



PRACTICAL INFORMATION

The purpose of this *Note* is to assist participants to familiarize themselves with practical arrangement of the meeting.

Venue

International Labour Office (ILO)
Route des Morillons 4
1211 Geneva
Switzerland

Accessing the ILO building

-  **By bus** (see [map below](#) and website to plan your trip):
 - From Geneva airport (Cointrin): the main bus from the airport is **Bus 5**
 - Bus 5 – the bus direction is “Thônex/Vallard”. The bus stop is “Crêts-de- Morillons”, then the ILO building is a 5min walk from this bus stop.
 - From Geneva Train station (Gare Cornavin): the main bus options are bus **No. 8, No. 60** or **No. 61**.
 - Bus No. 8 – the bus direction is “Palexpo”. The bus stop at the ILO is “OMS-BIT”.
 - Bus No. 60 – the bus direction is “Ferney-Voltaire”. The bus stop at the ILO is “OMS-BIT”.
 - Bus No. 61 – the bus direction is “Gex-l’Aiglette”. The bus stop at the ILO is “OMS-BIT”.

All the three buses leave behind the Geneva train station near the Hotel Montbrillant.
- From the bus stop “OMS-BIT”, you will have to cross the street to the opposite side and walk back down towards the direction you had travelled by bus. You will then see the sign “Entrance”. Please continue further down until you see the sign “ILO International Labour Office”. From this point you will have to follow the signs which will lead you into the car park from where you will be able to enter the building. Please take the two escalators or the lift to arrive at the Security Desk (R2 North) and follow the sign with the name of the meeting to reach the Accreditation office for the collection of your entry badge into the ILO.
-  **By taxi**: Arrival at Door 5 (Security Desk, R2 North). Before entering the building, at the same level, stay on car Park 1 (P1) to access the Badge Security Desk (just near the Accreditation desk).
-  **By private car**: Follow the [signs to the visitors' parking P1](#). On the car Park P1, you will find the Badge Security Desk (just near the Accreditation desk).
 - **If you are planning to arrive to the ILO with your own vehicle**, please send an email to the secretariat: alj@ilo.org with the details of the vehicle at your earliest convenience. Please include information as brand, model and plate number.

Registration and accreditation

Registration

Participants **will only be registered** following official nominations from governments or by the Employers' and Workers' groups, or from invited official international organizations and non-governmental international organizations.

Accreditation

Participants who were registered to the meeting and **are not in possession** of an ILO entry badge must collect it at the accreditation desk. To complete the accreditation process, please ensure you have an official identity document with you (such as a passport or identity card). Accreditation will only be conducted for registered participants, and it must be done in person.

Accreditation to the meeting will take place at the accreditation desk, [R2 North](#) (a white temporary Office). This Office is at the top of the second escalator on your right onto the parking 1 (P1).

The accreditation desk will be **opened from 07:30 to 10:00** on the first day of the meeting **only**. If you arrive after this time, please ask the security desk to call the meeting secretariat.

The ILO entry badge will allow entrance and exit to and from the building through Door No. 5 (R2-North) and Door No. 4 (R2-South).

Upon departure, participants are kindly requested **to return** their entry badge in the designated box placed after Security Desks.



Luggage room

If you are arriving directly from your journey to the meeting and you would like to drop your luggage please ask the secretariat to guide you to the luggage room, R2 North (closer to the security entrance).

Coat racks are placed at various points in the building, including near the meeting rooms. *The coat racks are not under surveillance and your property is left at the owner's risk.*



Meeting rooms

Due to the ILO meeting rooms renovation period all meetings concerning this meeting will take place in the temporary building. Once you are in the ILO building, please follow the signs posted which will lead you to the meeting rooms, located in R1 North.

Arrangements have been made for government, employer and worker participants to hold group meetings during the meeting.

Employers' group	Room D	-	Zoom
Workers' group	Room C	-	Zoom
Government group	Room E	-	Zoom
Plenary Sessions	Room A	-	Zoom

Interpretation

Group meetings and plenary sessions will have simultaneous interpretation in English, French and Spanish. Participants following the discussions [remotely](#) will also have access to the interpretation services.

