

IEA 8th Annual Global Conference on Energy Efficiency 6-8 June 2023

Logistical Note

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International
Energy Agency

iea

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Introduction

This document outlines practical information and organisational aspects of the 8th Annual Global Conference on Energy Efficiency and other related special events. For further assistance, Delegations may email energy.efficiency@iea.org

Revisions to this note will be issued in the run-up to the meeting and the latest version can be found on the IEA events site: [8th Global Annual Conference on Energy Efficiency \(iea-events.org\)](https://www.iea.org/events/8th-global-annual-conference-on-energy-efficiency)

1. Overview of the event

The 8th Annual Global Conference on Energy Efficiency will be hosted by the French Minister of Energy Transition, Her Excellency Agnès Pannier-Runacher, and the IEA Executive Director, Dr Fatih Birol, in partnership with Schneider Electric. This year's event will take place in person in Versailles from 7-8 June 2023, and will include a pre-conference day on Tuesday 6 June featuring special events and a welcome reception.

8th Global Conference: Agenda Overview

Date	Description
Tuesday 6 June	Pre-conference Day <ul style="list-style-type: none">• Special events• Welcome reception
Wednesday 7 June	Main Conference Day <ul style="list-style-type: none">• Welcome remarks and opening plenary• High-level panel discussions• Conference dinner• Gala dinner (by invitation only)
Thursday 8 June	Ministerial Day <ul style="list-style-type: none">• Ministerial closed-door discussion• Workshops roundtables• Special events• Site visits to Schneider Electric Hive Innovation Hub or Smart Factory

2. Venue

Versailles Palais des Congrès

10 Rue de la Chancellerie

Versailles



3. Access to the Versailles Palais des Congrès

Please note that security will be very strict in line with Prefecture and Conference Organisers' guidelines. **IMPORTANT: For security reasons, luggage will not be accepted in the Palais de Congrès.** This must be left in storage at your hotel.

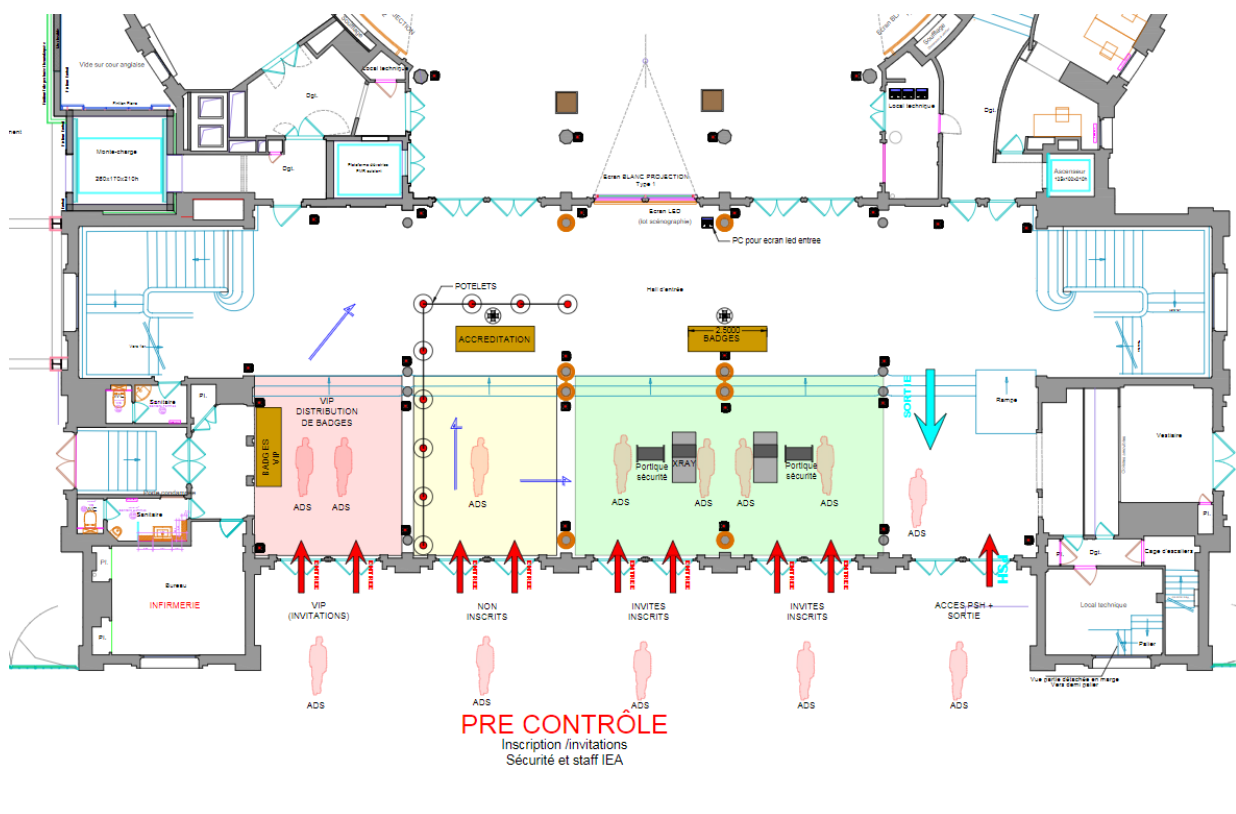
Access to the Conference is by invitation only. An individual QR code will be sent prior to the event by email and will need to be shown to gain access to the Venue. Photo ID will be required to receive a badge if you have not collected it in advance from the IEA. Security measures will include X-Ray machines and metal detectors. All bags will be scanned using X-Ray machines. Please allow sufficient time for this process as there are likely to be queues at peak times. If you will be accompanied by your own security guards, please inform the organisers in advance and register them on the event platform accordingly. Please also note that these security guards will have limited access to certain areas inside the venue and access restrictions are noted in the following sections.

