



Daily bulletin
Monday, 9 February 2009

From 09.00	Registration	CCL – Centro de Congressos de Lisboa
15.00–18.00	Group sessions – Governments – room VI/VII – Workers – room VIII	
17.00–19.00	– Employers – room II	

Practical information

A. On arrival at Lisbon Airport

1. Welcome desk and shuttle service to hotels

- These will operate from 08.30 to 24.00 on Sunday, 8, and Monday, 9 February only.
- Outside these schedules, participants must take public transport.
- All shuttle service buses will be clearly marked as belonging to the ILO Eighth European Regional Meeting.

**B. At the four hotels selected for the Meeting
(Hotel Altis, Fenix, Villa Rica and
VIP Zurique Executive)**

- Help desks will be installed at each hotel to provide information on buses to and from the Meeting venue, and general information about the Meeting and about Lisbon.
- Shuttle services will run daily on schedules in line with the Meeting programme; detailed information on the shuttle services will be available in each hotel.

C. Transport

1. Hotel – CCL Meeting venue

- Monday, 9 February, 08.00–10.00 and 13.30–17.00: buses **depart** from each one of the four selected hotels.
- Tuesday, 10, to Friday, 13 February: buses will depart from each of the four hotels to the CCL one hour before the morning sessions begin.

2. CCL Meeting venue – Hotel

- Buses will depart from the CCL to the selected hotels from close of the last working session until the service is complete.
- On an exceptional basis there will be a shuttle service available from the CCL to the hotels, on request to ILO staff at the CCL entrance, on Tuesday, 10, Wednesday, 11, and Thursday, 12 February from 11.00 to 17.00.

3. Hotels – Airport

- Friday, 13 February:
 - 13.00 to 19.00: shuttle service from the four hotels to the airport;
 - from CCL to airport: only on request;
- No shuttle service to the airport will be available for persons leaving the hotels on Saturday, 14 February.

4. Taxis

- The help desk will call taxis on request.
- For those working late, taxis are readily available by phone (217 996 475). Those using non-Portuguese mobile phones to call taxis will need to include the national code as follows: +351 217 996 475. The average cost from the CCL to any one of the four hotels will be 10 to 12 euros.
- Taxis may be hailed passing the CCL day and night.
- For those persons taking taxis **to** the CCL, please state clearly that it is the Centro de Congressos de Lisboa at **Junqueira**, to avoid being taken to another Congress Centre in the eastern area of the city.

D. CCL Meeting venue

1. Help desk

- Location: opposite plenary room VI/VII.
- Opening hours: Monday to Friday, 09.00–18.00 (13.00, Friday, 13 February).

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- The help desk will be staffed by hostesses, who will be recognizable by their uniforms and badges. Hostesses will also be in position around the CCL Meeting venue.

2. Meeting rooms

- Plenary sittings will be held in room VI/VII. When this room is full, in particular for the opening session and for the Prime Ministers' panel session, the proceedings will be broadcast by video in room VIII. The video transmission will be in the speaker's original language with English interpretation only.

3. Internet access

- Wireless Internet access (WiFi) is available in the vicinity of room VI/VII on the ground floor of the CCL. Ten Internet connection points are also available in the same area.

4. Cloakroom

- Location: to the left of the entrance to plenary room VI/VII.
- Opening hours: Monday to Friday, 09.00–18.00 (13.00, Friday, 13 February).

5. Post Office

- Location: Pavilion 1.
- Opening hours: Monday to Friday, 09.00–13.00 and 14.00–18.00.

6. Automatic cash dispensers

- The CCL Meeting venue is equipped with two cash dispensers, one in foyer C, to the right-hand side of the main entrance, and another in Pavilion 2 (ask directions from a hostess). Please note that Pavilion 2 is hosting another meeting, unconnected to the ILO European Regional Meeting.

7. First aid counter

- Location: Pavilion 1.
- Opening hours: Monday to Friday, 09.00–18.00.

8. Participants with a disability

- The CCL premises are fully accessible to persons with a disability.

9. Smoking policy

- Please note that the CCL is a no-smoking area.

E. Food and beverages

1. Cafeteria

This will propose a selection of hot and cold beverages (non-alcoholic), sandwiches and snacks.

- Location: Pavilion 1.
- Opening hours: Monday to Friday, 08.30–18.30.

2. Restaurant

- Location: Pavilion 4.
- Opening hours: Tuesday, 10, to Thursday, 12 February, 13.00–14.30.
 - A special arrangement has been made whereby the restaurant will be restricted to participants and staff of the ILO European Regional Meeting.
 - 20-euro, non-refundable, lunch vouchers may be bought in advance, in cash only, at the help desk; these give access to a buffet lunch with beverages (non-alcoholic and wine).
 - Vouchers may also be purchased at the restaurant entrance during opening hours.
- Friday, 13 February: the restaurant will be open “à la carte”.
- Dinner is not available at the CCL.

F. Venue surroundings

1. Closest hospital

- Name: Egas Moniz (public hospital).
- Distance from CCL: 250 m.

2. Closest pharmacy

- Location: Rua Luís de Camões
- Distance from CCL: 500 m.

3. Banks

- There are several banks adjacent to the CCL, about 500 m away in Rua Luís de Camões;
- Banking hours are from 08.30 to 15.00 in Portugal.

Useful addresses

ILO Lisbon Office

Rua Viriato, nº 7 – 7º piso
1050-233 Lisboa
Telephone: (+351) 213 173 440
Telefax: (+351) 213 140 149

CCL – Centro de Congressos de Lisboa – Junqueira (Meeting venue)

Praça das Indústrias
1300-307 Lisboa
Telephone: (+351) 213 652 000
Telefax: (+351) 213 639 450
<http://www.lisboacc.pt/portal/ccl>
lisboacc@aip.pt

CCB – Centro Cultural de Belém

Praça do Império
1449-003 Lisboa
<http://www.ccb.pt/sites/ccb/en-EN/Pages/default.aspx>
Telephone: (+351) 213 612 400
Telefax: (+351) 213 612 500
ccb@ccb.pt

HOTEL ALTIS

Rua Castilho, 11
1269-072 Lisboa
Telephone: (+351) 213 106 000
Telefax: (+351) 213 106 262
reservations@hotel-altis.pt

HOTEL FÉNIX

Praça Marquês de Pombal, nº 8
1269-133 Lisboa
Telephone: (+351) 213 862 121
Telefax: (+351) 213 860 131
fenixlisboa@fenixlisboa.com

HOTEL VILLA RICA

Av. 5 de Outubro, nº 295
1600-035 Lisboa
Telephone: (+351) 210 043 000
Telefax: (+351) 210 043 499
villarica@fibeira.pt

HOTEL VIP ZURIQUE EXECUTIVE

Rua Ivone Silva, nº 18
1050-124 Lisboa
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hotelzurique@viphotles.com