



ESMA
European Securities and Markets Authority

VISITOR HANDBOOK

CONTENTS

Location of ESMA premises	3
Connection from airports and train stations	4
Building access	5
Meeting rooms	6
Safety and security	7
Hotels	8



ESMA is an EMAS certified organisation and is committed to environmental sustainability by minimising the ecological impact of its operations.

PRINT ONLY IF NECESSARY

Follow ESMA:       

© European Securities and Markets Authority, 2026

Reproduction is authorised provided the source is acknowledged.

LOCATION OF ESMA PREMISES



European Securities and Markets Authority

201-203 rue de Bercy
75012 Paris
France



Contact details



PUBLIC TRANSPORTATION

Gare de Lyon - exit no.13 (alternatively: exits no. 6 or 7)



OTHER NEARBY STATIONS

Gare d'Austerlitz  

Bercy 

CONNECTION FROM AIRPORTS AND TRAIN STATIONS



From Paris Charles de Gaulle airport



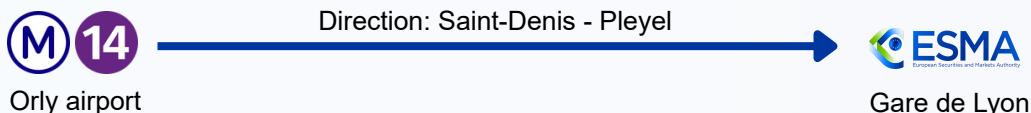
Public transportation: approx. 50-60 min



Taxi: approx. 40-75 min



From Paris Orly airport



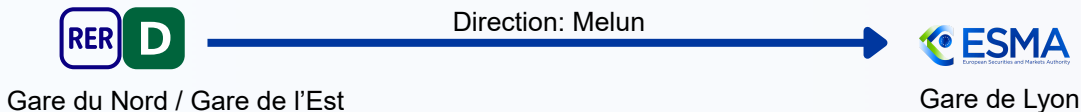
Public transportation: approx. 30 min



Taxi: approx. 25-50 min



From Gare du Nord (Eurostar) From Gare de l'Est



Public transportation: approx. 15 min



Taxi: approx. 20-30 min

Parking:

ESMA does not provide parking spaces for visitors. Please check the public parking available around Gare de Lyon.

BUILDING ACCESS



RECEPTION

- **Ibox building main reception (ground floor):**
07:30-19:00
Monday to Friday
- **ESMA reception (2nd floor):**
08:30-18:00
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). Please allow sufficient time for this process to ensure that you arrive at your meeting on time.
- ✓ Once your ID has been verified, the receptionist will activate the QR code included in the invitation you received and provide you with an ESMA sticker to wear visibly. The sticker must be visible at all times while on ESMA premises.
- ✓ If you have a disability and require special assistance, make sure to inform your meeting organiser well in advance so that we can ensure you have a comfortable visit.

MEETING ROOMS

ESMA meeting rooms provide a modern and functional space and benefit from natural daylight.

2ND FLOOR MEETING ROOMS

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

4TH 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 the premises immediately via the nearest safe exit. They will be guided and escorted by designated fire wardens wearing yellow high-visibility vests.

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 to gather.
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 an accident, please follow the instructions from your meeting organiser's contact.



IMPORTANT:

Smoking and vaping are not allowed anywhere at ESMA or 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

Telephone: +33 1 53 02 20 00

Distance:  5 minutes

15% discount on the public rate.

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

Address: 13 rue Parrot, 75012 Paris

Website

Telephone: +33 1 43 43 41 52

Distance:  6 minutes

€220/night for a standard room with breakfast + €8,45 city tax/person/night.

CITIZENM PARIS GARE DE LYON ★★★

Address: 8 rue Van Gogh, 75012 Paris

Website

Telephone: +33 1 86 65 07 40

Distance:  2 minutes

10% or 15% discount (depending on the hotel activity) on the public rate.

HOTEL SLEEPING BELLE ★★★★★

Address: 234 rue de Bercy, 75012 Paris

Website

Telephone: +33 1 43 43 77 77

Distance:  4 minutes

20% discount on the public rate.

To obtain the discount code, contact the ESMA meeting organiser.

HOTELS

Further hotels located within walking distance from ESMA (discount not applicable):

HOTEL MERCURE PARIS GARE DE LYON TGV ★★★★★

Address: 12 place Louis-Armand, 75012 Paris

[Website](#)

Telephone: +33 1 43 44 84 84

Distance:  2 minutes

HOTEL LOCOMO ★★★

Address: 6 bis rue de Lyon, 75012 Paris

[Website](#)

Telephone: +33 1 43 43 28 72

Distance:  5 minutes

HOTEL PALYM ★★★

Address: 4 rue Emile Gilbert, 75012 Paris

[Website](#)

Telephone: +33 1 43 43 24 48

Distance:  5 minutes

HOTEL NOVOTELPARIS GARE DE LYON ★★★★★

Address: 2 rue Hector Malot, 75012 Paris

[Website](#)

Telephone: +33 1 44 67 60 00

Distance:  8 minutes