The registration desk will be located in the main entrance. Registration will be open :

- Tuesday 6 June : from 08:00
- Wednesday 7 June: from 07:30
- Thursday 8 June: from 08:00

Heads of Delegation arriving at the Versailles Palais des Congrès by car will access via the road, 10 rue de la Chancellerie, and will be fast tracked. Other members of delegations are should arrive on foot.







For security reasons, please note that no last-minute registrations will be accepted via email or telephone.



Badges

Everyone entering the Venue will require a badge which should be worn throughout the entire Conference on lanyard provided . Please ensure that all delegates participating in the conference are registered via [Private registration \(iea-events.org\)](https://iea-events.org) by 1 June. **Only one badge per person will be printed and this needs to kept for the duration of the Conference.** Badges

will be colour-coded to designate who has access to different areas and, for security reasons, will include the individual's name and affiliation. Each delegation will be issued with a grey Floater badge which will allow the plus 1 to accompany the Minister or Head of Delegation access to the VIP lounge and closed Ministerial session on 8 June. The Floater badge needs to be worn along with the participants badge.

Type of Badge	Visual
Minister or Head of Delegation pin	
Speakers and CEOs badge	
Floater badge	
Participant badge	
Security badge	
Press	

Access to each room will be restricted and a sign indicating which badges can enter each room will be displayed outside.

Pins

Ministers or Heads of Delegation will receive a special magnetic lapel pin so that they may be easily identified. Please ensure that your Minister or Head of Delegation keeps their pin for the duration of the Conference and wears it prominently at all times, as it replaces the lanyard.

4. Security Measures

Access to meeting rooms will be restricted to those in possession of the necessary badges. No security officers will be allowed in the VIP room or meeting rooms.

Firearms for country delegations only

Please note that the possession of firearms will be strictly regulated at the Palais de Congress. Requests for exceptional authorisation to bring a firearm on-site should be sent to energy.efficiency@iea.org. The following information is required: first name and last name of

security officers, make and serial number of the weapon, and number of rounds of ammunition carried (see form provided in Annex 3 - Permission to carry a Firearm). This form will be shared with the security team and Prefecture de police in Versailles.

