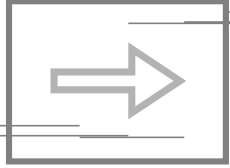


**The ILO** *from*



*north to south*

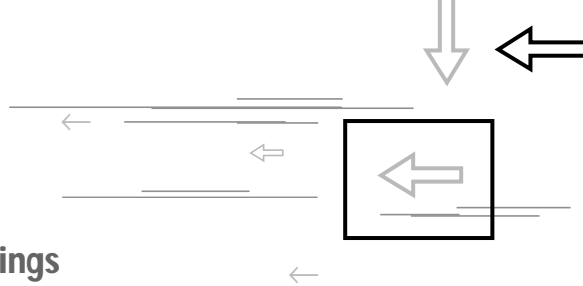
GENEVA, 2000

*Official Relations Branch*

INTERNATIONAL LABOUR OFFICE · GENEVA

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## Place of meetings

Meetings of the International Labour Organization convened in Geneva are held at the headquarters of the International Labour Office (ILO), the organization's secretariat, which is situated in a park overlooking the city of Geneva, close to the United Nations Office (*Palais des Nations*) and other major international organizations.

The ILO building is oriented on a north-south axis. The meeting rooms are concentrated at the south end (lake side), on the R3 level (main entrance) and on the lower R2 level.

The lifts situated on either side of the building serve the following levels:

- R1, R2, R3      Ground floor
- 1 to 10         Office floors

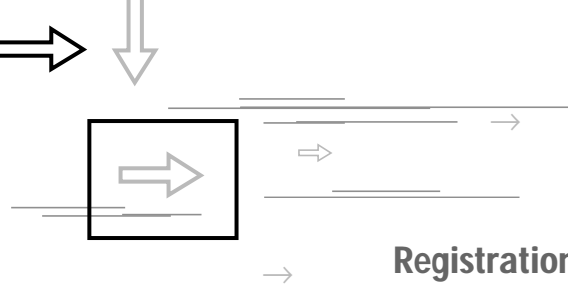
At the south end, mezzanines M2 and M3 can be reached by the stairs to the right of the main entrance and in front of the delegates' bar on the R3 south level.

In order to find their way around more easily, participants may refer to the simplified plans of the R2 and R3 levels at the end of this guide.

## Access to the building

<b>By car</b> (see map)	From the <i>Place des Nations</i> take the <i>Route de Ferney</i> or <i>Avenue Appia</i>
<b>Parking</b>	Follow the signs indicating the way to the P1 underground car park, which leads directly to the R2 level
<b>By bus</b> (see map)	From the <i>Cornavin</i> station, take buses <b>F</b> and <b>8</b> From <i>Cointrin</i> airport, take bus <b>18</b> . ("BIT" stop, entry by door on R1 north)
<b>By taxi</b>	Outside cab ranks, the numbers most frequently used for calling taxis are 320 22 02, 331 41 33 and 320 20 20. The cabs stop in front of the main entrance (R3 south).

**N.B.** Only the doors close to the Control Centre (levels R3 north and P1 north) are open outside normal opening hours (7 a.m to 7.30 p.m.).



## Registration of participants

On their arrival, participants are requested to go to the Information Desk of the meeting (R3 or R2 south) where they will be given a registration form to fill in.

## Meeting rooms

The rooms and times of official meetings are indicated on the noticeboard in front of the delegates' bar on level R3 south.

Levels	Rooms	Access
R3	Governing Body room and rooms I, II, III, IV, V and VI	Through the main entrance (R3 south) or through the door of the P1 car park (R2 south)
R2	Rooms VII, IX, X and XI	Through the main entrance (R3 south) or through the door of the P1 car park (R2 south)
M3	Room XII	By the stairs in front of the delegates' bar (R3 south)

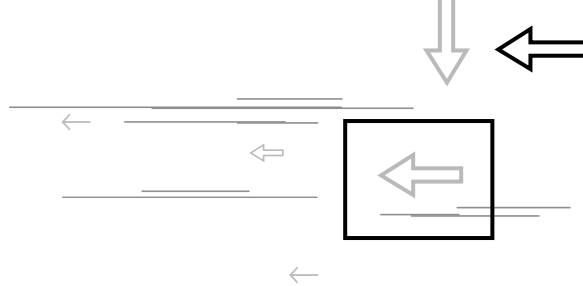
## Reservation of meeting rooms

Persons wishing to reserve a room for a meeting not foreseen on the programme are requested to contact the Information Desk of the meeting.