If you have any question regarding interpretation, please address the secretariat of the meeting.

Practical information

INFORMATION AND SERVICES WITHIN THE ILO	
 UBS Bank	ILO building – R3 North Monday to Friday, 09.00 – 12.30 (full service) Monday to Friday, 14.00 – 17.00 (non-cash transactions only) Cash machines are available at R3 North, outside the bank.
 Telephone Services	Local calls can be made from any telephone in the ILO building, including the meeting rooms. Dial 0 to get an outside line. Internal calls within the ILO can be made by dialing the extension (last 4 digits) of the number.
 WIFI access	Available throughout the building “ILO-Public”.
 First Aid	ILO Medical Service Located at R3 North. Open Monday to Friday, 8:15-12:00 & 13:30-16:00. EMERGENCIES: Dial 112 from any fixed-line telephone.
 Travel Agency	Carlson Wagonlit Travel ILO building – R2 North Monday to Friday , 9 – 17 hrs.
 “Les Trois Clefs” cafeteria / restaurant	R2 North Opens from 7.30 to 17.00
 Kioske	R2 South Opens from 8.30 until 16.00
TRAVEL	
 Airport	Geneva airport is approx. 5 km from the city centre. Geneva International Airport Route de l'Aéroport 15 CH-1218 Grand-Saconnex, Geneva www.gva.ch Mobile app: www.gva.ch/GVApp
 Airport Transfer	The easiest means of transport is taxi, which costs approx. CHF 35.-/45.- depending on hotel destination. Public transport, which is very reliable, is also available. The bus stops are situated at departure level. A train runs from the airport to Geneva “Cornavin” station (city centre).

 Local transport TPG (Geneva Transport Services)	Tram and bus lines are well-networked and extensive. The services operate seven days a week from early morning until after midnight. All participants staying at hotels or hostels in Geneva can benefit from a free Geneva Transport Card, which is a free passport to Geneva's transport network. Please check with your Hotel Reception desk upon arrival. Further information, timetables and network schedules are available at: http://www.tpg.ch
GENERAL INFORMATION	
 Restaurants in Geneva	Please refer to the Geneva Restaurants website to find your preferred restaurant: https://www.restaurantsgeneve.ch/
 Tourism	Geneva Tourism Tel: +41 22 909 7000 https://www.geneve.ch/fr/geneve-tourisme
 Electricity	Switzerland uses 220-230 vol current. It is recommended to bring adapters/converters. These can also be purchased at the ILO Coffee Shop on R2 South.

Remote participation through Zoom



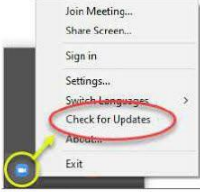
International Labour Organization

HIGHLIGHTS FOR A SUCCESSFUL ZOOM MEETING

To optimize your interpretation, please send your statement / speaking notes to: interpreterspeeches@ilo.org

CONNECTING PROCESS

- Ensure a good internet connection
- Ensure Zoom is up to date



- Silent work environment, turn off notifications on all devices

AUDIO QUALITY IS CAPITAL

Wired headset with mic is required



Audio testing



Poor quality sound will disrupt interpretation

CAMERA ADJUSTMENT

Adjust eyes height to the screen of your device




MANAGE AVAILABLE FEATURES



Mute your mic whilst not speaking



Language interpretation is only available with audio on. Listen in the language you are speaking



