



COFACE Work Life Balance meeting 12-13th April 2018

UNAF - Familles de France, 28 place Saint-Georges, Paris 75009, FRANCE

ACCOMMODATION

COFACE has already pre-booked and paid some rooms for its delegation in **Hotel Brittany**. Participants will be accommodated in standard room. Breakfast is included.

Arrival day: 11th or 12th of April (according to the provided schedules by the members)

Departure day: 13th of April (except for a few who will stay longer)

Hotel Brittany ([map](#))



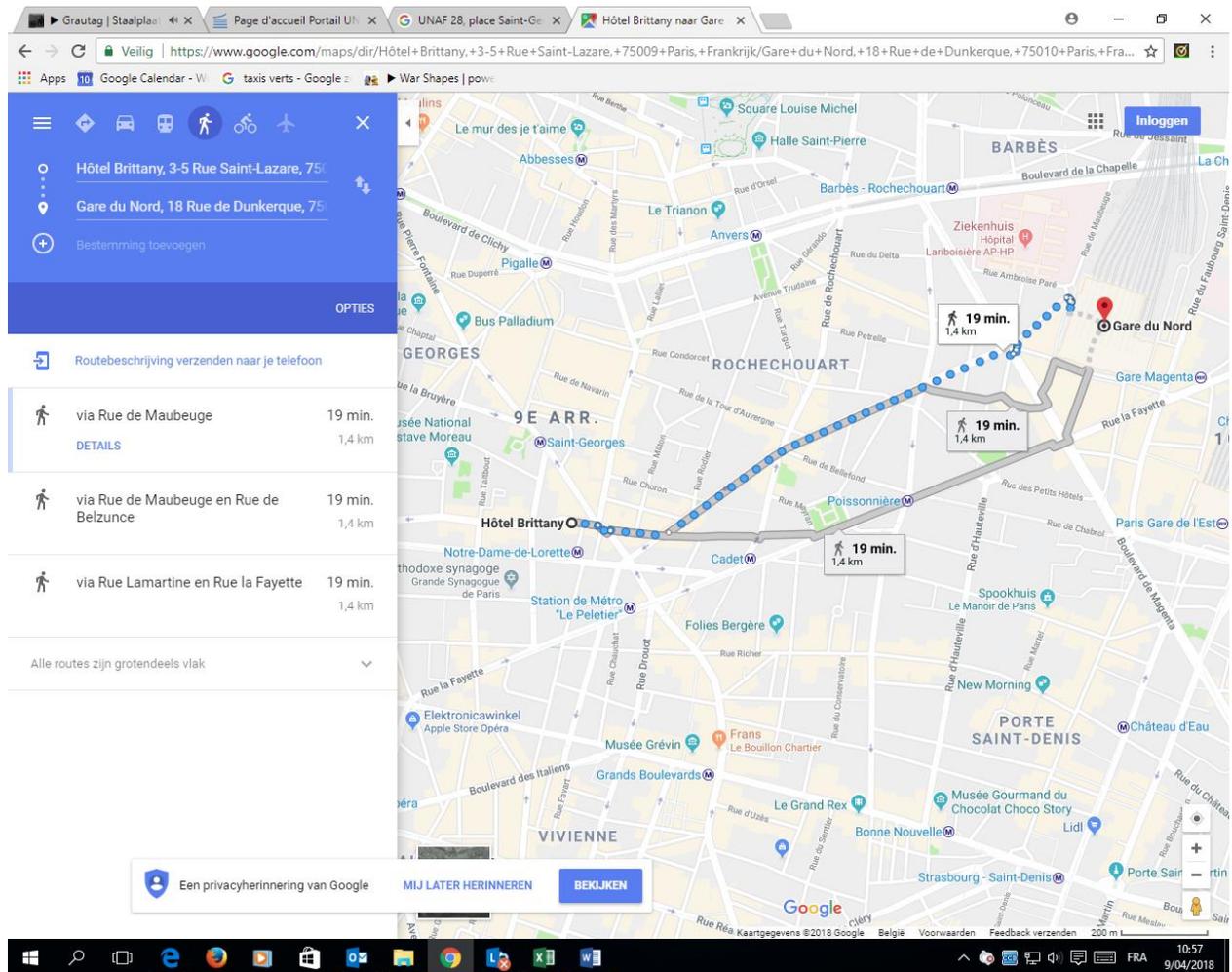
ADDRESS: Hotel Brittany, 3-5 rue Saint Lazare, 75009 Paris

tel. : +33 (0)1.48.78.44.50 / Website: <http://www.paris-hotels-montmartre.com/fr/brittany>

