



ICAO EUR/NAT REGIONAL OFFICE MEETING VENUE AND FACILITIES GUIDE

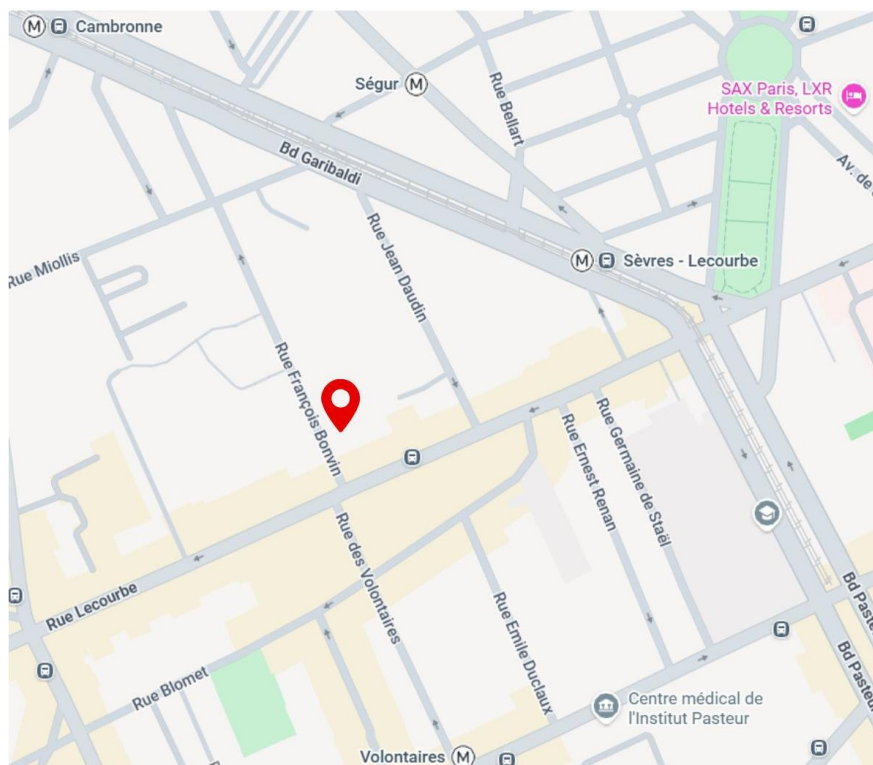
PLANNING YOUR VISIT

Starting **1 October 2026**, the ICAO EUR/NAT Regional Office will **temporarily relocate** to the following address while renovation works are carried out at its premises in Neuilly-sur-Seine:

Maison de l'UNESCO
31 rue François Bonvin
75015 Paris

More information on contact details, visa procedures, and other information can be found at:
<https://www.icao.int/EURNAT/Practical-Information>

ACCES BY PUBLIC TRANSPORTATION



By metro:

- Sèvres-Lecourbe (Line **6**)
- Cambronne (Line **6**)
- Volontaires (Line **12**)
- Ségur (Line **10**)

By bus: 39, 70, 80, 86, 89

OPENING HOURS

09:00 to 17:00 Monday to Friday

The Office is closed in observance of the public holidays listed on the ICAO EUR/NAT website [here](#)¹.

REGISTRATION

Prior to visiting the UNESCO premises, **registration is mandatory and must be completed at least one week before the event**. Failure to register within this timeframe may result in denial of access to the premises, and badges will not be issued.

Details for online registration will be available in the invitation letters to EUR/NAT events.

SECURITY SCREENING



Bags and personal belongings will be subject to X-Ray screening, and additional detection measures may be applied in accordance with the France Vigipirate security level in force.

Prohibited items include weapons, sharp objects, dangerous substances and any equipment identified as sensitive by the Security Unit.

Refusal to undergo security screening will result in access being denied.

IT ASSISTANCE

If you have any questions or need of assistance, please contact the ICAO Secretariat.

MEETING WORKING HOURS

Working hours for the meeting are communicated in the invitation letter or decided during the opening session.

IDENTIFICATION BADGES

On each day of the event, **please arrive at least 30 minutes prior to the start of the meeting** and report to the Reception desk to obtain your visitor's badge.



You shall be required to present the identity document that you have indicated during your meeting registration.

A visitor badge will be issued and must remain visible at all times while on the premises.

Participants may retain their badges when temporarily leaving the UNESCO premises during the meeting day.



All badges must be returned to the UNESCO reception desk at the **end of each meeting day**. Your identity document will be returned to you at that time.

MOVEMENT WITHIN THE SITE

Visitor access is restricted to meeting areas and the circulation routes serving these areas.

ICAO staff will welcome delegates from the reception area in the building where the meeting takes place.

Visitors are not permitted to access technical areas, offices or other restricted areas.

WI-FI ACCESS



Generally, Wi-Fi is available throughout the building.

Wi-Fi access information will be available at the meeting premises.

¹ <https://www.icao.int/sites/default/files/EURNAT/Documents/SN-01-Public-Holidays-2026.pdf>

DOCUMENTATION AND PRESENTATIONS

All documentation is available for download from a dedicated meeting website. Please contact the Secretariat for information on how to access the documents.

If you intend to make a presentation during the meeting, please provide your contributions to the ICAO Secretariat in advance.

Note: Personal laptops cannot be connected to the meeting room systems for presentations.

SMOKING REGULATIONS

Smoking is permitted in a **designated smoking area** outside the main building entrance within the complex.

SAFETY AND EMERGENCY INSTRUCTIONS

Visitors must comply with all instructions given by security and fire safety personnel.

In the event of an alarm, visitors must evacuate immediately through the designated emergency exits and proceed to the assembly point under the guidance of the evacuation team.

ARRANGEMENTS TO MEET ICAO STAFF

If you wish to meet an ICAO staff member on the premises, **please approach the Meeting Secretary** to verify your intended counterpart's availability and to make the necessary arrangements.

REFRESHMENTS

Water fountains are available in the common area on each floor of the building (next to the stairs).

Tea/coffee can be bought from vending machines located in the reception area on the ground floor and in the cafeteria (level -1); payment can be made with coins (EURO) or by credit card.

Lunch is available for purchase in the cafeteria on level -1.

The exact break times will be notified to all participants by the Meeting Chair and Secretary.

MOBILE PHONES



Please switch your mobile phone to silent mode during meetings and leave the meeting room when making or receiving a call.

ASSISTANCE TO DELEGATES

Please contact the ICAO Secretariat if you require first aid or medical assistance, or other assistance such as photocopying or printing.

INFORMATION FOR PERSONS WITH REDUCED MOBILITY OR OTHER SPECIFIC REQUIREMENTS

We value inclusion and access for all participants, including persons with reduced mobility or other specific requirements.

If you have any access or support requirements in order to attend a meeting, please let us know as soon as possible. We will contact you and do our best to accommodate your needs.