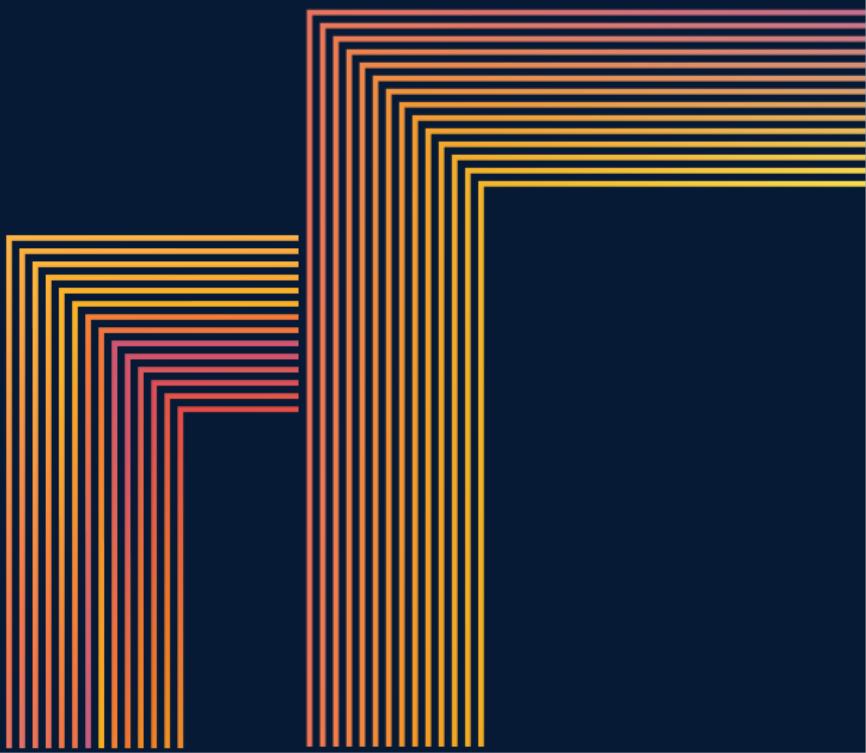


# Global Conference on Energy & AI

**Logistical Note**  
4-5 December 2024

*Last updated: 14 November 2024*

International  
Energy Agency



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## Introduction

This document outlines the logistical aspects of IEA's Global Conference on Energy & AI on **4 and 5 December 2024**. For further assistance, please email us at [EnergyAI@iea.org](mailto:EnergyAI@iea.org).

## 1. Event overview

The IEA's Global Conference on Energy & AI is structured around two days:

- **4 December**: Forum on Energy & AI, a series of technical thematic sessions that brings together key experts from across government, industry and academia.
- **5 December**: High-Level Roundtable on Energy & AI with global decisionmakers from government, the tech sector and the energy industry.

**Important:** Please note that participation for both days is by invitation only, and a successful registration on one day does not guarantee a spot on the other day.

Access to Room 1 for the High-Level Roundtable on 5 December is limited to the Head of Delegation (HoD) of an invited party, along with one additional delegate. Additional registered delegates accompanying the HoD on 5 December will be able to follow the event from an overflow Listening Room at the IEA. If you are uncertain about which day you have been invited to, please contact the team as soon as possible at [EnergyAI@iea.org](mailto:EnergyAI@iea.org).

## Venue

IEA Headquarters  
9, rue de la Fédération  
75015 Paris  
Google Maps link: [IEA Headquarters](#)

## 2. Summary of key dates and deadlines

All information should be sent to [EnergyAI@iea.org](mailto:EnergyAI@iea.org) unless otherwise indicated.

Date	Deadline
<b>28 November</b>	Deadline for requesting bilateral rooms for 5 December (email <a href="mailto:bilaterals@iea.org">bilaterals@iea.org</a> ).
<b>2 December (14:00 – 18:00)</b>	Early collection of logistic packs, badges and pins from the IEA Reception desk (for fast tracking). Otherwise, badges/pins will be available for collection at the IEA Reception on the day.

## 3. Delegations

### Sizes of delegations

**4 December:** Only registered participants and IEA/OECD staff can enter the building.

**5 December:** Only registered participants and IEA/OECD staff can enter the building. Due to fire and safety regulations and the limited space onsite, we kindly ask for your cooperation in ensuring that delegations are kept to the **strict minimum** required for accompanying the Head of Delegation (HoD). Access to Room 1 will be restricted to the HoD (wearing the HoD pin) and **one (1)** additional delegate in the back row (**wearing a purple lanyard**), which will be verified by security at the door. All other delegates will be able to follow the event from an overflow Listening Room at the IEA.

