

INFORMATION NOTE FOR PERSONS ATTENDING THE 96TH (MAY-JUNE 2007) SESSION OF THE INTERNATIONAL LABOUR CONFERENCE

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Registration

Delegates will be able to register and collect their badges **at the ILO Pavilion, at the entry to the International Labour Office (headquarters building)**, provided that the Office has received their credentials.

The registration office is on the ground floor of the Pavilion and will be clearly indicated by signs at the main vehicle entrance and at all pedestrian entrances. A plan showing the location of the Pavilion is attached.

The registration desk will be open on **Friday, 25 May, from 9 a.m. to 6 p.m.**, and as from **Monday, 28 May**, daily from **8 a.m. to 6.30 p.m.**, excluding Sundays.

To avoid delays, participants are encouraged to take advantage of the possibility of registering on the **Friday and Monday prior to the opening** of the Conference.

During the Conference all participants must be in possession of a personalized badge issued by the ILO, and of an appropriate identity document, containing a photograph. Participants may be required to produce this in order to gain access to the *Palais des Nations* complex. Badges must be worn visibly at all times.

Credentials

The credentials of national delegations should already have been submitted to the International Labour Office by Tuesday, 15 May 2007. Member States that have not yet presented their credentials should do so as soon as possible by facsimile (+41 22 799 85 70) or, if so wished, online, by means of the contact details transmitted by the ILO to Permanent Missions in Geneva in the communication dated 2 May 2007.

Parking facilities/shuttle service

Given the security measures recently adopted by the United Nations Office at Geneva, the parking arrangements foreseen for delegates/technical advisers attending the Conference have been modified, and the number of spaces has been restricted in comparison with previous years. Accordingly, you are strongly encouraged, if you wish to travel to the Conference site by car, to use the ILO car parks and the shuttle service to the *Palais des Nations*. This service has been reinforced and will continue to operate until the close of meetings.

Special guests

The 96th Session of the International Labour Conference will be honoured to receive, as special guests:

Her Excellency Ms. Michelle Bachelet, President of Chile, on Monday, 4 June;

**His Excellency Mr. John Kufuor, President of the Republic of Ghana,
Chairperson of the African Union, on Monday, 4 June;**

**His Highness Shaikh Salman bin Hamad Al Khalifa, Crown Prince of Bahrain,
on Monday, 11 June;**

**His Excellency Mr. Lech Kaczyński, President of the Republic of Poland, on
Monday, 11 June;**

**The Most Honourable Ms. Portia Simpson-Miller, Prime Minister of Jamaica,
on Tuesday, 12 June;**

**His Excellency Mr. Abdoulaye Wade, President of the Republic of Senegal,
on Tuesday, 12 June;**

**His Royal Highness Felipe de Borbón, Prince of Asturias, on
Wednesday, 13 June;**

**His Excellency Mr. Mahinda Rajapaksa, President of the Democratic Socialist
Republic of Sri Lanka, on Friday, 15 June**

These guests will address the Conference in special sittings, more precise details of which will be announced in due course in the Conference Daily Bulletin.

New Conference structure

As previously announced and in accordance with the decisions of the Governing Body, the Conference technical committees will commence their work immediately following the brief opening **Plenary sitting to be held in the Assembly Hall at the *Palais des Nations* at 10:00 on Wednesday, 30 May.**

So that the constituent groups are in a position to commence work promptly in accordance with this schedule, preparatory group meetings for members of tripartite national delegations are planned for the previous day, **Tuesday, 29 May.**

The full group meetings are scheduled as follows:

- **Governments: *Palais des Nations*, Assembly Hall, 15:00;**
- **Employers: ILO, Governing Body Room, 15:30;**
- **Workers: *Palais des Nations*, Room XIX, 15:00.**

The Conference committees will complete their work by Friday, 8 June, with the exception of the Committee on the Application of Standards, which is expected to continue until Saturday, 9 June.

The main debate in the Conference Plenary for the purposes of:

- The discussion of the reports of the Chairperson of the Governing Body and of the Director-General;
- The adoption of reports of Conference committees; and
- Votes on the proposed instruments;

will take place from **Monday, 11 June to Friday, 15 June.**

More complete information regarding this modified Conference structure can be found in the Conference guide, accessible on the following URL:

<http://www.ilo.org/public/english/standards/relm/ilc/ilc96/pdf/guide.pdf>

Further practical details will also be announced on a daily basis in the Conference Daily Bulletin.

Discussion of the reports of the Chairperson of the Governing Body and of the Director-General

Participants who wish to intervene in this discussion, and who wish to have their speeches recorded in the languages into which interpretation services are provided, are strongly encouraged to prepare their statements well in advance, and to hand in a copy of the speech to the office of the Clerk of the Conference the day before their scheduled speaking time. In order to respect the five-minute speaking limit, speeches should not exceed three A4-size pages of double-spaced type.

Health and Safety

The International Labour Office will do all possible to safeguard participants' health and safety during the Conference. Conference participants are requested to report to the Conference secretariat any situation they believe to be a health or safety hazard. During the Conference full medical services are available, but all participants must be aware that the ILO does not provide insurance cover for accident or illness whilst journeying to or from Geneva or during the period of the Conference. All participants must therefore ensure that they have adequate insurance coverage in respect of illness and accident.

Document availability in electronic form

Participants are reminded that documents for the Conference are posted on the internet on the following url:

www.ilo.org/public/english/standards/relm/ilc/ilc96/reports.htm

Further practical information for persons attending the Conference

As of 28 May, the Office plans to publish further practical information of assistance to delegates on the following url:

www.ilo.org/public/english/standards/relm/info/meetings/meetings_info.htm