Arrivals and departures

Arrival of Ministers and Heads of Delegation

Please return the form in Annex 2 to Energy.efficiency@iea.org by **2 June 2023** to inform us of the arrival and departure times of your Minister or Head of Delegation, the name of the driver, the license plate number of the car, and the hotel where the Minister or Head of Delegation is staying. One additional passenger will be allowed to accompany the Minister or Head of Delegation in the car as well as those private security officers registered in advance. The license plate number will be associated with the access sticker so it is very important that accurate information is provided.

Arrival of other Delegation members

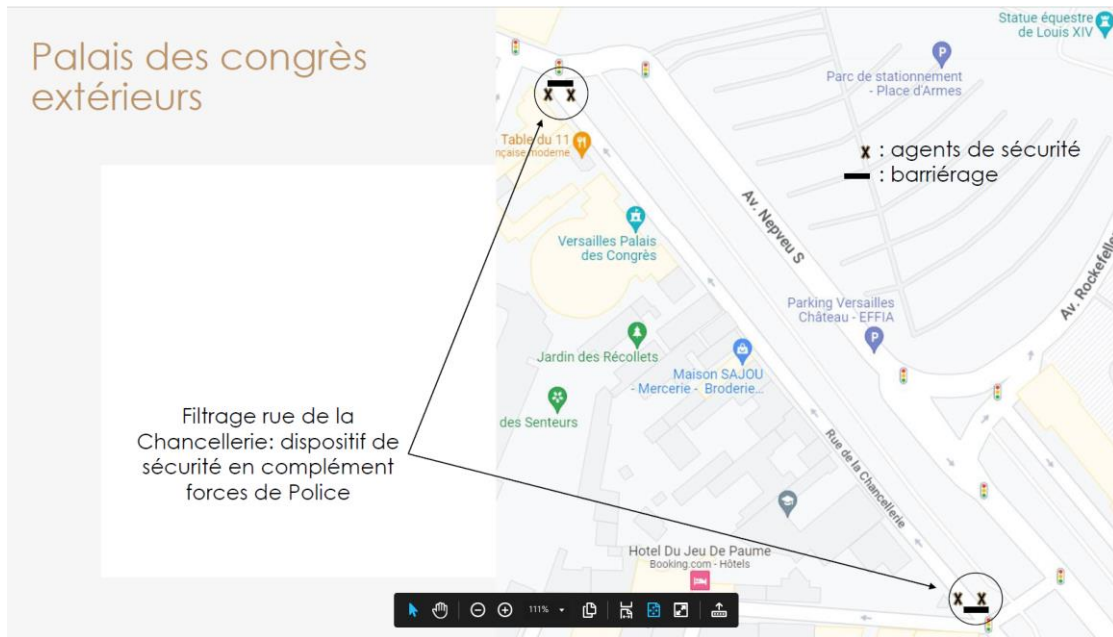
All other participants, including senior officials below ministerial rank not accompanying their Minister, should arrive by foot via allée de Nepveu Sud. Public parking is available on the Place d'Armes. Access will be granted on the basis of the list of registered participants to the 8th Global Conference.

Please inform Energy.efficiency@iea.org if any Ministers or Heads of Delegation are planning to arrive by foot.

