



**ESMA**  
European Securities and Markets Authority



# Visitor Handbook

Welcome to ESMA

[www.esma.europa.eu](http://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

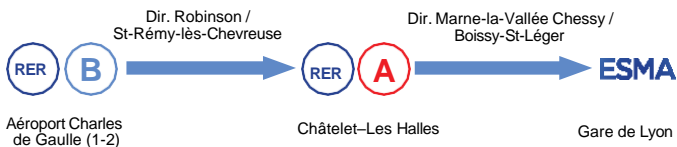
Gare de Lyon — exit No 13



# CONNECTION FROM AIRPORTS AND TRAIN STATIONS



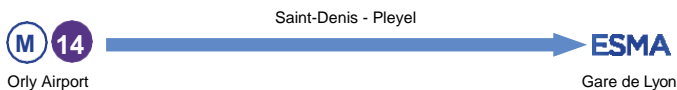
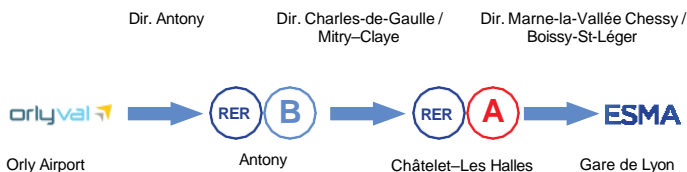
## From Paris Charles de Gaulle Airport



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



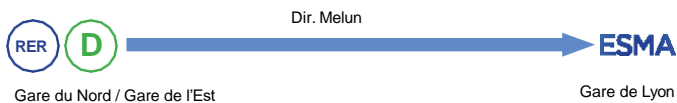
## From Paris Orly Airport



- 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](http://www.ratp.fr/en)



Airport shuttle: [www.parisaeroport.fr/en](http://www.parisaeroport.fr/en)

# BUILDING ACCESS

## RECEPTION



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

ESMA reception (2<sup>nd</sup> 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.

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.

## 1<sup>ST</sup> FLOOR MEETING ROOMS

- Budapest
- Helsinki
- Vilnius
- Copenhagen
- Ljubljana

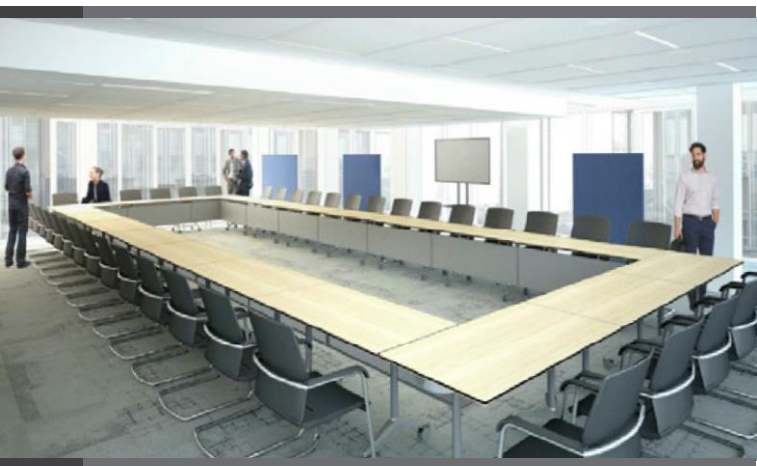
## 2<sup>ND</sup> FLOOR MEETING ROOMS

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

## 4<sup>TH</sup> 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.

## ■ MERCURE PARIS GARE DE LYON OPERA BASTILLE ★★★★

Address: 3 rue Parrot, 75012 Paris

Website: [https://all.accor.com/>paris>gare\\_de\\_lyon](https://all.accor.com/>paris>gare_de_lyon)

Telephone: +33 1 43 43 41 52

Distance:  6 minutes

Standard double room with breakfast €200/night or privilege room with breakfast €220/night: To obtain the discount code contact the ESMA meeting organiser.

## ■ CITIZENM PARIS GARE DE LYON ★★★

Address: 8 rue Van Gogh, 75012 Paris

Website: <https://www.citizenm.com/hotels/europe/paris/gare-de-lyon-hotel>

Telephone: + 33 1 86 65 07 40

Distance:  2 minutes

18% discount of public rate: To obtain the discount code contact the ESMA meeting organiser.

# HOTELS

Further hotels located within walking distance from ESMA.

## ■ 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 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

## ■ HOTEL SLEEPING BELLE ★★★★★

Address: 234 rue de Bercy, 75012 Paris

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

Telephone: +33 1 43 43 77 77

Distance:  4 minutes

## ■ HOTEL PALYM ★★★

Address: 4 rue Emile Gilbert, 75012 Paris

Website: [www.paris-hotel-palym.com](http://www.paris-hotel-palym.com)

Telephone: +33 1 43 43 24 48

Distance:  5 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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