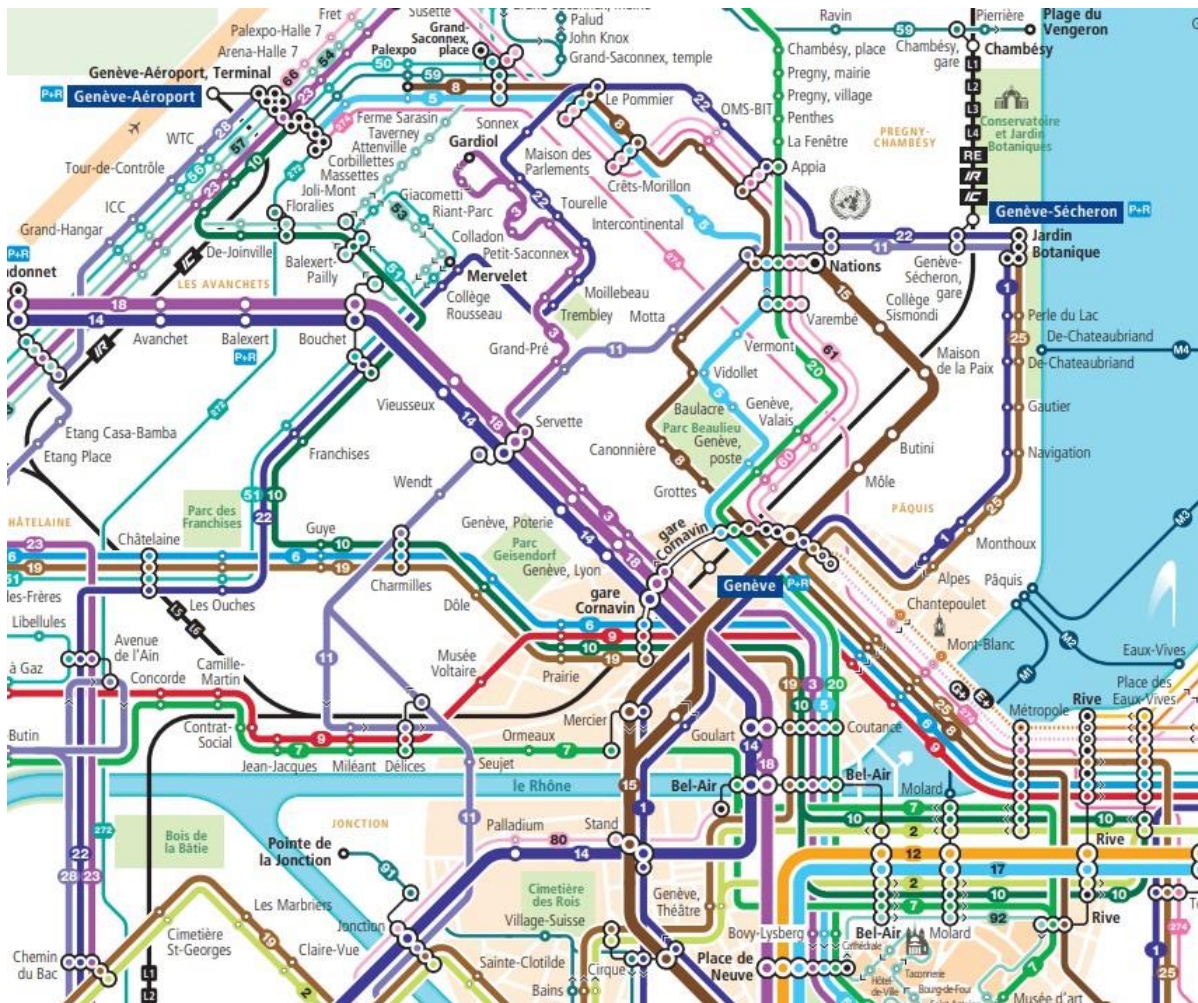
Raise hand to ask for the floor. Available in the participants window