## Document distribution

All reports and documents concerning meetings, including the list of participants, daily programme, etc. are available at the Distribution Desk close to the meeting rooms.

To obtain other ILO documents, participants may contact either the person in charge of distribution assigned to each meeting (desk on R3 or R2 south) or the Distribution Section situated at the north end of the building (R3 level).

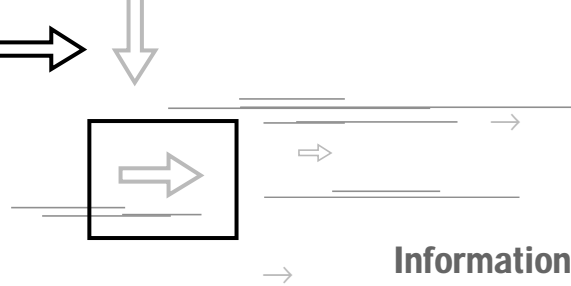


## Internet area

Computers linked to a printer are available to delegates on level R3 south. They can thus access the ILO website which gives information on the Organization's activities, publications and documents, etc.

## Information and services

Available services	Location	Opening hours
<b>ILO Reception Desks</b> (information, taxi reservation, etc.)	R2 and R3 south (near to the main entrances)	8.30 a.m. to 5.30 p.m., Mondays through Fridays
<b>Notice-boards</b>	R3 south	
<b>Internet area</b>	R3 south	
<b>Post Office</b> (telephone, telegraph, fax and exchange transactions)	R2 north	10 a.m. to 11.30 a.m. and 12.30 p.m. to 4.30 p.m., Mondays through Fridays
<b>Postal box</b>	R2 south	
<b>Telephone booths</b> (prepaid phone cards)	R2 south and north	
<b>Telephones</b> (Geneva and neighbouring France)	R3 south (in front of the delegates' bar)	
<b>Newspaper kiosk <i>Naville</i></b> (newspapers, books, tobacco, prepaid cards valid for the Geneva public transport system, prepaid phone cards, etc.)	R2 south	8 a.m. to 5 p.m., Mondays through Fridays
<b>Travel agency</b> <i>Carlson Wagonlit Travel</i>	R2 south	9 a.m. to 5 p.m., Mondays through Fridays
<b>Bank <i>UBS, SA</i></b>	R3 north	9 a.m. to 5 p.m. (subject to change), Mondays through Fridays



## Information and services (continued)

Available services	Location	Opening hours
<b>Cash dispensing machines</b> All international credit cards accepted (Swiss and French francs)	R2 south (beside <i>Naville</i> kiosk); R3 north (beside the UBS bank)	
<b>ILO Publications Sales Service</b>	1st floor, north, office 1-20	9 a.m. to 12 noon and 2 p.m. to 4.30 p.m., Mondays through Fridays
<b>Library</b>	R2 south	10 a.m. to 5 p.m., Mondays through Fridays
<b>Prayer room</b>	R2 south, room 125 (beside the <i>Naville</i> kiosk)	
<b>Rest rooms</b> for ladies for gentlemen	R2 north, room 20 R2 north, room 22	
<b>Smokers' lounge</b>	R2 south, room 129-131 (beside the <i>Naville</i> kiosk)	
<b>Coat stands</b> (unguarded)	R2 north, M2 south and R3 south	
<b>Baggage area</b> (unguarded)	R3 south, room 13	



