



GENERAL INFORMATION

DATES: From Sunday, the 11th to Saturday, the 17th November 2012

**LOCATION/ACCOMMODATION
AND MEETINGS:**

CENTRE INTERNATIONAL DE SEJOUR MAURICE RAVEL
6 Avenue Maurice Ravel
75012 PARIS
www.cisp.fr

ORGANISERS : **CIOFF® France** in a partnership with Ligue de l'enseignement

IMPORTANT INFORMATIONS

All the sessions of the General Assembly and the executive council of the organisation, as well as all the regional sectors, the youth section, the commissions and the working groups will be held at Centre Maurice Ravel. Simultaneous or bilateral translation in French, English and Spanish will be provided only for the General Assembly, the cultural conference and the forum.

Medical insurance:

All the participants of the congress **must** absolutely have a medical insurance for the whole duration of the congress.

Arrival by plane: Charles de Gaulle or Orly international airports

The participants will arrive at one of those two airports. For more details, please refer to www.aeroportsdeparis.fr

All the delegations will be met by a representative of CIOFF® France and transferred to Centre Maurice Ravel.

Arrival by train: Gare du Nord by Eurostar or Thalys.

All the delegations will be met by a representative of CIOFF® France and transferred to Centre Maurice Ravel.

Arrival by car: Boulevard périphérique (circular road around Paris) exit “Porte de Vincennes” or “Porte Dorée”. *Please note that there are no free parking facilities near the accommodation.*

ACCOMMODATIONS

All the participants will be accommodated in Centre Maurice Ravel, ten minutes' walk from underground stations "Bel air" and "Porte de Vincennes". The centre will be entirely devoted to the congress members.

www.cisp.fr

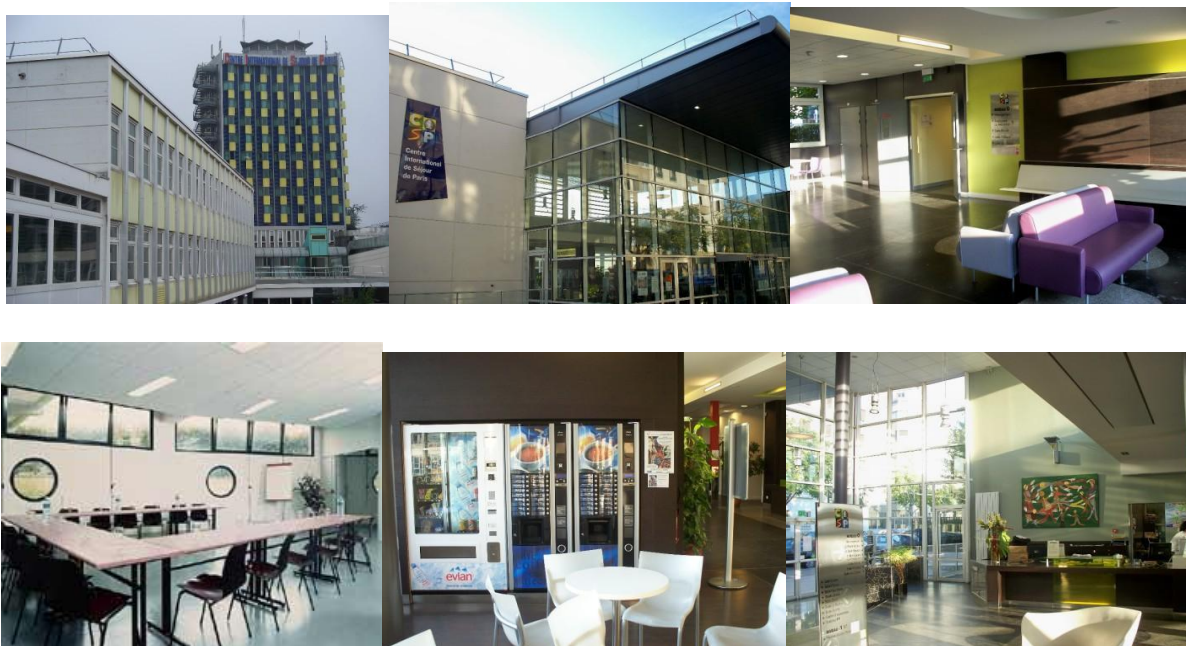
The bedrooms: single, double, triple or quadruple, simple comfort with en-suite shower and toilet or en-suite shower but toilet on the landing. Beddings and towels are provided, beds are made on arrival, cleaning is done daily.