FOR SPECIFICS: www.zoom.us

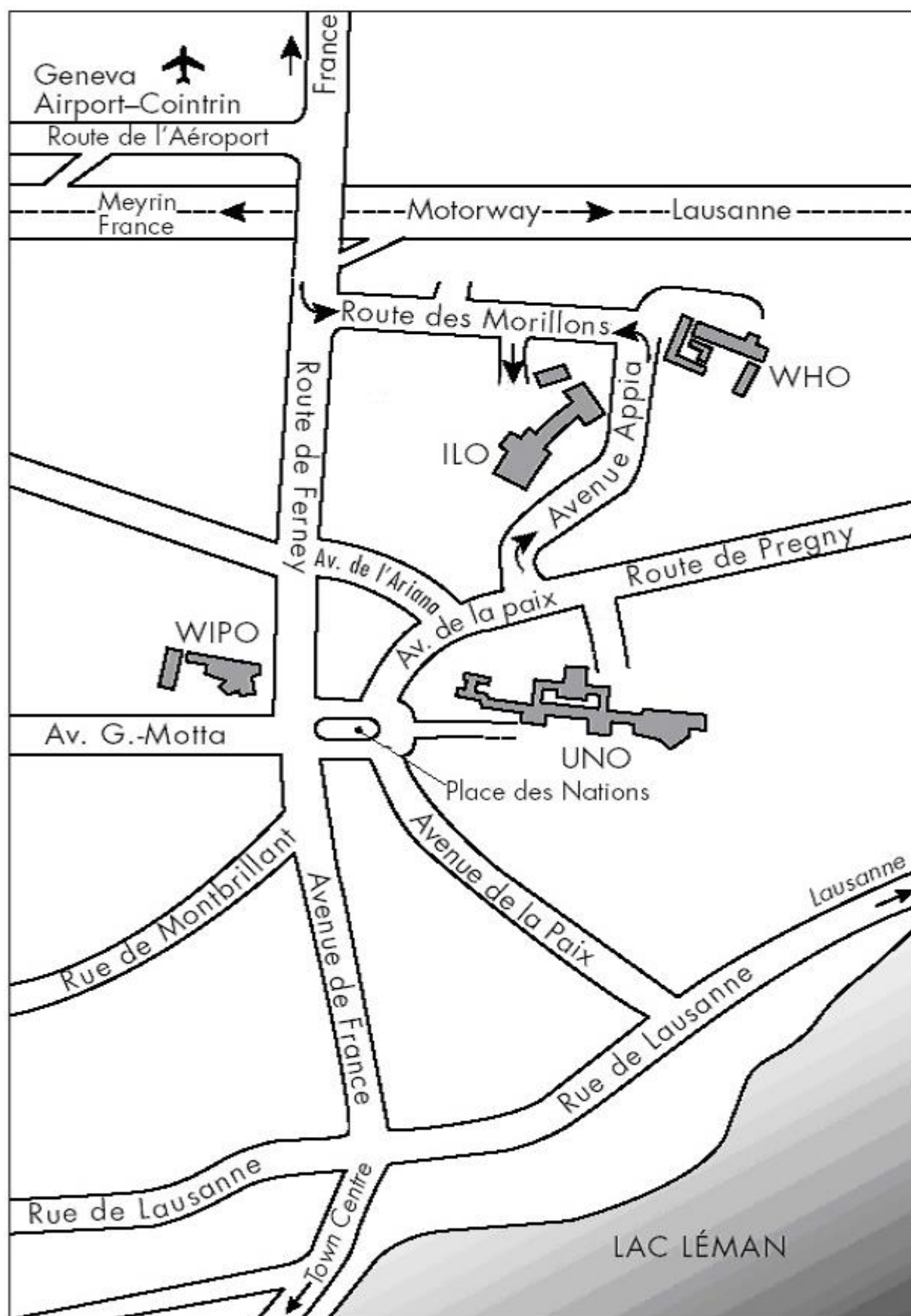
- The platform used to enable remote participation in a technical meeting is **Zoom**, preferably at least version 5.16.2.
- You will receive **two different invitations from alj@ilo.org** in the email provided with your accreditation to the meeting: one to participate in the meetings of your group (government, employer, or worker group) and a different invitation to participate in the plenary sittings of the meeting. **Please note that these invitations will be valid throughout the meeting, including the group meeting before the opening plenary sitting.**
- For **group meetings**, please note that the links will remain active, allowing groups to meet any time beyond the scheduled times. These unscheduled meetings will be without interpretation.
- The invitation link to **plenary sittings** will also be the same throughout the duration of the session for all plenary sittings.
- These links should not be shared or forwarded. Please do not rename yourself as we have used a pre-established naming protocol for each constituent and observer to facilitate your identification in the platform.
- If your group or country has sent credentials but you have not received an invitation from ALJ@ilo.org please **check first your spam** and, if necessary, contact alj@ilo.org with details of the group or entity you represent and your name.