Access by car

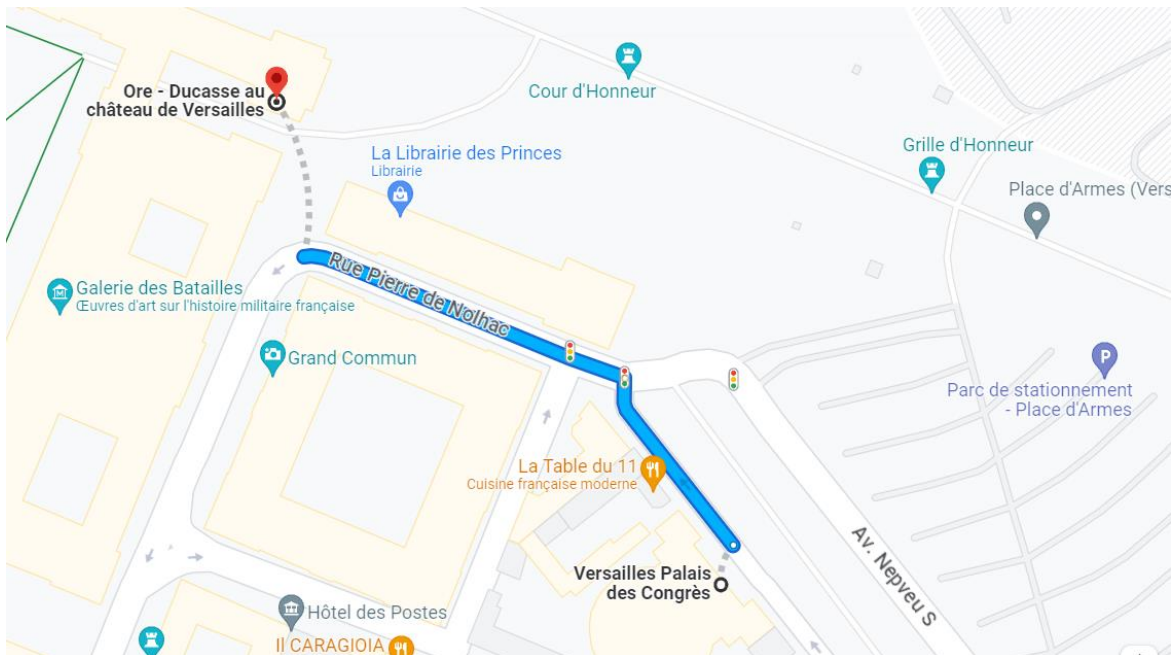
Only authorised vehicles will be permitted to enter the security perimeter (see XX on map below) through the checkpoint located at the entrance of rue de la Chancellerie. In order to pass this checkpoint, please ensure that the car registration information is provided in advance.

Pre-registered cars will be given access to the security perimeter through the checkpoint located on rue de la Chancellerie. They will be allowed to drop off their Minister or Head of Delegation at the entrance of the Venue and will then have to leave the security perimeter. No parking will be available for these vehicles within the security perimeter. Public parking is available on Place d'Armes.



Departures

Ministers and Heads of Delegation can be collected by their driver at the Venue on 6 June. All other Delegation members should leave the premises by foot.



5. Catering

Coffee and tea will be available for all participants throughout the Conference in the foyer (Mazarin). A welcome breakfast will be available from 8am on 6 and 8 June and from 07:30 on 7 June as well as a buffet lunch for all participants each day. In addition there will be:

6 June: Welcome reception in the Mazarin area

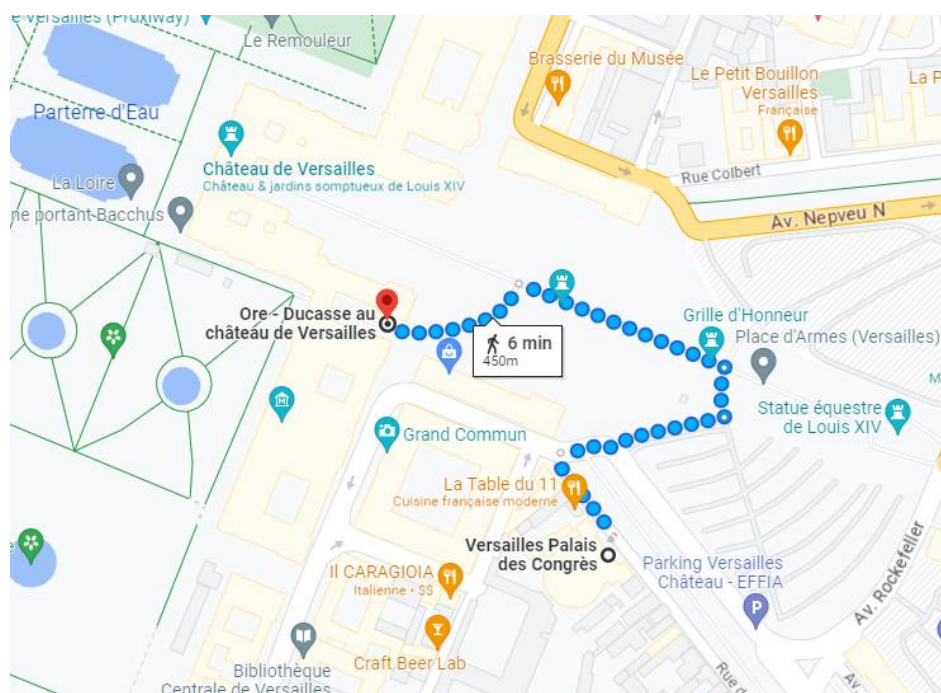
7 June: Conference dinner in the Mazarin area