Contact at the hotel: Nathalie Guilhem

Train / Metro stations (from the nearest to the farrest from the hotel):

- Gare du Nord train station (1.4 km and less than 20mn by foot)
- metro line 12 (stop = Notre-Dame-de-Lorette, 50 meters from the hotel)
- metro line 7 (stop = Le Peletier, 250 meters from the hotel)
- metro line 2 (stop = Pigalle, 600 meters from the hotel)



HOW TO GET THERE? (all the maps – metro / train / bus – [here](#))

ARRIVAL BY TRAIN

From **Gare du Nord**, you do not need to use any public transport (1.4 km and 17mn by foot to arrive to the hotel, itinerary [here](#)), especially because some strikes may happen during those 2-3 days... otherwise there is the **bus 43** that can be used (map [here](#)), but not sure it will be faster...

ARRIVAL BY PLANE

From Paris Orly Airport: Orlyval and RER B

All the info can be found here: <http://www.parisaeroport.fr/en/passengers/access/paris-orly/public-transport>

Rail link between Paris-Orly Airport and Paris Gare du Nord and. A free Orlyval shuttle (OrlyVal) connects the stations with the airport terminals.

Fare: €13.25 (Rer + Orlyval), fréquence: 4-7 minutes, journey time: 25-35 minutes

Hours for Orlyval: regular service from 6.00 am to 11.35 pm every day.

Tickets can be purchased at all Metro, RER stations (airport included).

From Paris Charles de Gaulle Airport: RER B

All the info can be found here: <http://easycdg.com/rer-charles-de-gaulle-airport-cdg-to-paris-by-train/>
RER train at Charles de Gaulle airport - Suburban train line RER B runs north-south from CDG airport to the centre of Paris.

Trains run every day, including public holidays, with departures every 6 to 15 minutes:

- Charles de Gaulle airport - Paris-Gare du Nord : from 04:50 to 23:50
- Paris-Gare du Nord - Charles de Gaulle airport : from 04:53 to 00:15

Average journey time between CDG airport and Paris-Gare du Nord is 35 minutes.

The single journey fare to central Paris is 10.30 euros.

Paris Visite travelcard (zones 1-5) & Navigo (zones 1-5) accepted.

Tickets can be purchased at all Metro, RER stations (airport included).

ARRIVAL BY TAXI

COFACE has a strong preference for the use of public transport, when available. The European Commission under general circumstances does not reimburse taxi. COFACE however does reimburse taxi transport under the following conditions:

- travel to and from the airport to the meeting venue or hotel between 22.00 and 6.00.

