

25 January 2008

**Convocation of the 97th Session (May-June 2008)  
of the International Labour Conference**

«Politesse»,

It is my pleasure to inform you that, in accordance with the decision taken by the Governing Body of the International Labour Office at its 300th Session (November 2007), the International Labour Conference will open this year on **Wednesday, 28 May**. It will be held at the *Palais des Nations* and ILO headquarters, Geneva, and will end on **Friday, 13 June 2008**. Please note that the Governing Body further decided that **Tuesday, 27 May** will be devoted to preparatory meetings requiring the attendance of the tripartite members of national delegations to the Conference.

--- I enclose a *Conference guide* which includes detailed information on the Conference programme together with other relevant items. Please note that this year, in addition to the standing and technical items on the agenda, the Conference programme includes the renewal, for a three-year period, of the composition of the Governing Body of the International Labour Office. Reports for examination in plenary and in technical committees will be sent to you at least two months before the session, to allow their distribution to delegates, including non-government delegates and technical advisers, in time to enable them to prepare themselves adequately for the work of the Conference. The reports will also be accessible electronically, as is the *guide*, on the ILO website ([www.ilo.org](http://www.ilo.org)), through the link for the International Labour Conference.

Special attention is drawn to section 11 (Participation) of the *Conference guide*, which deals with the composition of delegations. Accordingly, member States are called upon to ensure that national delegations are fully tripartite. You are also urged to make every effort to achieve a gender balance in delegations.

--- I should be grateful if you would kindly ensure that the credentials of your country's tripartite delegation are deposited with the Office of the Legal Adviser of the ILO before the deadline of **Tuesday, 13 May 2008**. The form for credentials of delegations is attached.  
--- The accompanying *Explanatory note for national delegations*, and the *Conference guide* in its section 11, give detailed instructions on the deposit of credentials. Delegations requiring visas should contact the Swiss consular services directly, as early as possible, in order to obtain the visas required for all persons included in the credentials.

You are encouraged to take careful note of section 12 of the *guide*, which concerns the health and safety of participants during the Conference, and section 13, which, under *Registration on arrival*, gives details of the badges required for access to the Conference premises. In closing, participants should be aware that the Euro 2008 Football Championship will take place in Switzerland and Austria this year, and will coincide with the Conference. This will place even greater pressure than usual on hotels in the Geneva area, and delegations are therefore strongly encouraged to **make their hotel reservations as early as possible** (see section 13 in the *guide*, under *Accommodation for delegations in Geneva*).

The Official Relations Branch will provide any further information you may require concerning the 97th Session of the Conference. The contact numbers for this Branch are given in Appendix I to the *Conference guide*.

Yours faithfully,

*(signed)*

Juan Somavia  
Director-General