Dietary requirements

If not already done so, please send any dietary requirements for your Minister or Head of Delegation to Energy.efficiency@iea.org by **29 May 2023**. Please note that the IEA is not responsible for any food allergy-related incidents and it is the participants' responsibility to inform the IEA of any health issues.

Gala Dinner

A gala dinner for Ministers and other invited guests will be held in the Restaurant l'Oré Ducasse at the Chateau de Versailles after the close of session on 7 June. A family photo will be taken at 18h45 in front of the Chateau (which is a 6 minute walk on cobble stones). Delegates will be accompanied by IEA staff members. All other participants are invited to the conference dinner which will be held at the Venue.



6. Interpretation

Simultaneous interpretation in English, French and Chinese will be provided on 7 June in all panel discussions sessions taking place in Richelieu amphitheatre. On 8 June, during the closed door Ministerial, English, French, Italian and Japanese will be provided.

7. Livestream

All sessions on 7 June will be held in Richelieu and will be livestreamed on the IEA Youtube channel and We Don't Have Time's platform. Special events on 6 June and the Rebuilding better: Energy efficiency and clean energy in post-crisis response special event on 8 June will be recorded and uploaded to the IEA Youtube channel once the Conference has ended.

8. Communications and press

Please note that accredited members of the press will be present at the Global Conference. They will have access to all open sessions (this does **not include** the Gala Dinner or closed-door ministerial discussions on 8 June).

We encourage you to spread the word about the Conference and highlight your attendance on social networks. The [social media kit](#) contains useful tags, accounts, and pictures for you to use.

9. Live event photos

A photographer will be present throughout the event, and the IEA will upload photos to a publicly accessible page throughout the course of the three days. Participants are encouraged to use these images throughout the event to promote the Global Conference and their presence at it. The photos will be available here: <https://iea.li/efficiency>

10. Group Photos

Two group photos will be taken. On 7 June at 18h45 a group photo will be taken for those participating in the Gala dinner in front of the Chateau de Versailles. On 8 June, immediately after the closed door Ministerial, a family photo will be taken inside the Venue.

11. VIP Lounge

There will be a VIP lounge, situated on the 1st floor (Hall Condé) at the Palais de Congres. This room will be open to Ministers and Heads of Delegation, Speakers and CEO's who, due to space restrictions, can only be accompanied by the plus 1 (grey floater badge). **Please note that security guards will not have access to the VIP lounge or meeting rooms and should remain outside the rooms.**

Refreshments will be available in the VIP lounge throughout the day.

12. Bilateral Meetings

A limited number of meeting rooms will be available for 30 minute bilateral meetings during the Conference. To reserve a meeting room, please do so via

<https://8thconferencebilateralrooms.com/>

For changes or additional bookings during the Conference itself, please go directly to one of the two welcome desks which will be located on the 2nd floor. Please note that only two rooms per day may be reserved.

13. Special Events and Documentation

Agendas and speakers lists are available on the event page: [8th Annual Global Conference on Energy Efficiency \(iea-events.org\)](https://8thconferencebilateralrooms.com/)

Agendas for special events can be found by clicking on the event within the online agenda and downloading a pdf.

Please note that for environmental reasons, paper copies will not be available.

14. Chatham House Rule

Participants are reminded that the closed door Ministerial Session on 8 June will be held under Chatham House Rule. Participants can use the information received but may not reveal the identity or the affiliation of other speakers and participants. These guidelines apply to all forms of communications, including social media channels such as Twitter and LinkedIn.

15. Site Visits

Two very interesting site visits will be organised on 8 June.