## Telephone communications

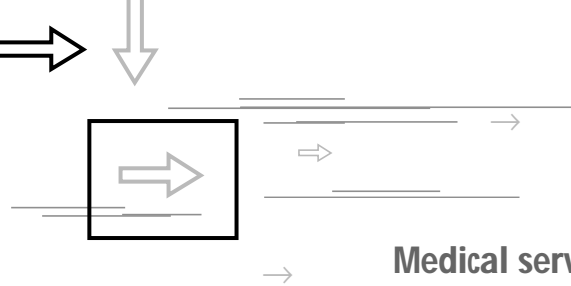
<b>Geneva → ILO</b>	dial 799 + extension (four digits); if the number is not known, go through the ILO switchboard: 799 61 11
<b>ILO → ILO</b> Internal calls	dial the extension
<b>ILO → <i>Palais des Nations</i></b>	dial 27 and the extension (four digits); if the extension is not known, go through the UN switchboard: 0 + 907 12 34 or 917 12 34.
<b>ILO → Geneva</b>	to call a number in town, dial 0 + the required number (seven digits)
<b>ILO → Neighbouring France</b>	dial 0 + 0033 + the required number (nine digits)

## Travel expenses and subsistence allowance

Participants for whom the ILO bears travel expenses and subsistence allowance are requested to contact the Information Desk of the meeting (R3 or R2 south), where an appointment will be made for them with the financial services concerned (Offices 4-90 or 4-92, fourth floor). In order to obtain reimbursement for their travel expenses, participants need to show their passport and travel ticket.

All payments are made at the ILO Cashier's Office (Office 3-121, third floor, south), from 10 a.m. to 12 noon and from 2 p.m. to 4 p.m.

Travel-related administrative matters are handled by the ILO Travel Section (Office 7-22), seventh floor, north).



## Medical services

For extremely serious emergencies, dial 144

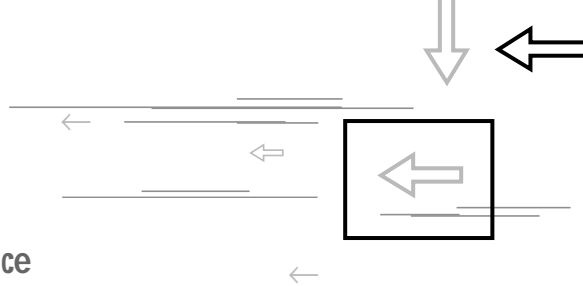
ILO	Location	Telephone	Opening hours
Medical service Infirmary Consultations by appointment	Fifth floor, south	7133 7134	8 a.m. to 12.30 p.m.; and 1.30 p.m. to 5 p.m., Mondays through Fridays

For urgent medical attention outside these hours, call:

Medical Service, <i>Palais des Nations</i> Infirmary Secretariat	917 28 07 917 25 20	8 a.m. to 7 p.m., Mondays through Fridays
Emergency Service of the Medical Association of the Canton of Geneva	322 20 20	

## Disabled persons

A plan designed to help disabled persons to move around in the building—and particularly to find toilets reserved for their use—is available at the ILO Reception desks (R2 and R3 south).



## Correspondence

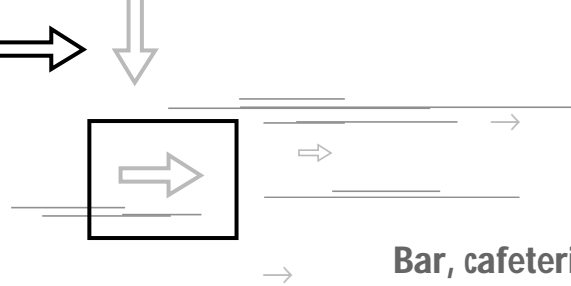
Correspondence for participants in meetings must be sent to the following address:

**Title of the meeting**  
 International Labour Office  
 P.O. Box 500  
 CH-1211 Geneva 22

Telegraphic address: **INTERLAB GENEVE**  
 Telephone number: **(+4122) 799 85 63/64**  
 Fax number: **(+4122) 798 62 80**  
 E-mail: **ilo@ilo.org**

