



ESMA
European Securities and Markets Authority



Visitor Handbook

Welcome to ESMA

www.esma.europa.eu

LOCATION OF ESMA PREMISES



European Securities and Markets Authority

201-203 rue de Bercy
75012 Paris
France



+33 1 58 36 43 21



info@esma.europa.eu

FOLLOW ESMA



PUBLIC TRANSPORTATION

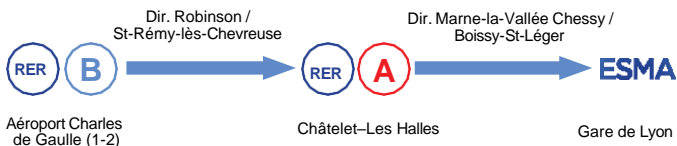
Gare de Lyon — exit No 13



CONNECTION FROM AIRPORTS AND TRAIN STATIONS



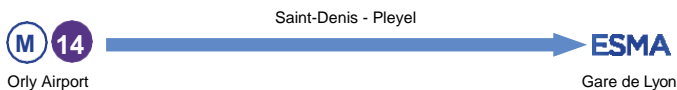
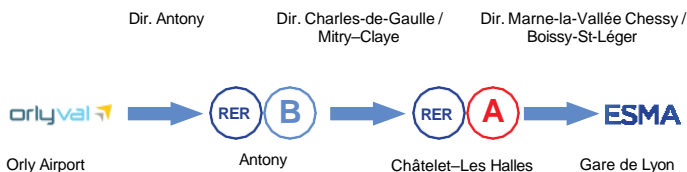
From Paris Charles de Gaulle Airport



- Public transportation: 50-60 min. ★
- Taxi: 40-75 min. ★



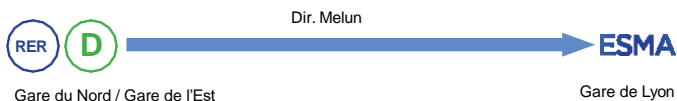
From Paris Orly Airport



- Public transportation: 50-60 min. ★
- Taxi: 25-50 min. ★



From Gare du Nord (Eurostar) From Gare de l'Est



- Public transportation: 15 min. ★
- Taxi: 20-30 min. ★

Useful links



Metro: www.ratp.fr/en



Airport shuttle: www.parisaeroport.fr/en

BUILDING ACCESS

RECEPTION



Main reception (ground floor):
08:00-19:00 – Monday to Friday

ESMA reception (2nd floor):
08:00-18:00 – Monday to Friday

Upon arrival at the main reception (ground floor), you will be requested to provide a valid ID (such as a passport or a national ID card) in order to receive a visitor badge for the day. Please allow additional time for this, as to not be late for your meeting.

Once on ESMA premises (2nd floor), you will be requested to check in for your meeting. Please scan the QR code you received by email in one of our devoted Proxyclick kiosks, that are placed on all ESMA meeting room floors.

Your visitor badge must be visible at all times while on ESMA premises. Before you leave, remember to return it to reception.

If you have a disability and require a special assistance, make sure to inform your meeting organiser well in advance so that we can ensure you a comfortable visit.

MEETING ROOMS

ESMA meeting rooms provide a modern and functional space and benefit from natural daylight.