- ✓ **The Hive - Schneider Electric Headquarters in Rueil-Malmaison**, (departure at 8.15 or 10.05 from outside the venue)
- ✓ **The Vaudreuil – Schneider Electric Smart Factory in Vaudreuil**, (departure at 07:30 from outside the venue)

More information on both visits can be found [here](#). Places are limited so click [here](#) to register.

16. Miscellaneous amenities

Accessibility

Please note that the Venue is fully wheelchair-accessible. For further information on accessibility, please write to Energy.efficiency@iea.org.

Accommodation

A list of hotels close to the Venue found [here](#). For participants staying at the Holiday Inn in Velizy, a shuttle bus will operate as follows:

6 June : departure at 7.30 am in the morning and a return at 9pm

7 June : departure at 7.30 am in the morning and a return at 10pm

8 June : departure at 7.30 am in the morning and a return at 2.30pm

Cloakrooms

A guarded cloakroom will be available in the Foyer of the venue. **IMPORTANT: For security reasons, luggage will not be accepted in the Palais de Congres.** These must be left in storage at your hotel.

Internet Wi-Fi Access

The venue provides Wi-Fi access services to the Internet and there will be charging stations available on the ground floor. This service is free of charge. The WIFI access password is :

Name: EE Global Conference

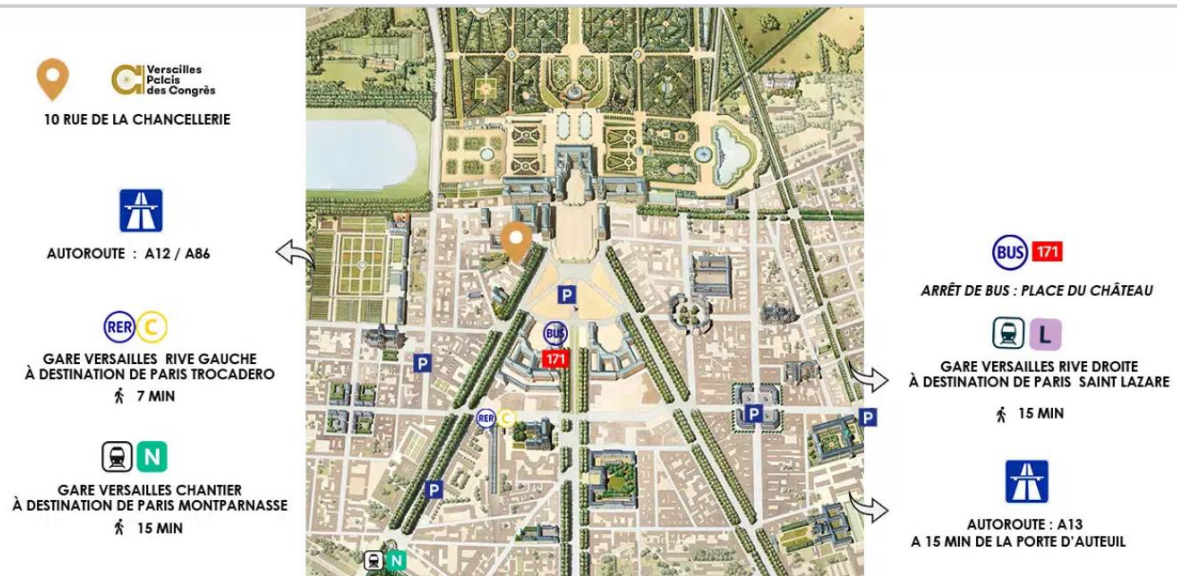
Password: 2023EnergyEfficiency

Global Conference Help Desk

Staff will be available to answer your queries at the welcome desk in front of the main Foyer.

Public transportation

Participants should arrange for their own transport to arrive in Versailles. The Palais de Congr s is accessible by metro, RER and bus.



Plan your itinerary via public transportation: [RATP](#).

Parking

Please note that there will be a limited number of parking spaces available at the Place d'Armes. Metered parking is also available around the venue.

Smoking

The Palais de Congrès is designated non-smoking. Electronic cigarettes are not permitted.