**Participants are requested to advise their correspondents to indicate their address as follows:**

<b>LETTERS</b>	First name and surname	.....
	Title of the meeting	.....
		International Labour Office P.O. Box 500 CH-1211 Geneva 22
<b>TELEGRAMS</b>	First name and surname	.....
	Title of the meeting	.....
		INTERLAB GENEVE



## Bar, cafeterias and restaurant

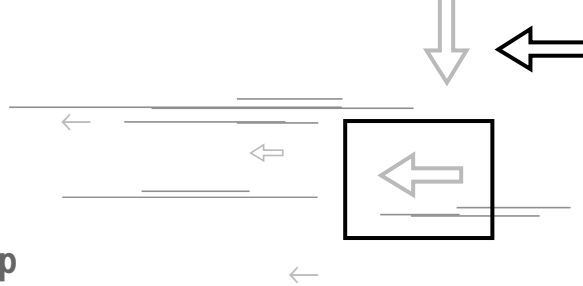
	Location	Opening hours (Mondays through Fridays)
<b>Delegates' bar</b>	R3 south	8 a.m. until the end of the meetings (open on Saturdays, if necessary)
<b>"Le Viennois" snack bar</b>	R1 north	7.30 a.m. to 5.30 p.m.
<b>"Le Club" tea room</b>	R2 north	9 a.m. to 4.30 p.m.
<b>Cafeteria (Self-service)</b>	R2 north	11.45 a.m. to 2 p.m.
<b>Restaurant</b>	R2 north	12 noon to 2 p.m.

## Receptions

Receptions may be organized in the building with the prior authorization of the Internal Administration Service. Persons wishing to organize such receptions are requested to contact the Information Desk of the meeting.

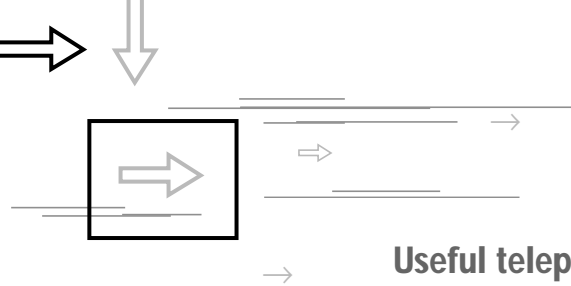
## SAFI (International Civil Servants' Cooperative)

The SAFI shop, which is located at the *Palais des Nations* (entry by Door 1), sells a whole range of articles, such as electrical home appliances, toiletries, clothing, alcoholic beverages, etc. It is not a duty-free shop, but a cooperative able to offer reduced prices through bulk purchasing. Access to SAFI is restricted to officials of the United Nations system, diplomatic personnel and to participants at meetings on presentation of their badges. The shop is open Mondays through Fridays from 12.30 p.m. to 6.30 p.m.



### **Duty-free shop**

A duty-free shop (cigarettes, liquor) is located on the premises of the Montbrillant Shopping Centre, 27 Av. de France (tel. 919 40 20). Participants in ILO meetings may purchase items at this shop on presentation of a permit issued to them by the ILO. Persons interested in this facility will be told at the Information Desk of the meeting how the permit may be obtained. The shop is open on Mondays from 1.30 p.m. to 6.30 p.m., Tuesdays through Fridays from 9.30 a.m. to 6.30 p.m. and on Saturdays from 9.30 a.m. to 1.30 p.m.



