Visitor Handbook

Welcome to ESMA

www.esma.europa.eu
European Securities and Markets Authority

201-203 rue de Bercy
75012 Paris
France

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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

From Paris Orly Airport

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

Useful links

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

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

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

Metro: www.ratp.fr/en
Airport shuttle: www.parisaeroport.fr/en
★ Approximate travel time
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.
ESMA meeting rooms provide a modern and functional space and benefit from natural daylight.

1ST FLOOR MEETING ROOMS
- Budapest
- Copenhagen
- Helsinki
- Ljubljana
- Vilnius

2ND FLOOR MEETING ROOMS
- Amsterdam
- Dublin
- Madrid
- Riga
- Rome
- Versailles

4TH FLOOR MEETING ROOMS
- Berlin
- Brussels
- Prague
- Stockholm

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

  - **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.
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.

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
HOTELS

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

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

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