Visas

Delegates are responsible for applying for and obtaining their own visas to attend the meeting in Paris. The IEA can deliver a personalised letter of invitation if needed (at Energy.efficiency@iea.org).

- Citizens of the European Union do not require a visa for entry into France.
- Non-EU citizens should consult the [French Ministry of Foreign Affairs website](#).

Annex 1 – Registration procedures

Registration of support staff

Chauffeurs, interpreters, Delegation support staff, press attachés and security guards must all be registered through the registration platform using the correct title.

Registration for Delegation and CEO vehicle licence plates

Only registered vehicles will be permitted within the restricted area around the Palais de Congrès (rue de la Chancellerie). For all vehicles requiring access, Delegations are requested to submit the form below so the organisers can register the information.

You will be provided with a printed sticker permit, which should be displayed in a visible place in the registered vehicle.

For those Ministers or Heads of Delegation arriving by foot, can you please inform energy.efficiency@iea.org of the hotel where they will be staying by 31 May.

Annex 2 – Access Request for Ministers or High-Level visitors

Please return the information below to Energy.efficiency@iea.org by **2 June 2023**, for each day of the meeting, for each Minister or Head of Delegation.

Date of Arrival	Arrival Time	Departure Time	Hotel address	Make of Car	Car Registration Plate	Country	Name and official function of High-Level Visitor	Name of driver	Name of any accompanying passengers

Annex 3 – Permission to carry a Firearm

IEA 8th Annual Global Conference on Energy Efficiency Versailles, France 6-8 June 2023	
FIREARM INFORMATION for COUNTRY DELEGATIONS	
INFORMATION FORM N° /2023	
Country	
Date and time of arrival	
Duration of visit	
- Please attach a legible copy of the photo identification document to this form -	
SECURITY OFFICER Last name First name	
Number Type of passport	
Date and place of birth	
Firearm information	Model: Caliber: Number of bullets:

Annex 4 – Guidelines for speakers

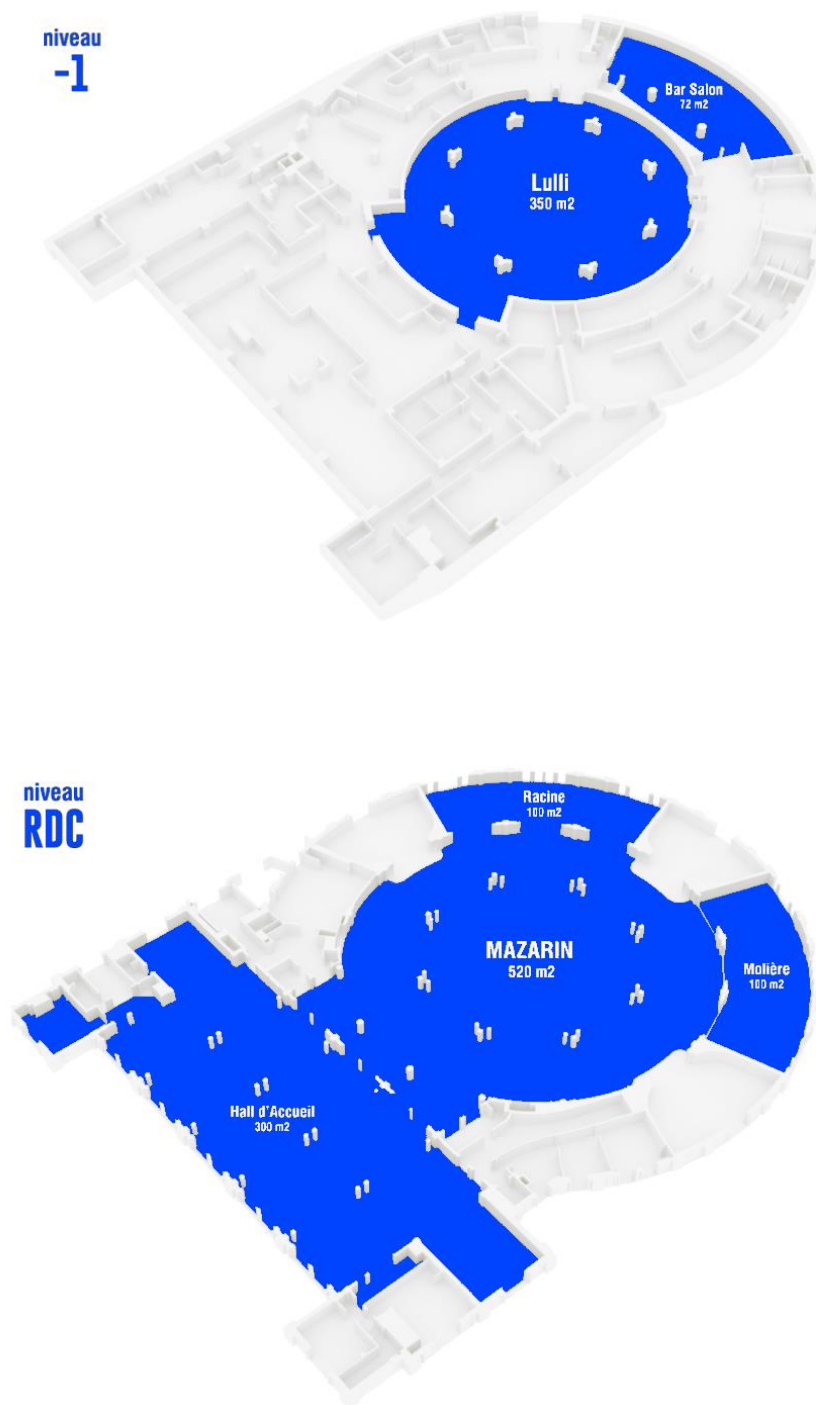
The interpreters are your allies in conveying your message and need to receive documentation in advance in order to prepare for the meeting.