For any specific requests, please contact [EnergyAI@iea.org](mailto:EnergyAI@iea.org).

### Protocol and seating

**4 December:** For each session, seating in Rooms 1 and 2 will be in alphabetical order by affiliated organisation or country. Note that due to space restrictions, we will welcome participants with relevant expertise to be seated at the table on a priority basis. Further details on seating arrangements will be communicated closer to the event date.

**5 December:** Seating in Room 1 will be in alphabetical order of the affiliated organisation or country. Heads of Delegation will be seated at the table, with one additional delegate in the back row. Should the Head of Delegation be absent from a given session, the delegation may nominate the next highest-ranking official to be seated at the table. An overflow Listening Room will be available for additional registered delegates.

### Using the microphone

Speaking too close to the microphone will create interference. Please also avoid leaving your headset close to the microphone when you speak, as this causes feedback. Mobile telephones can also cause interference and should be switched off in the meeting room.

### Badges and pins

Access to IEA Headquarters will be strictly limited to those registered in advance. A QR code, which delegates will **receive by email by 29 November**, and **photo ID** will be required to access the IEA. If you have not received your QR code by this date, please contact [EnergyAI@iea.org](mailto:EnergyAI@iea.org).

We encourage badges and pins for participants on 5 December to be collected on 2 December at the IEA reception so participants can be fast-tracked and facilitate quick access to the premises ([see section on badge pick-up](#)). If badge/pin collection in advance is not feasible, participants will need to show their QR code, photo ID and collect their badge on the morning of the event at the IEA reception desk.

Badges for delegates will be colour coded to designate access to different areas. Badges will include the individual's name and affiliation/country. For security reasons, all participants must wear their designated pin/badge at all times.

**4 December:**

Type of Badge	Visual
All participants	
Press Event Badge + Black Lanyard	
Security Event Badge + Black Lanyard	
Students Event Badge + Red Lanyard	

**5 December:**

Type of Badge	Visual
Head of Delegation and Special Guests, Speakers Blue Pins	
Ambassador Event Badge + Yellow Lanyard	
Accompanying Participants with access to Room 1 Event Badge + Purple Lanyard	
Accompanying Participants in overflow Room (Room 2) Event Badge + Plastic with Croc	
Security Event Badge + Black Lanyard	
Press Event Badge + Black Lanyard	

**Note:** HoDs will receive a magnetic lapel pin so that they are easily identifiable. Please ensure that your HoD wears this pin prominently at all times. If the HoD role needs to be split across the different sessions of the event on 5 December, please inform [EnergyAI@iea.org](mailto:EnergyAI@iea.org).

## Badge pick-up

**4 December:**

Badges will be available at the IEA reception. Participants will receive a QR code in advance of the Conference and must show this with photo ID to gain entry to the building.

## 5 December:

**All delegations** are invited to collect badges in advance from the IEA reception. This will enable Heads of Delegations and accompanying delegates to be fast-tracked through security on the day of the Conference. A logistics pack for all delegations containing badges and pins will be available for collection on **Monday, 2 December 2024 from 14:00-18:00** at the reception desk at the IEA Headquarters: 9 rue de la Fédération, 75015 Paris, France. (Those participating on 4 December will have a badge for both days.) Delegations that are unable to collect their badges and pins prior to the event will be able to collect them in the morning with their QR code and photo ID. These delegations will not get fast-track access.

## Security measures

Photo ID is required for all participants. A security zone encompassing the IEA Headquarters will be established for 5 December. On 5 December, access to Room 1 will be restricted to Head of Delegation (HoD) + 1 in possession of either:

- a HoD pin;
- a badge and yellow lanyard (Ambassador) OR
- a badge and purple lanyard

Please note that security officers will not have access to the meeting rooms and should remain in the foyer in front of the meeting rooms.

IEA security services will be present throughout the site and will carry out general surveillance.

## Firearms

Please note that the possession of firearms is strictly prohibited at the IEA Headquarters.