Useful maps

 Geneva's Public Transport: (<https://www.tpg.ch/en>)



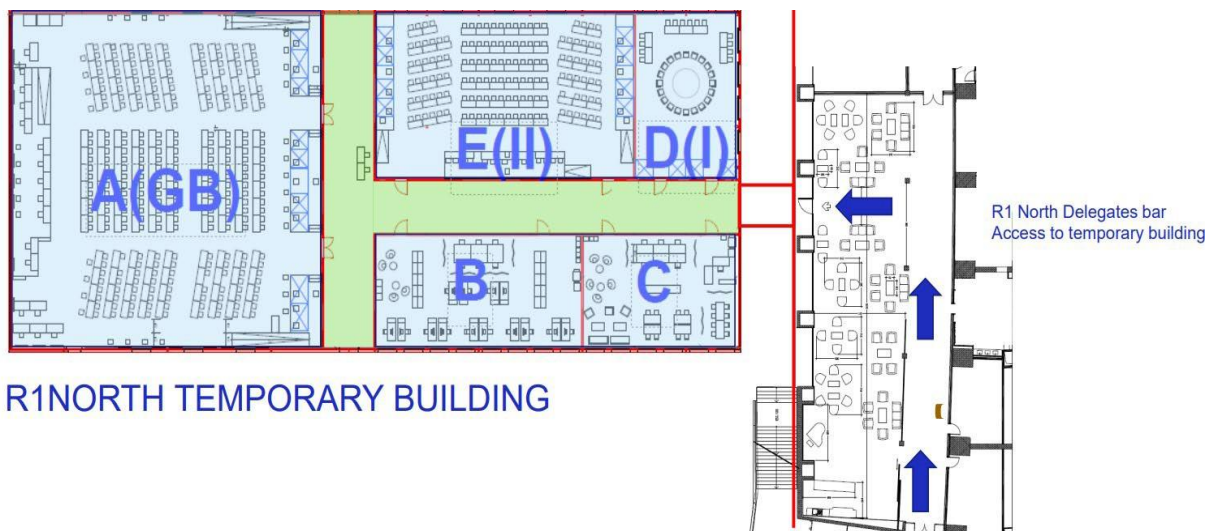
🏠 General overview of where the ILO is located:



🏠 Maps of the ILO building (R1-R2-R3):



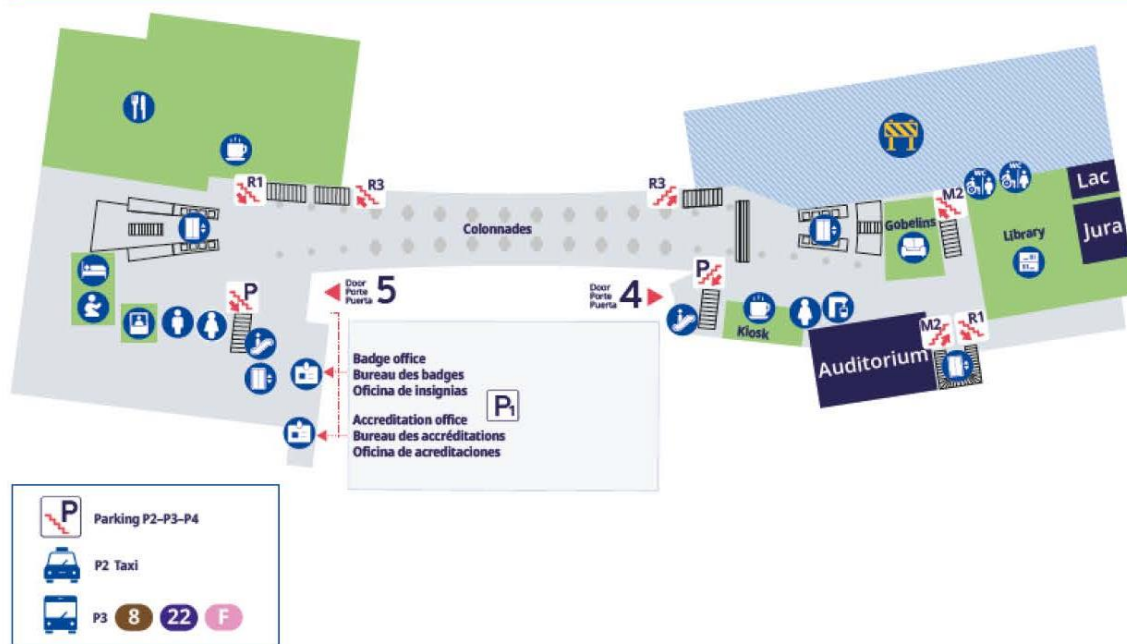
Temporary Building detail on R1 North (where the sessions will be):