As soon as possible, please send speaking notes, written statements, or any other material for the interpretation service at Energy.efficiency@iea.org. Please clearly state the country, session and meeting in the subject line.

Interpreters are bound by professional secrecy and the content of your statement will remain confidential.

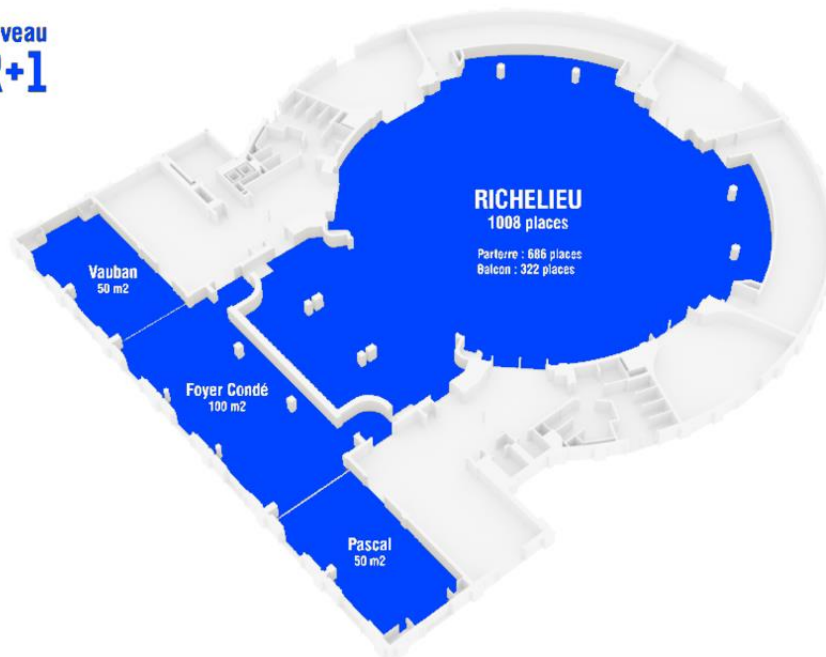
A text that is being read is almost always denser, and the presentation more rapid, than a spontaneous intervention. It is, therefore, essential for the interpreters to have a copy of your speech or written statement before you read it out in the meeting.

Annex 5 – Plan of Venue



8th Annual Global Conference on Energy Efficiency

niveau
R+1



niveau
R+2