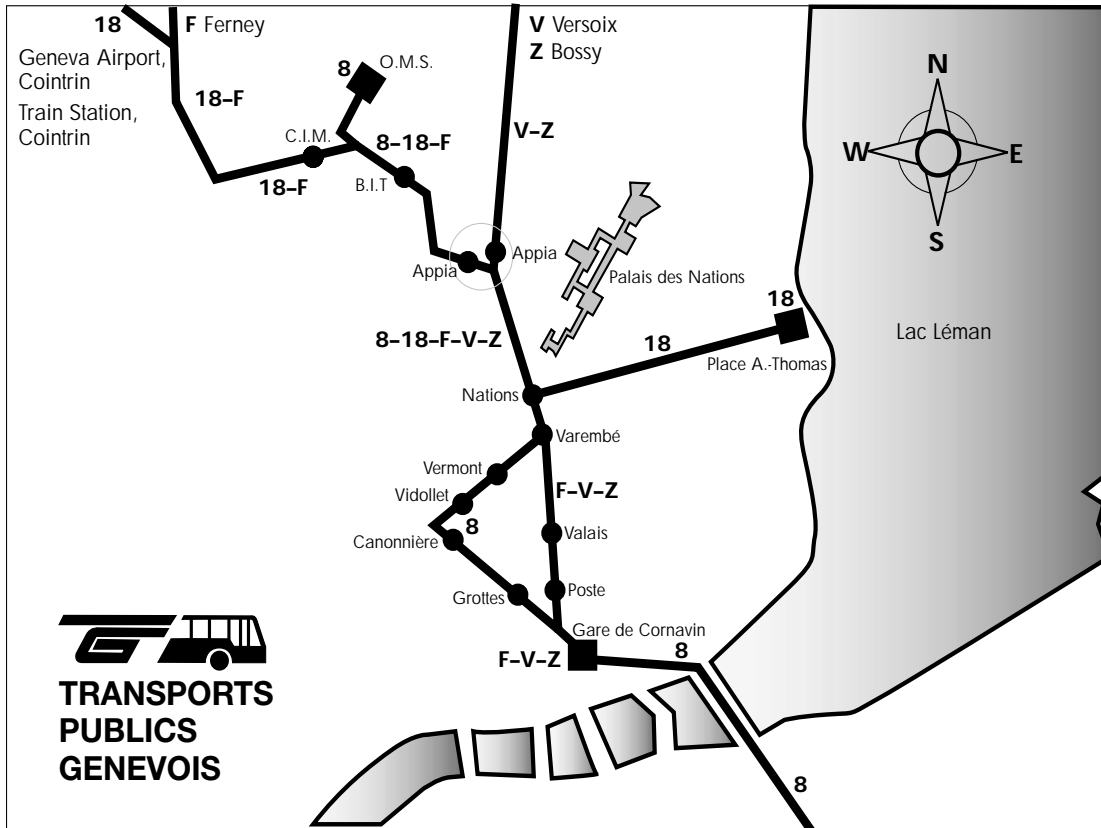
## Useful telephone numbers

<b>SECURITY</b>	117
<b>FIRE</b>	118
<b>URGENT MEDICAL ATTENTION</b>	144
<b>Bank (UBS, SA)</b>	7535 and 7536
<b>Building Technical Services</b>	6825
<b>Cashier's Office</b>	7526
<b>Control centre (breakdowns, lighting, taxis, etc.)</b>	8014 and 8015
<b>Distribution Section</b>	8035 to 8037, 8039
<b>Financial Services</b> (travel expenses and subsistence allowance)	8322 and 7352
<b>Internal Administration Branch</b>	6822
<b>International Institute for Labour Studies</b>	6128
<b>Library</b>	8682
<b>Medical Service</b> Consultations Infirmary	7134 7133
<b>Newspaper kiosk (Naville)</b>	8679
<b>Post Office</b>	8159
<b>Protocol Service</b>	7703
<b>Publications Sales Service</b>	7828
<b>Reception desks (ILO)</b> R2 level – south R3 level – south	8017 and 8018 8537 and 8538
<b>Restaurant: reservations</b>	8154
<b>Security (lost and found)</b>	6002
<b>Travel Agency (Carlson Wagonlit Travel)</b>	7540
<b>Travel Section</b>	6812

