placing laptops and mobile devices directly in front of the microphone. When delegates wish to take the floor during the meeting, they should turn their country plate up.

Speeches or power-point presentations should be sent to the DLO by 30 October 2015 for translation and interpretation. Documents, presentations and other materials will not be accepted during the conference. If you have any queries, please liaise with your DLO.

**Internet access:** Conference participants can connect to the Internet from virtually anywhere in the OECD Conference Centre thanks to Wi-Fi hotspots. This service, in combination with "cyber café" facilities such as PCs and printers allow conference participants to interact with their home offices and respond to urgent business needs while attending OECD meetings.

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**AIRPORT AND TRANSFERS**

**Airports in Paris, France:**

There are two airports in Paris: Aéroport Charles de Gaulle International (Roissy) and Aéroport Orly.

For further information, please consult their website:

http://www.aeroportsdeparis.fr/en/passengers/access

**Transfer to Paris:**

**Taxis:** Only taxis located at the indicated gates at the airport are registered to take customers. These taxis can be identified by the "light" on the roof of the vehicle. If you are approached by people posing as taxi when leaving the baggage claim area, we invite you to decline their taxi transfer services.

Depending on traffic, the journey from the airport to the hotel takes approximately 1 to two hours. Taxi fare can vary from EUR 55.00 to EUR 90.00. Please note that not all taxis will accept credit cards.

**Air France Coach:** The Air France Coach is a comfortable express shuttle bus, offering three routes from the airport. Access is available to passengers from all terminals: http://www.lescarsairfrance.com/

Coach Line 2 offers the closest stop to the OECD Headquarters. It runs between Roissy-CDG airport and the Arc de Triomphe (1, avenue Carnot, Place de l'Étoile, 17th arrondissement), with a prior drop-off point at
Porte Maillot, (boulevard Gouvion-St.-Cyr, 17th arrondisement). Travel time is about 1 hour and cost is 17 Euros each way.

Hours of operation: 5:45 a.m. - 11:00 p.m., with departures every 30 minutes.

**Embassies:** Certain Embassies may provide transport for the Delegations in the course of the event. Please liaise with your Embassy directly.

**GENERAL INFORMATION**

**Weather:** The approximate temperature in Paris in November can be of 7°C dropping to an average low of 3°C with frequent rainfall.

**Voltage:** Please note that the 220 volts is used in France.

**Emergency Number:** 112 is the European emergency number. People in distress can call 24 hours a day, 7 days a week. The number is used to seek immediate assistance from the fire brigade, a medical team or the police. You can call the number 112 with a fixed or mobile phone. The European emergency number is free and multilingual.