



Welcome to the Centre international d'études pédagogiques

Alarm

So as not to set off the alarm unnecessarily, please do not smoke in your room; please close your bathroom door during AND after your shower. Also, close your bedroom window when you leave. If you hear the alarm, please leave your room and proceed to the emergency exits.

Badge

Upon arrival at reception you will receive a CIEP identification badge for you to wear here : it will give you access to the self-service Cafeteria and the Dining Room.

“Café”

In the Café, located on the first floor, the CIEP offers a bar service from Monday to Friday from 8.00 to 9.30 am and from 12.00 to 2.00 pm. There is also a vending machine for drinks and sweets, as well as free soft drinks.

Computer Room

This room, called the « Salle Pascal » and located on the ground floor (level 0), is available 24 hours/24 with your magnetic keycard. There are ten computers equipped with an Internet connection; you can consult your e-mail here. There are also 8 cable connections for portable computers. Please do not smoke, eat or drink in this room! Connecting cables are also available at reception if you wish to use your computer in your room.

Cultural events

The CIEP invites you to take part in various cultural events. The programme is available at the tourist information desk.

Departure

Please vacate your room before 9.00 am the day of your departure, except on Sundays. Remember to turn in your magnetic card, your photocopy card and the questionnaire to Reception.

Document Resource Centre

The Document Resource Centre, located on the first floor, is open from Wednesday to Friday from 9.00 am to 1.00 pm and from 2.00 to 6.30 pm. You will find a full library collection—on language teaching, and French as a foreign language in particular, and the latest information on French and foreign education systems—, a data base, multimedia materials, cassettes, recordings, professional journals, magazines and newspapers. Archivists will help you in your research.

Health

Ask at Reception (24 hours/24) (dial 9 or 6155) if you need the name and phone number of a doctor or in case of a medical emergency.

House cleaning

Your room will be cleaned every day from Monday to Saturday, except public holidays. Sheets are changed on Friday and bath linen is changed on request (see instructions in the bathroom).

Laundromat

A self-service laundromat is located on the third floor, across from room 300, equipped with washing machine, dryer, iron and ironing board. Tokens and laundry soap are on sale in the "Mini-boutique". Ask Reception for the address of the closest dry cleaners. Please use the iron in the laundromat only, and NOT in your room.

Leisure time

In the Café on the first floor, you will find a piano, a television and the weekly press. On the fourth floor in the « Salon de l'horloge » you can play billiards and table football (the keys are available at Reception: you will be requested to leave your I.D. badge or other I.D. as a deposit).

04/07/2003

Luggage Room

The days of your arrival and departure, you may leave your baggage in the Luggage Room located near the Reception Hall. Ask for the key at Reception.

Magnetic key card

Please keep this key card at all times: it opens your room door and, once you insert it in the special box near the door, it switches on the electricity. Be sure not to leave it in the box on leaving your room. It also gives you access to the Computer Room (Salle Pascal) on the ground floor (level 0).

Mail

You may leave your outgoing mail (with sufficient postage), and collect personal incoming mail, at Reception.

“Mini boutique”

A vending machine, located near Reception, sells post cards, stamps, telephone cards, Metro tickets, Laundromat tokens and soap, toiletries and souvenirs.

Photocopies

A photocopy machine is located in the corridor in front of the Document Resource Centre (first floor). It works with a magnetic card which can be purchased at Reception.

Reception

Reception is open every day from 7.00 am to 8.30 pm. After that, there is a night porter.

Restaurants

There are three restaurants: a Dining Room and a Café on the first floor, and a self-service Cafeteria on the second floor (on the right in the courtyard). Smoking is not allowed. During the week, breakfast is served in the Cafeteria from 7.30 to 8.45 am, lunch is served in the Dining Room from 12.30 to 1.15 pm, and dinner in the Cafeteria from 7.00 to 7.45 pm. On Saturdays and Sundays, breakfast is served from 8.00 to 8.45 or brunch from 9.00 to 11.00.

Rooms

The CIEP has 108 single rooms, complete with telephone, television, bathroom, hairdryer, plug for Internet connection. The electric plug in the bathroom should be used only for a shaver. The current is 220V /240V. Adapters are available at Reception. The day of your arrival, you will find a tray with coffee, tea and herb infusions. All rooms are non-smoking; it is forbidden to cook or to keep food in your room. Only CIEP guests have access to the rooms. After 11.00 pm, please respect total silence.

Security

When arriving at the CIEP after 8.30 pm, please present your I.D. badge to the night porter. Please inform him if you expect to come back late. In case of emergency, ask for help at Reception 24 hours/24. The CIEP accepts no responsibility in case of theft.

Telephone

Your room telephone allows you to receive incoming calls, and to reach Reception (dial 9). To call out, use the public telephones (with a telephone pay card) located on levels 0, 3 (near room 309) and 4 (near the lift). Pay cards are on sale at the vending machine located near Reception.

Television

The television in your room has 10 channels and 7 radio stations. Check the technical manual. There is also an alarm clock included in the TV.

Tourist information

Every Monday between 5.00 and 7.00 pm and every Thursday between 5.00 and 9.00 pm, a CIEP staff member runs an information desk at Reception, regarding cultural events and tourism in Paris and the outskirts.

Training rooms

All training rooms have audio-visual and office equipment. You are advised not to leave personal belongings unattended. Keys are available from Reception upon deposit of your I.D. badge. These rooms are non-smoking; food and drink are not allowed.