

## OECD/INFE/GFLEC Global Policy Research Symposium to Advance Financial Literacy

31 October 2013  
OECD Conference Centre  
Paris, France



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### INFORMATION NOTE

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The Symposium will be held back-to-back with the **12<sup>th</sup> meeting of the International Network on Financial Education (INFE)** and its subgroup and Advisory Board meetings (for members only), as well as two special workshops, which will take place on **28-30 October**. This information note covers all events. Information specific to each meeting will be sent separately to those concerned.

## Venue

The Symposium will be held at the [OECD Conference Centre](#), located at **2 rue André Pascal, 75016 Paris**.

On arrival, you must register at the Reception desk to obtain a visitor's badge. Please **bring photo identification** with you.

Please arrive well in advance of the start of your meeting to allow sufficient time for the registration formalities. Monday morning is a particularly busy time of the week at the registration desk.

If you are registered for INFE meetings or workshops earlier in the week, your badge will be valid for the whole week and you will only have to register at the reception desk once. However, you must go through the security scanner each time you enter the Conference Centre.

For security reasons, you must wear your visitor's badge at all times.

## Registration

Please note that participation in the Symposium is **by invitation only**. If you have already received the invitation, you may register via the link to online registration form provided. Registration is free but all participants are responsible for their own travel-related expenses.

## Documents and website

All documentation relating to the Symposium will be available on the [dedicated webpage](#).

## Meals and Social Events

**Lunch** for all participants will be offered on the day of the Symposium. **Please indicate any special dietary requirements when registering.**

The OECD will host a **cocktail** directly after the Symposium on the OECD premises (room Georges Marshall).

**Dress code** during the Symposium will be business-casual (ties are optional).

Please note that there is no programme arranged for participants' spouses.

## Accommodation

Accommodation must be reserved and paid for directly by participants. **To reserve accommodation please contact your chosen hotel directly.**

Please visit the [OECD website](#) for a list of hotels close to the conference centre. 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.

## Facilities

Conference participants can connect to the Internet from virtually anywhere in the 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.

Network name: **HotspotOECD** (open - no access code required).

### Catering at the OECD

- A **coffee bar** in the heart of the conference centre, open all day from 08.30 to 17.00 for coffee and sandwiches.
- A **restaurant** with 132 seats, open from 08.00 to 17.00 offering breakfast, lunch, salads, sandwiches and snacks throughout the day.
- A **self-service cafeteria**, open from 11.45 until 14.15 and seating 700 per service. It provides a range of set menus and a wide choice of starters, main courses, grill-cook food and desserts.
- A **restaurant with waiter service** offering simple and refined dishes and open from 12.00 until 14.00. For reservations or questions, please send an e-mail to [restaurantdesnations@elior.com](mailto:restaurantdesnations@elior.com).

### Restaurants close to the OECD Conference Centre

**1. Les Filoas** (*Specialities from Mauritius*)

5 rue Guy de Maupassant  
01 45 04 94 53  
[www.lesfilao.com](http://www.lesfilao.com)

**2. Le Relais du Bois** (*French bistro*)

1 rue Guy de Maupassant  
01 45 04 27 60  
[www.lerelaisdubois.com](http://www.lerelaisdubois.com)

**3. La Pinède** (*Lebanese*)

10 rue Mignard  
01 45 03 01 19  
[www.lapinedeparis.com](http://www.lapinedeparis.com)

**4. Enzo** (*Italian*)

129 rue de la Tour  
01 45 03 50 41

**5. Le Flandrin** (*French*)

4 place Tattegrain  
01 45 04 34 69

**6. La Gare** (*French*)

19 chaussée de la Muette  
01 42 15 15 31  
<http://restaurantlagare.com>

**7. Rotonde de La Muette** (*French brasserie*)

12 chaussée de la Muette  
01 45 24 45 45

**8. Bistro de la Muette** (*French bistro*)

10 chaussée de la Muette  
01 45 20 35 93

**9. Dino Ristorante** (*Italian*)

8 Chaussée de la Muette  
01 42 88 50 05

**10. Bon**

(*Specialities from SE Asia*)  
25 rue de la Pompe  
01 40 72 70 00  
[www.restaurantbon.fr](http://www.restaurantbon.fr)



**11. Le Mozart**

(*French bistro*)  
12 avenue Mozart  
01 45 27 62 45

## Travelling to France

### *Passports and visas*

Please check if you need a visa before travelling to France as visas are not available at border crossings or at Paris airports.