## Arrivals and departures

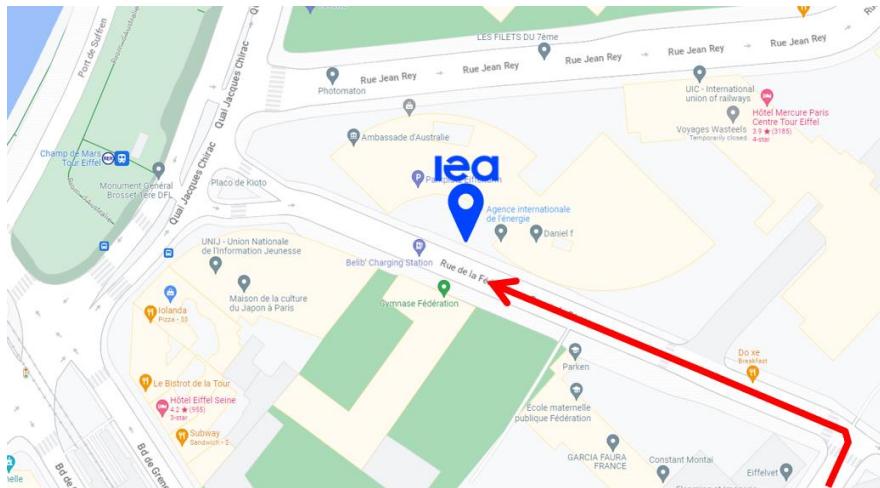
### Arrivals

Please note that all delegations are responsible for their own transport and will not be permitted to access the premises before 08:30 am.

For IEA Member countries, Energy Advisors are encouraged to arrive before their Head of Delegation (HoD) to welcome them and should wait in the area outside Room 2 until they are informed of their HoD's arrival.

### Access by car

Delegations are requested to arrive via the direction indicated on the map below. Drop-off is outside the IEA entrance. Please note that for security reasons, vehicles will not be allowed to wait or park in front of the IEA entrance and must move on directly after drop-off.



### Departures

All delegates will leave through the main IEA entrance on 9, rue de la Fédération, 75015.

## 4. Catering

### Coffee breaks

Coffee and tea will be available for all participants outside the meeting rooms throughout the day.

### Networking lunch

**4 December:** A networking standing buffet lunch will be provided for all participants at the IEA café and outside Room 1.

**5 December:** A standing buffet lunch for Heads of Delegation (pins only) will be held at the IEA café at 13:00. A buffet lunch will also be made available for the accompanying Delegate outside Room 1. Directions to the café and Rooms will be provided onsite.

For those in overflow Listening Rooms, lunch will be provided outside Room 2.

Alternatively, delegates also have the option of purchasing their lunch off-site. Kindly note that the IEA café will be closed and not selling its usual products on the day.

## 5. Interpretation materials

For any presentation materials, we kindly request that a copy be made available to the interpreters by 29 November via the event account: [EnergyAI@iea.org](mailto:EnergyAI@iea.org). Interpreters are bound by professional secrecy, and the content of your statement will remain confidential.

## 6. Photos

Photos will be taken during the discussions and uploaded to <https://iea.li/aiphotos>.

## 7. Livestream

**4 December:** There will be no livestream of the sessions. Journalists will be in attendance.

**5 December:** The opening remarks of the High-level Roundtable on Energy & AI (09:30 – 11:30 am) will be livestreamed and can be viewed here: <https://www.iea.org/events/global-conference-on-energy-and-ai>.

The remainder of the event can **only** be viewed onsite and from the Listening Rooms.

## 8. Press

### 4 December

A press room will be provided in the building for journalists attending. Journalists (identifiable by green press badges) are permitted to set up interviews on the sidelines of the event.

Journalists will be invited to attend the events in Rooms 1 and 2, space permitting, or listen in from the translation booths. Chatham House rules will apply. This means that journalists can report generally on the discussions, but they cannot identify either the speakers or participants or their affiliated institutions. More details can be found [here](#).

### 5 December

A press room will be provided in the building for journalists who wish to be present in person on the sidelines of the Conference. The opening session of the Conference will be available to watch live online through IEA's website and social media channels.

Journalists (identifiable by green press badges) may be escorted to press briefings by IEA staff and pre-arranged interviews. They will have no direct access to the meeting rooms.

If delegations wish to hold press briefings, the IEA can make the relevant announcements via our press office to accredited media. For any questions, please contact [ieapressoffice@iea.org](mailto:ieapressoffice@iea.org).