## Other international organizations in Geneva

<b>European Organization for Nuclear Research – CERN</b>	dial 0 + 767 61 11
<b>Economic Commission for Europe – ECE</b>	dial 27+ the extension (four digits); if the extension is not known, dial 0 + 917 12 34
<b>International Bureau of Education – IBE</b>	dial 0 + 917 78 00
<b>Intergovernmental Committee for Migrations – ICM</b>	dial 0 + 717 91 11
<b>International Trade Centre – ITC</b>	dial 0 + 730 01 11
<b>International Telecommunication Union – ITU</b>	dial 0 + 730 51 11
<b>United Nations Conference on Trade and Development – UNCTAD</b>	dial 27+ the extension (four digits); if the extension is not known, dial 0 + 917 12 34 or 907 12 34
<b>United Nations High Commissioner for Refugees – UNHCR</b>	dial 0 + 739 81 11
<b>United Nations Organization – UNO</b>	dial 27+ the extension (four digits); if the extension is not known, dial 0 + 917 12 34 or 907 12 34
<b>Office of the United Nations High Commissioner for Human Rights – UNOHCHR</b>	dial 0 + 917 91 59
<b>World Health Organization – WHO</b>	dial 0 + 791 21 11
<b>World Intellectual Property Organization – WIPO</b>	dial 0 + 338 91 11
<b>World Meteorological Organization – WMO</b>	dial 0 + 730 81 11
<b>World Trade Organization – WTO</b>	dial 0 + 739 51 11