N North
Nord
Norte

R2

S South
Sud
Sur



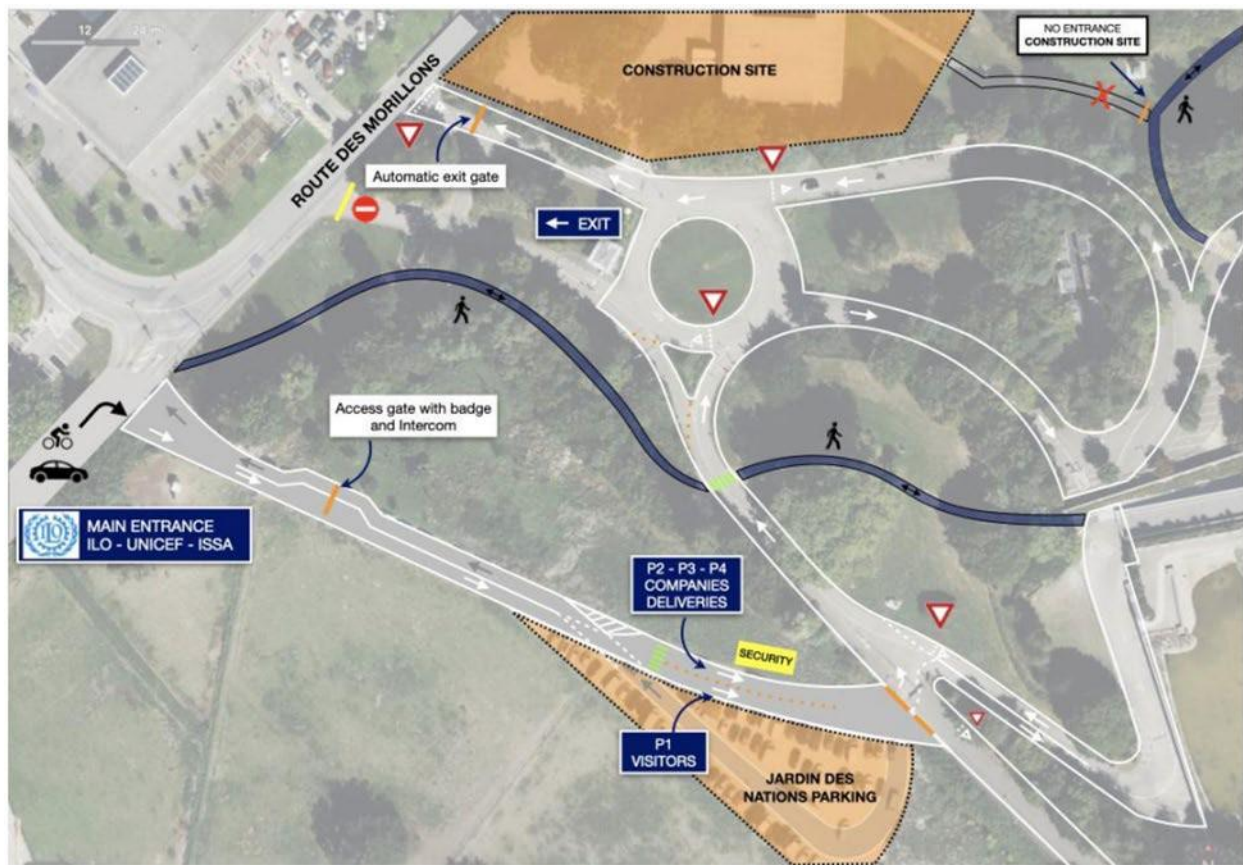
N North
Nord
Norte

R3

S South
Sud
Sur



 Entrance to the ILO building by car:



TEMPORARY ENTRANCE - HQ SECURITY PERIMETER