1ST FLOOR MEETING ROOMS

- Budapest
- Helsinki
- Vilnius
- Copenhagen
- Ljubljana

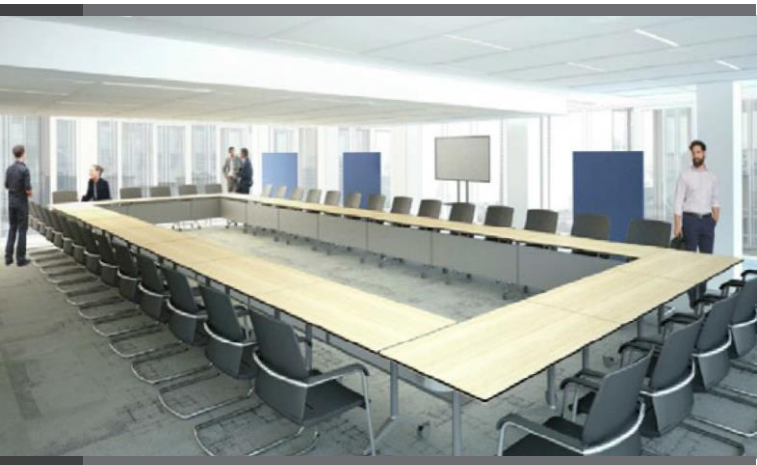
2ND FLOOR MEETING ROOMS

- Amsterdam
- Madrid
- Rome
- Dublin
- Riga
- Versailles

4TH FLOOR MEETING ROOMS

- Berlin
- Prague
- Brussels
- Stockholm

For your convenience, the elevators will take you to the upper floors and signs will guide you to the meeting room.



Meeting room Berlin

SAFETY AND SECURITY

Visitors are under the responsibility of meeting organisers and must comply with the building safety and security rules.

EMERGENCY (EVACUATION):

In the event of an emergency, visitors may be requested to evacuate immediately the premises via the nearest safe exit.

■ WHEN:

You will hear an alternate ringing alarm



■ HOW:

Follow the instructions of the meeting organiser or of the fire-picket (the person wearing a yellow vest):



Go to the nearest exit



Do not take the lifts



Do not go back



Get down when there is smoke



Go to the assembly point

■ WHERE:

1. Go to the **assembly point** located in the **main hall** of the building on the ground floor.
2. When leaving the building take rue Van Gogh on your right till you reach the backside of the building (**delivery and parking entrance in Quai de la Rapee – river side**).

ACCIDENT:

In case of accident please contact your meeting organiser.



IMPORTANT:

Smoking and vaping is not allowed anywhere at ESMA and inside the building.

HOTELS

Listed below are hotels with ESMA negotiated rates :

■ HOLIDAY INN PARIS - GARE DE LYON BASTILLE ★★★★★

Address: 11 rue de Lyon, 75012 Paris

Website: <https://www.ihg.com>

Telephone: +33 1 53 02 20 00

Distance:  5 minutes

15 % discount of public rate: To obtain the discount code contact the ESMA meeting organiser.

■ HOTEL LOCOMO ★★★

Address: 6 bis rue de Lyon, 75012 Paris

Website: <https://hotel-locomo-paris-gare-de-lyon.com>

Telephone: +33 1 43 43 28 72

Distance:  5 minutes

10% discount of public rate: To obtain the discount code contact the ESMA meeting organiser.

■ HOTEL SLEEPING BELLE ★★★★★

Address : 234 rue de Bercy, 75012 Paris

Website: <https://www.hotelsleepingbelle.com>

Telephone: +33143437777

Distance:  4 minutes

10% discount of public rate : To obtain the discount code contact the ESMA meeting organiser.

HOTELS

Further hotels located within walking distance from ESMA.

■ HOTEL CITIZENM GARE DE LYON ★★★★★

Address: 8 rue de Van Gogh, 75012 Paris

Website: <https://www.citizenm.com/hotels>

Telephone: +33 1 86 65 07 40

Distance:  2 minutes

■ HOTEL MERCURE PARIS GARE DE LYON TGV ★★★★★

Address: 2 place Louis-Armand, 75012 Paris

Website: <https://all.accor.com>

Telephone: +33 1 43 44 84 84

Distance:  2 minutes

■ HOTEL PALYM ★★★

Address: 4 rue Emile Gilbert, 75012 Paris

Website: www.paris-hotel-palym.com

Telephone: +33 1 43 43 24 48

Distance:  5 minutes

■ MERCURE PARIS GARE DE LYON OPÉRA BASTILLE ★★★★★

Address: 3 rue Parrot, 75012 Paris

Website: <https://all.accor.com>

Telephone: +33 1 43 43 41 52

Distance:  6 minutes

■ HOTEL NOVOTEL PARIS GARE DE LYON ★★★★★

Address: 2 rue Hector Malot, 75012 Paris

Website: <https://novotelparisgaredelyon.com-hotel.com/fr/>

Telephone: +33 1 44 67 60 00

Distance:  8 minutes



Publications Office
of the European Union



ESMA is an EMAS certified organisation and is committed to environmental sustainability by minimising the ecological impact of its operations.