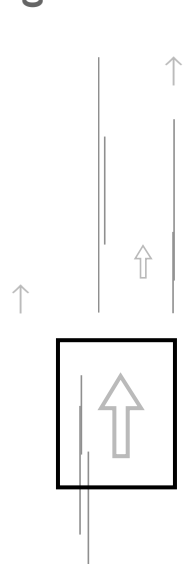


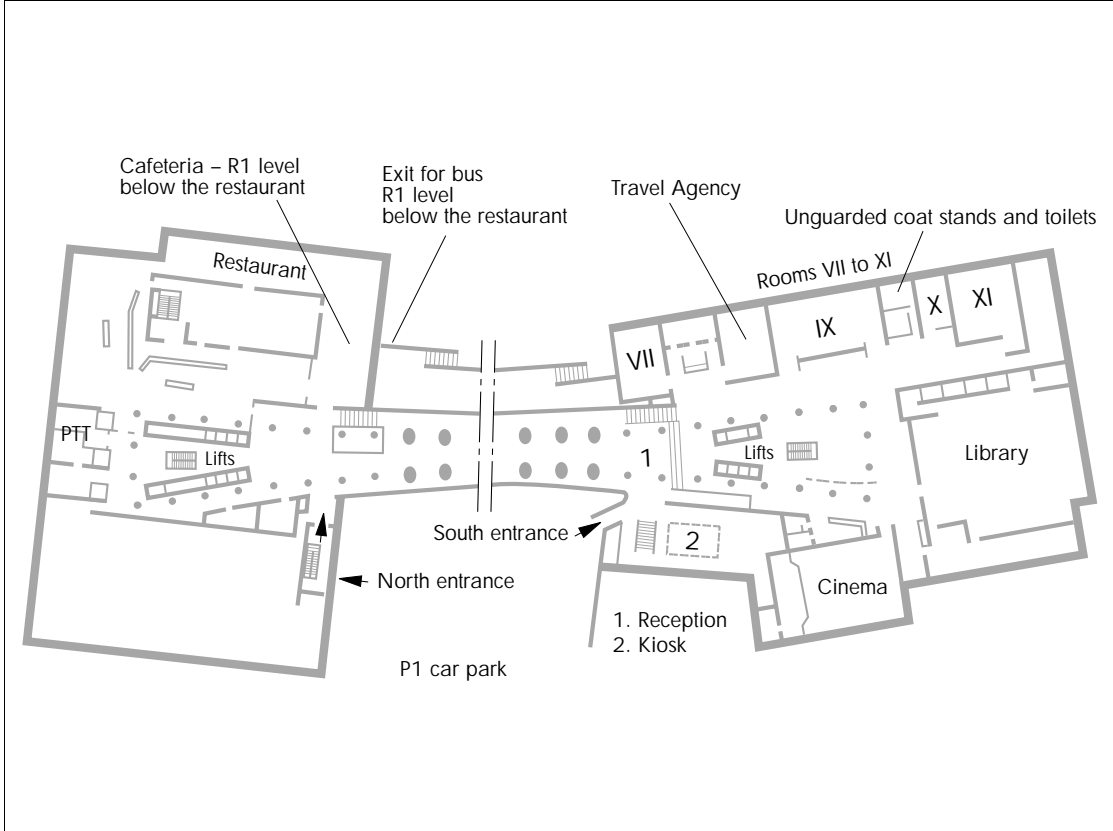


**TRANSPORTS  
 PUBLICS  
 GENEVOIS**

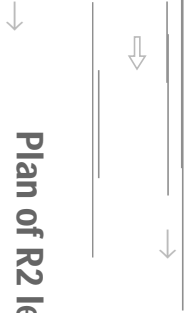
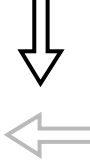
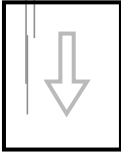
Bus route map

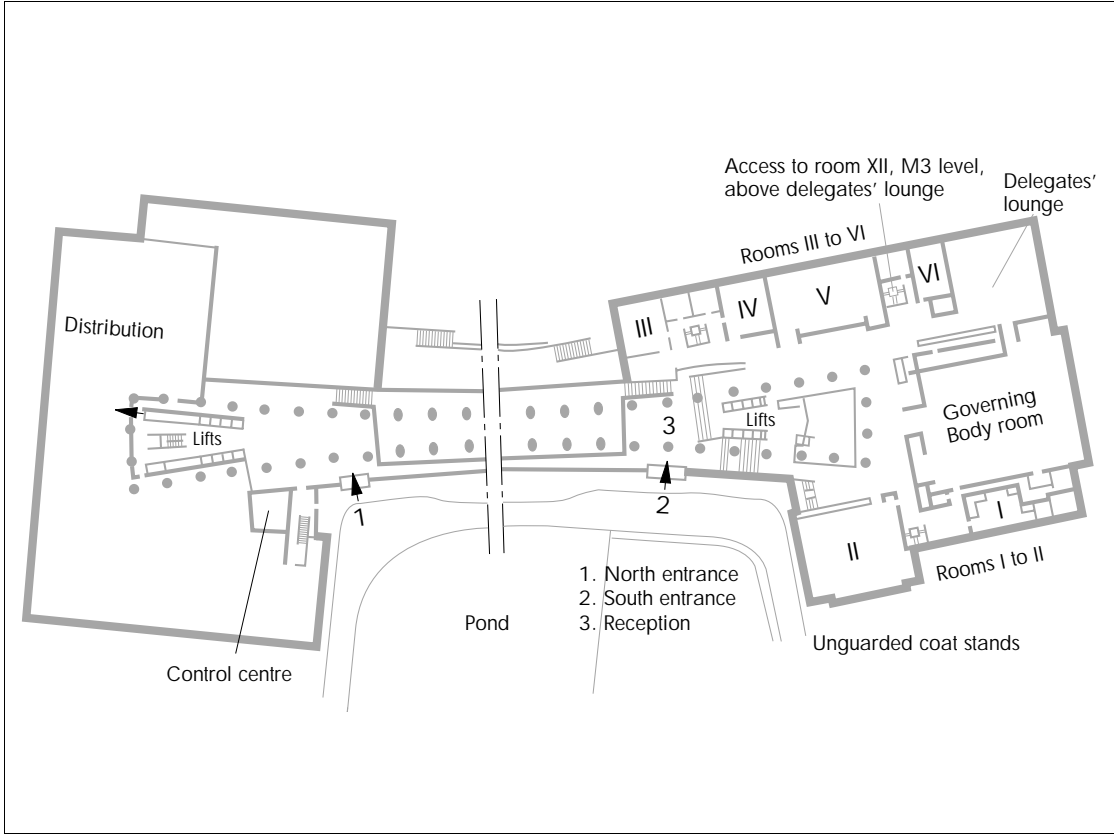
→ 13





Plan of R2 level





Plan of R3 level