Journalists will be able to access photos from the Conference. Photos will be uploaded and accessible throughout the event (via the link above). Journalists will also be able to use the IEA's livestream for TV segments if they wish.

## 9. Bilateral meetings

A limited number of meeting rooms will be available for bilateral meetings during the event and will be allocated on a first come, first served basis. To request a room booking or for the contact details of other attendees, please email [bilaterals@iea.org](mailto:bilaterals@iea.org) by **Friday, 29 November 2024**. Please note that rooms will be allocated for 30 minutes.

The bilateral rooms are located on level -1, 2, 3 and 4 of the building and are all easily accessible.

If the bilateral rooms are full, delegates will be able to meet informally in other areas.

For changes or additional bookings during the event, please go directly to the Help Desk outside the meeting rooms.

## 10. Chatham house rule

With the exception of the opening session on 5 December, which will be livestreamed, the conference will be held under the **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.

Journalists will be present on 4 December, but the Chatham House Rule will be respected.

## 11. Miscellaneous amenities

### Accessibility

Please note that the IEA Headquarters is fully wheelchair accessible. For further information or any requests on accessibility, please email [EnergyAI@iea.org](mailto:EnergyAI@iea.org).

## Accommodation

A list of hotels close to the IEA Headquarters can be found [here](https://www.oecd.org/en/about/plan-your-trip.html) (<https://www.oecd.org/en/about/plan-your-trip.html>), under the section “Hotels”.

## Cloakrooms

Delegates are advised to use the cloakroom service, which is located just to the left of reception. The cloakroom has video surveillance at all times.

Due to limited space, and to avoid delays, we would kindly ask participants to refrain from bringing any suitcases onsite.

## Internet Wi-Fi access

The IEA Headquarters are covered by Wi-Fi access services to the Internet. This service is free of charge.

**Network:** IEA Conferences

**Password:** IEAMeeting

## Medical assistance

In case of an emergency, please contact an IEA staff member.

## Help desk

IEA staff will be available to answer your queries at the Help Desk in front of the meeting room.

## Parking

Please note that there is no public parking at the IEA, and metered parking on the street is very limited.

## Prayer room

Please note that a quiet room can be made available for delegates requiring a prayer room.

## Public transportation

Participants should arrange for their own transportation to the event. The IEA Headquarters are accessible by metro, RER, and bus.

The entrance to the IEA Headquarters is located at: **9, rue de la Fédération, 75015 Paris.**



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

### Metro/RER

- Line 6, Bir-Hakeim station (3 minutes by foot)
- RER C, Champ de Mars – Tour Eiffel (3 minutes by foot)

### Buses

30, 42, 82

### Bus stops

- » Bir-Hakeim
- » Desaix
- » Dupleix
- » Champ de Mars - Suffren

[Vélib-metropole](#): A bicycle hiring option - an alternative way to get around in Paris.

## Smoking

The IEA Headquarters are designated non-smoking. Electronic cigarettes are not permitted.

## Visas

Delegates are responsible for applying for and obtaining their own visas to attend the Conference in Paris. Please contact [EnergyAI@iea.org](mailto:EnergyAI@iea.org) if you require a personal invitation letter to support your visa application **as soon as possible**.

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](#).

## Taxis

- Address of IEA Headquarters:  
9, rue de la Fédération  
75015 Paris  
Google Maps link: [IEA Headquarters](#)
- Nearest Taxi station to IEA:
  - Hotel Pullman: [22 rue Jean Rey, 75015 Paris](#)
- Taxi companies: G7 +33 (0)1 41 27 66 99

## Annex 1 – Useful contacts

Area of Operation	Contact
IEA Conference secretariat	<a href="mailto:EnergyAI@iea.org">EnergyAI@iea.org</a>
Bilateral rooms	<a href="mailto:bilaterals@iea.org">bilaterals@iea.org</a>
Conference services	<a href="mailto:iea.conference@iea.org">iea.conference@iea.org</a>
Press	<a href="mailto:ieapressoffice@iea.org">ieapressoffice@iea.org</a>

## Annex 2 – Data protection

Please refer to the [Data Protection Notice](#) regarding Visitors to the IEA and IEA Event Participants, available on the IEA's website, for further information regarding the IEA's processing of your personal data for this event and your rights in relation to that data.