The symposium organisers cannot assist in procuring passports and visas. All delegates will be personally responsible for ensuring that they are in possession of the correct documentation prior to their departure.

The organisers do not accept responsibility for any consequences whatsoever from a delegate failing to ensure that he or she has complied with the necessary health, passport and visa requirements.

### *Airports and transfers*

There are 2 airports in the Paris area. North of Paris is **Paris Charles de Gaulle** (Paris CDG) airport, the largest airport and most often used for international flights. South of Paris is **Paris-Orly** airport. For more information concerning the airports, including [public transport access](#), please consult the [Aéroports de Paris website](#).

#### **Airport transfers from Paris CDG:**

- [Les Cars Air France \(bus\)](#): participants staying close to the conference centre should take line 2 to Porte Maillot or Charles de Gaulle Etoile Metro stations.

**Fare:** Single: €17 / Return: €29

- [Taxi](#): you will find taxis at the exit to the baggage reclaim area of your arrival terminal.

**Fare** (guideline only): From or to the Paris centre: €50. Allow for an increase of about 15% between 17:00 and 10:00 in the morning and on Sundays and Public holidays.

- [Public transport](#): information can be found on the [Aéroports de Paris Website](#)

#### **Airport transfers from Paris-Orly:**

- [Les Cars Air France \(bus\)](#): line 1 to Charles de Gaulle Etoile Metro station.

**Fare:** Single: €12 / Return: €20

- [Taxi](#): you will find taxis at the exit to the baggage reclaim area of your arrival terminal.

**Fare** (guideline only): From or to the Paris centre: €50. Allow for an increase of about 15% between 17:00 and 10:00 in the morning and on Sundays and Public holidays.

- [Public transport](#): information can be found on the [Aéroports de Paris Website](#).

### *Travelling by train*

If you are traveling to Paris from within continental Europe or from the U.K., traveling to Paris by train can be a great alternative to flying. From the station you can take the metro or a taxi to your hotel.

## Useful Information

**CLIMATE:** The weather in October can be quite changeable, you may experience weather that is unseasonably hot or cold, although monthly average temperatures are maximum 15°C / 59°F and minimum 8°C / 46°F with approximately 15 days rainfall.

**CURRENCY:** Euros (€). Visa, Master Card, Diners and American Express are widely accepted.

**ELECTRICAL SUPPLY:** The voltage in France is 220 to 240 Volts.

**HEALTH:** No vaccinations are required to travel to France. It is suggested that you hold personal medical insurance for the duration of your trip. EU passport holders have access to the French social security system, which reimburses up to 70% of medical costs.

**LANGUAGE:** French

**OPENING HOURS:** Businesses open at 9-10 am and close around 8 pm on weekdays. Most shops are closed on Sundays and many on Mondays (except in the main tourist areas).

**SECURITY:** Like all major cities in the world, Paris is not free of petty crime, such as pick pocketing, especially in major tourist areas. Visitors are advised to exercise caution and ensure that all valuables including tickets, passports and documents, are kept in a safe place at all times.

**TAX:** Standard Value Added Tax (VAT) is 19.6%.

**TIME ZONE:** GMT +1 hour

**TIPPING:** 5-10% of the bill is usual (although not compulsory as all prices shown include tax and service).

**WATER:** Tap water in Paris is safe to drink.

## Further Enquiries

For further logistical information or enquiries about the Symposium, please contact:

- Ms. Jenna Huxley, OECD, email: [jannah.huxley@oecd.org](mailto:jannah.huxley@oecd.org) (logistics)
- Ms. Kristen Burnell, GFLEC, email: [kburnell@gwu.edu](mailto:kburnell@gwu.edu), tel.: +1 202 994 7148

**INDEMNITY:** Whilst every care is being taken in all arrangements, please note that the organisers will not be liable for any accident, loss or damage during the Symposium period. Delegates must make their own personal insurance arrangements.