



Daily Bulletin Supplement – No. 1

97th Session of the International Labour Conference

28 May - 13 June 2008

International Training Centre of the ILO, Turin

Delegates and visitors to the Conference are invited to visit the ILO Turin Centre information stand in the *Salle des pas perdus*. The stand will hold special focus days to highlight some of the activities of the Turin Centre.

International Labour Standards – Information and Assistance

The ILO's International Labour Standards Department offers assistance at its information desk in the ILO building next to the Governing Body Room (R3). The stand is open from 13.00 to 14.30 each day and provides:

- information on ILO Conventions and Recommendations, reports of ILO supervisory bodies, and standards-related publications;
- documentation on international labour standards, presented in electronic format (CD-ROMS);
- demonstrations of the ILO's legal information databases (APPLIS, ILOLEX, LibSynd and NATLEX).

ILO publications - ILO bookshop: 50 % discount

ILO publications and souvenirs can be purchased during the Conference from the ILO Publications Bookshop (open daily from 09.00 to 18.00), located on R2 south in the ILO Library. A 50% discount on all publications will be offered to Conference participants. Those wishing to take advantage of this offer should show their badge when purchasing. ILO publications may also be purchased direct online at www.ilo.org/publins using a credit card. For enquiries on translation and reproduction rights, please contact the Rights and Permissions Unit at the main ILO building, office 1-42 or telephone 022 799 6063.

ILO Bureau of Library and Information Services

The ILO Library, the world's leading library in the field of work and work-related development and human rights issues, welcomes Conference participants. Delegates and ILO officials from the field may use all of the Library's facilities (including Internet access) and may borrow books for a period of one week. Reading areas are available in the main Reading Room and on the mezzanine floor.

The ILO Library is located on the R2 level (south) of the ILO building. Opening hours of the Reading Room: Monday-Friday: 09.00 to 18.00. E-mail and Internet access are available non-stop (including weekends) in the Library's Computer Access Room in the front part of the Reading Room. Tel: 022 799 8682 (information desk), 022 799 8675 (secretariat).

If you need research assistance or would like to learn more about using ILO databases and other information resources, please do not hesitate to ask the staff at the information desk or contact the Library's information desk to make an appointment (tel. 022 799 8682).

Standards policy

For information on proposals for the agenda of the International Labour Conference, and other standards policy questions, delegates are invited to contact the International Labour Standards Department (Ms. Doumbia-Henry – Director (office 6-154, tel. 6503) or Ms M. Zarka-Martres – Standards Policy Coordinator (office E.T3, tel. 77451).

Numbers speak all languages

Whatever your language, you can understand the figures produced by the ILO Bureau of Statistics. Come and see the exhibition of labour statistics publications and browse the on-line database (<http://laborsta.ilo.org>), each day, in the *Salle des pas perdus* at the *Palais des Nations*.

International Social Security Association (ISSA)

- **ISSA General Secretariat:** ILO building, Office 9-13, Tel. 022 799 6617.
E-mail: issa@ilo.org, web site: www.issa.int
Secretary General: Mr. Hans-Horst Konkolewsky
- **ISSA Information Stand:** The stand is located in the entrance hall of the Assembly building of the *Palais des Nations*, near the Document Distribution Service. ISSA staff are available every morning from Monday to Friday.
- **ISSA Documentation Centre:** All ISSA publications, a vast collection of periodicals, books and documents on social security issues from sources worldwide and access to the *Social Security Worldwide* SSW databases. The ISSA Documentation Centre is located on R3 level (north) of the ILO building.
Opening hours from Monday to Friday: 9.00 – 12.00 and 14.00 – 17.00.
Tel.: 022 799 7555, Fax: 022 799 8509, E-mail: issadoc@ilo.org

Facilities



Telecommunications and postal services

Palais des Nations: postal services Door 13/15, 5-16 June
0900-1300 & 1400-1700 Monday to Friday
0900-1200 Saturday

Palais des Nations: postal services Door 6
Mail, fax and booths for prepaid cards
0830-1700 Monday to Friday; closed Saturday

International Labour Office: post office R2 north
Mail, telephone and fax (booths for prepaid cards are available when the post office is closed)
1030-1130 and 1230-1630 – closed Saturday

International Labour Office: telecom services R3 south
Operator service, telephone booths and fax telephones in the meeting rooms area can be used to make calls within Geneva.
0945 until the end of afternoon meetings, Monday to Saturday
Booths for prepaid cards are available outside these hours.