Services: phone booths and free Internet access in the hall.

Meals: on site at the restaurant of the centre.

It is a simple, nice, convenient place for participants to work on site in the best possible conditions in our beautiful French capital.

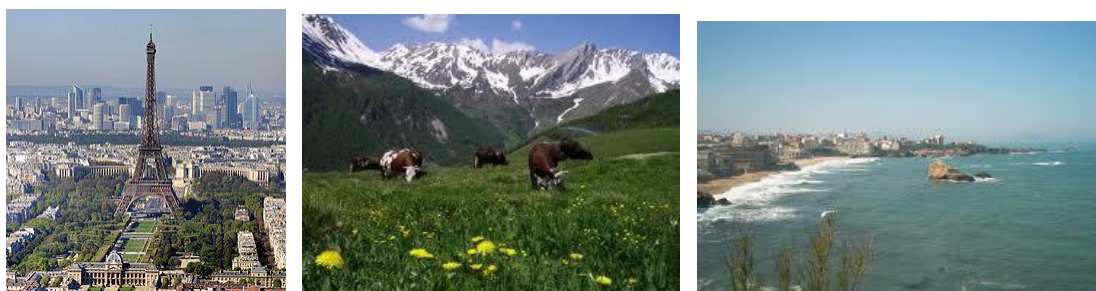


INFORMATION ABOUT FRANCE AND PARIS

Metropolitan France is located at one of the western ends of Europe. It is edged by the North Sea in the North, the English Channel in the Northwest, the Atlantic Ocean in the West and the Mediterranean Sea in the Southeast. It has borders with Belgium and Luxembourg in the Northeast, Germany and Switzerland in the East, Italy and Monaco in the South East and Spain and Andorra in the Southwest.

Metropolitan France has a large variety of landscapes, agricultural or wooded plains, mountain ranges, varied coasts, valleys combining towns and natural areas.

PARIS, the capital of France, is located in a loop of the River Seine. The city is divided into 20 districts (“arrondissements”) it is the economical and commercial capital of France, as well as its first financial and stock-exchange centre.



Population: there are about 67 million inhabitants in France and about 2.5 million of them in Paris.

Language: French is the official language.

Currency: the Euro is the national currency. Foreign exchange transactions can be done at the airports and at bank counters. Please note that banks are closed on Saturdays and Sundays.

Visa procedures:

For short stays, the following persons are **exempted from visa requirement** to enter France’s territory:

❖ citizens of the EU, the EEA and Switzerland (Germany, Austria, Belgium, Denmark, Spain, Estonia, Finland, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxemburg, Malta, Norway, the Netherlands, Poland, Portugal, Slovakia, Slovenia, Sweden and the Czech republic)

❖ nationals of the following countries, whatever the reason for their stay: Albania*, Andorra, Antigua and Barbuda, Argentina, Barbados, Bosnia*, Brunei Darussalam, Canada, Chile, Costa Rica, Croatia, El Salvador, Guatemala, the Holy See, Honduras, Israel, Macedonia*, Malaysia, Mauritius, Monaco, Montenegro*, New Zealand, Nicaragua, Panama, Paraguay, San Marino, Serbia*, Seychelles, Taiwan (passport with identity card number), Uruguay ;

**holders of biometric passports only*

❖ nationals of the following countries: Australia, Brazil, Japan, Mexico, Singapore, South Korea, the United States, Venezuela, holders of passports of the Hong Kong special administrative region (People’s Republic of China) and the Macau special administrative region (People’s Republic of China).

Climate: Paris in November ...

Oceanic climate with continental shades, fresh summers and mild winters, with rainfalls. Average temperatures are about 8°C with a minimum of 5°C and a maximum of 11°C.

Take rather warm clothes.

ENROLMENT DETAILS

Document sending deadline:

The deadline to send the registration forms is JUNE 30th 2012. The organisers will send you a confirmation letter eight to ten days after receiving your forms. Thanks for contacting us in case you don't receive any confirmation.

A prepayment of 50% is mandatory at the time of enrolment otherwise it won't be taken into account. (By credit transfer in the name of CIOFF® France).

Anyone confirming their presence after this deadline will have to pay an additional fee.

Dress code:

Strict dress code for general assemblies, for the reception at the Paris city hall, for the lunch and cruise on a river boat and the show at UNESCO.

Casual dress code for the meetings.

CONTACTS CIOFF® France

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