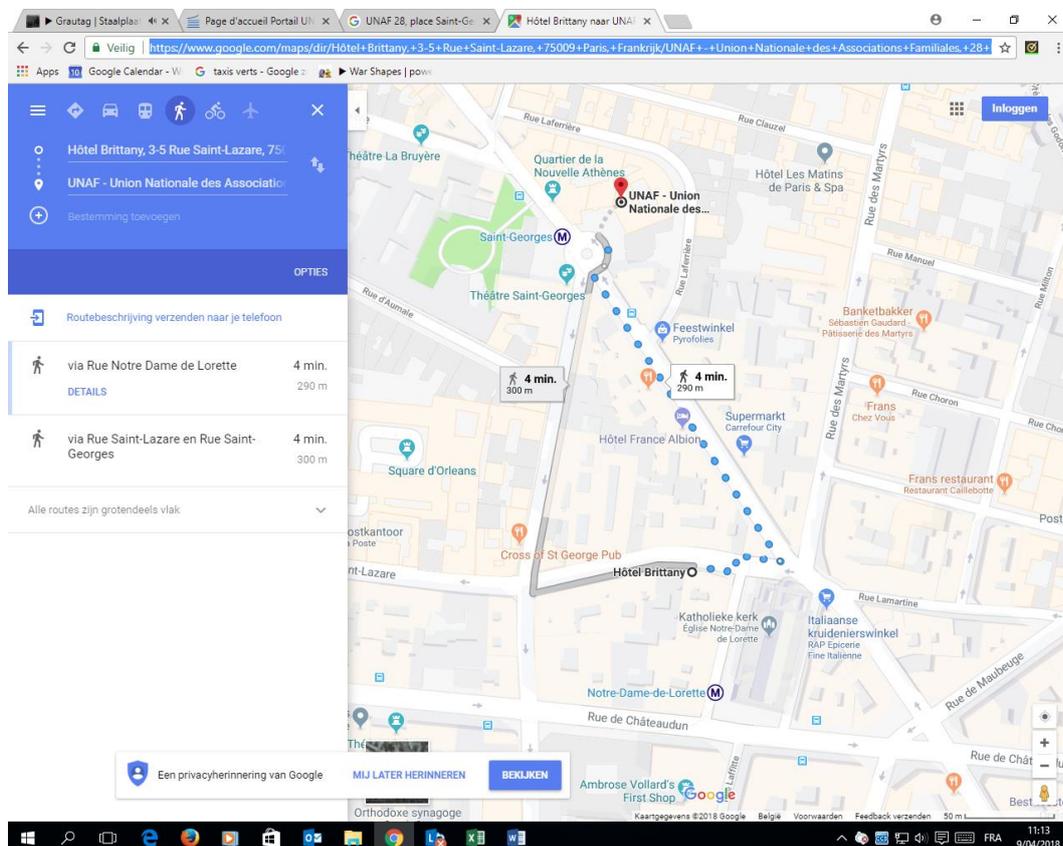
- if there is no public transport available (e.g. **strike**, remote location)

- if the traveller can justify the use of taxi for other reasons (illness, reduced mobility...etc.)

COFACE reimburses taxi travel under the above guidelines with a ceiling of 100 EUR per claim.

VENUE

ADDRESS: UNAF - Familles de France, 28 place Saint-Georges, Paris 75009



Meeting room = Archambault (groundfloor, indications will be available at the entrance)

Lunch room = Pernot room at Familles de France (1st floor for both days)

Thursday 12th April (09h30 - 17.00) / Friday 13th April (09.00 – 13.00)

