

**INTERNATIONAL SYMPOSIUM ON  
BUSINESS RESPONSES TO THE DEMOGRAPHIC  
CHALLENGE**

Geneva, 28-29 April 2009



## Practical information for participants

### *Travel*

1. You should ensure that you possess the necessary travel documents (**valid** passport, visa(s) including possible transit visa(s), etc.) before travelling to Switzerland.

### *Accommodation and subsistence*

2. Most hotels in Geneva provide preferential rates for participants who attend UN meetings. So when booking a hotel, inform them of the meeting you are attending and check with the hotel if they have such an offer. Before making your reservation you may also wish to check with your own travel agent, in case they are linked to networks that offer better rates in Geneva. Please consult the following link for a map of Geneva: <http://w3public.ville-ge.ch/Ville-ge/adrge.nsf> .

### *Insurance*

3. Each participant is requested to arrange, at his/her own expense, insurance against sickness, accident, permanent or temporary disability and death and third-party risks, for the period of the conference and including the journey to and from Geneva, as the ILO **will not be responsible** for such costs.

### *Venue*

4. Place of the meeting:

The meeting will be held in Room V of the International Labour Office in Geneva. The complete address is:

**International Labour Office**  
4, route des Morillons  
1211 GENEVA  
Switzerland  
Tel. : +41.22.799.89.41  
Fax : +41.22.799.89.48

The ILO is situated close to the United Nations and other major international organizations. The building is oriented on a North-South axis, and the meeting rooms are concentrated at the South end (lake side), on the R3 level and on the lower R2 level.

5. Access to the building:

By car: from the *Place des Nations* take the *Route de Ferney* towards Ferney-Voltaire and turn right at the World Council of Churches on the top of the climb. The ILO is across from the International School of Geneva. To park, follow the signs to the P1 underground car park. It leads directly to the R2 level of the building. Enter by the North entrance.

By bus: From the *Cornavin station*, take buses **F** or **8** to the stop B.I.T. From *Cointrin airport*, take the train to Cornavin station and switch to any of the two above buses. At the B.I.T stop, follow the painted footprints to the R2 North entrance.

By taxi: Taxis should stop in front of the R3 North entrance, from where you enter the building and go down the steps to the R2 North entrance.

6. On arrival at the R2 North entrance, please introduce yourself to the security guard (name, and name of the meeting). You will obtain a badge for the 2 days of the meeting. This badge will permit you to enter and exit the building through any entrance. **Please do not forget to give the badge back when you leave on the last day.**

### **Registration**

7. Registration will start at 12.30 am on 28 April 2009 at the counter in front of Room V on the R3 level. You can obtain all documents concerning the meeting, including the list of participants and detailed programme, at the counter.

### **Internet access for participants**

8. Computers with wireless connectivity can get access to the internet in the meeting room area of the ILO building. A certain number of personal computers with Internet access are also available for use, free of charge for registered participants, near the ILO library on level R2.

### **Languages**

9. The meetings will be conducted in English, French, and Spanish with simultaneous interpretation.

### **Contact persons**

10. For more information, please contact at the ILO, Geneva:

#### **Bureau for Employers Activities**

Roy Chacko  
Tel : +41.22.799.7704  
Fax: +41.22.799.8948  
E-mail: [chacko@ilo.org](mailto:chacko@ilo.org)

#### **Administrative and financial information**

Annie Gandit  
Tel: +41.22.799.7225  
Fax: +41.22.799.8948  
E-mail: [gandit@ilo.org](mailto:gandit@ilo.org)

**We look forward to greeting you at the ILO.**