NB: The Document Distribution Service of the Conference does not despatch documents or reports for delegates. Delegates are requested to use the postal services indicated above.

Calling the ILO building from the Palais des Nations
Dial 63, followed by the extension number (four digits). For extension enquiries, dial 63, then 6111 to speak to the ILO operator.

Calling the Palais des Nations from the ILO
Dial 2, followed by the extension number (five digits). For extension enquiries, dial 2, then 71234 to speak to the *Palais des Nations* operator.

Use of rooms

Those wishing to use a room for a meeting, either in the *Palais des Nations* or in the ILO building, should contact the office of the Secretariat Services at the *Palais des Nations* (office A-267, telephone [022 917 6516 / 022 917 0492] before 1700 (Saturday: before 1500).

Programme of meetings by telephone

From 2200 onwards each day the programme of meetings for the following day is available by phone: (022 91) 76982 (English); (022 91) 76983 (French); (022 91) 76844 (Spanish).

Delegation boxes

Every delegation is allotted a box near the Distribution Service in which mail, messages, invitations, documents, etc., are placed. Delegates should look in their boxes at least twice a day. Material intended for these boxes should be routed through the Distribution Service.

Address for correspondence

Letters for members of delegations may be addressed as follows:

(Name of delegate)
Delegation of (name of country)
International Labour Conference
CH-1211 GENEVA 22 (Switzerland)

Messages received on the ILO's facsimile ([+41 22] 798 86 85) should clearly indicate the national delegation. Facsimiles may also be received at the PTT office of the Palais des Nations ([+41 22] 740 0507).

Sick bay and emergency

Medical personnel are available to treat Conference participants in the Conference building at the Palais des Nations (office E-3053), tel: 75009/76161/76162), Monday to Friday, 0900-1300 & 1400-1800, and on Saturday during Conference hours.

ILO: 5th floor (south) tel: (022) 799 7133/7134, 0800-1200 and 1300-1700

Cantonal Hospital: (022) 382 6580 (24 hours a day)

In emergency: call 112 within the Palais des Nations; call 144 outside the Conference (ambulance).

Travel and tourist facilities

Carlson Wagonlit Travel has an office at the ILO (R2 south), tel: 022 799 7540). Opening hours are Monday to Friday, 9 a.m. to 5 p.m.

Local support services

Mandat International, a non-governmental organization based in Geneva, provides support to NGO participants and delegations to international meetings, offering practical information, a documentation centre and assistance with accommodation. A free shuttle service is available between their Welcome Centre and the Palais des Nations. Tel: 022 959 8855. Fax: 022 959 8851; Web: <http://www.mandint.org>; Email: info@mandint.org.

The *International John Knox Centre* offers accommodation facilities and other services within walking distance of the Conference. Address: 27, chemin des Crêts-de-Pregny, 1218 Grand-Saconnex. Tel: 022 747 0000. Fax: 022 747 0099; Web: www.johnknox.ch; Email: welcome@johnknox.ch.

Duty-free facilities

The Information Desk of the Conference (at the *Palais des Nations* only) will process authorizations for access by delegates to the Duty-Free Shop (27 avenue de France), and will issue temporary duty-free petrol authorizations to delegates entitled to them.

Lost property

Lost property should be handed in to, and claimed from, the Information Desk.

Palais des Nations visitors' service

The United Nations visitors' service offers guided tours of the *Palais des Nations* daily from 1000 to 1200 and from 1400 to 1600. Tel: (022 91) 74896. Entrance: Pregny Gate, 14 av. de la Paix. Internet: www.unog.ch.

No smoking policy

Smoking is not permitted in the *Palais des Nations* except in the designated area in the delegates' restaurant (8th floor). In the ILO building, smoking is not permitted except in the designated area in the cafeteria.