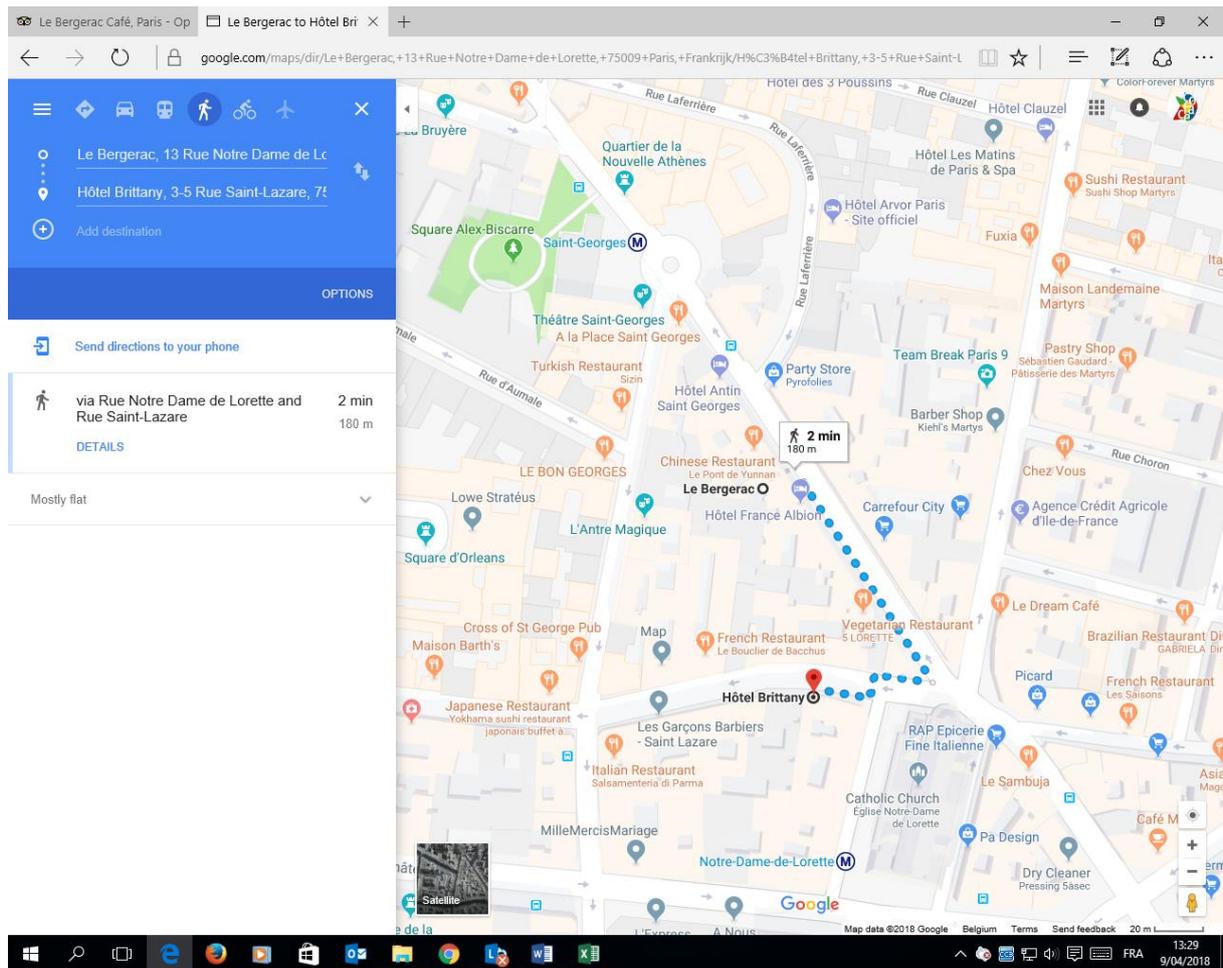
HOW TO GET THERE? From Hotel Brittany → 4 min. walking distance, map [here](#) and above (page 3).

PUBLIC TRANSPORT IN PARIS

Please note that there will be **some strikes in public transportation in Paris during your stay**. That is why we have decided to have the hotel and the dinner place really close to the meeting venue. If you have any problem, like being stuck in transportation, please do not forget that you can use exceptionnally some taxis, and do not hesitate to contact Liz Gosme or UNAF if needed.

DINNER - 12th March – 19.30

A dinner will be organised at [Restaurant Le Bergerac](#), 13 rue Notre Dame de Lorette, 75009 Paris, at 19.30. It is located at 2 minutes by foot from the hotel (between the hotel and UNAF), map [here](#) and above. Tel : + 33 1 45 26 66 77.



REFUND

Please send us by regular postal service **the expenses form** you will find on the webpage of the event dated and signed, as well as the original documentary proofs (boarding cards of your flight, transport tickets) within 30 days after the meeting. Unjustified amounts will not be refunded (minibar, telephone expenses). Thank you for your understanding.

Please send your expenses form and original proofs to Florian Charron, Project and Finance Manager: COFACE Families Europe, Rue de Londres 17, 1050 Brussels, Belgium, secretariat@coface-eu.org, Tel +32 2 511 41 79.

CONTACT DETAILS

For all practical questions in Prague please do not hesitate to get in contact with:

Liz Gosme (COFACE): lgosme@coface-eu.org Tel : +32 4 85 32 33 54 (Belgian mobile phone)

Yvon Serieyx (UNAF): yserieyx@unaf.fr Tel: + 33 1 49 95 36 00 (French landline)

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