



► Arrangements for the 357th bis (Special) Session of the Governing Body (7 September 2026)

Introduction

These arrangements are based on the *Special arrangements and rules of procedure for hybrid sessions of the Governing Body of the ILO* that were approved by the Governing Body at its 344th Session (March 2022), which was held in hybrid format due to the sanitary measures in place during the COVID-19 pandemic.

The Special session's proceedings will be governed by the [Standing Orders of the Governing Body](#).

Accreditation

1. The accreditation of participants was done through the Meeting Management System (MMS). Governing Body members received on 7 August 2026 an invitation with the link to access the system and the related instructions.¹ The deadline for submitting credentials was Monday, 24 August 2026.

Attendance

2. All Employer and Worker members and most Government representatives, including accredited observers, will attend remotely through an online platform. The Chairperson and the Vice-Chairpersons of the Governing Body, as well as Government representatives based in Geneva will attend in person.
3. To ensure the most equitable participation possible for participants from different time zones, the meeting will be held from 1.30 to 5 p.m. (Geneva time). Group meetings will be held online from 12 to 1 p.m. or any other suitable time between 2 and 4 September to suit the needs and preferred time zone for each group to prepare the discussion.
4. The links to access the online platform for the Governing Body sitting and for group meetings will be communicated to accredited participants by email by Friday, 4 September.

Requests to take the floor and speaking time

5. Requests to take the floor shall be made by email to governingbody@ilo.org one hour before the opening of the meeting. This will allow the display of the list of registered speakers and contribute to a better time management.
6. During the meeting, requests for the floor from remote participants should be made by email or using the "raise hand" function in the online platform (see the pictures in the appendix).
7. To make the best use of the time available, the following time limits shall apply for prepared statements:

¹ How to accredit a delegation to ILO Governing Body Sessions.

- Employer and Worker Vice-Chairpersons: 10 minutes;
- Spokespersons of a regional group: 5 minutes;
- Individual Government representatives: 3 minutes.

The Chairperson may reduce the time limits based on the number of registered speakers.

Interpretation

8. Participants will be able to listen to other speakers and address the meeting in any of the seven working languages of the Governing Body (Arabic, Chinese, English, French, German, Russian and Spanish).
9. To guarantee accurate and faithful interpretation in a virtual environment, speakers are invited to send their statements beforehand to interpreterspeeches@ilo.org. Interpreters will treat this information as confidential and check against delivery.

Recommendations for an optimum use of interpretation in Zoom

- To benefit from interpretation, it is necessary to use the Zoom application on a personal computer or laptop instead of connecting via an Internet browser, where interpretation and other features might not be available.
- To ensure the best sound quality, it is strongly recommended to use headsets with external unidirectional microphones. It is key that interpreters can hear clearly.
- Users who do not need interpretation can select “off” in the interpretation menu on the horizontal bar below the video display (see the pictures in the appendix).
- Users who need interpretation can select a language in the interpretation menu. In order to avoid interference between language channels, it is important to ensure that the language the person intends to speak is the same language the person is listening to.
- To avoid having a faint background noise of the original language when listening to a language channel that is not the original language of the speaker, it is necessary to click on “Mute Original Audio”, the last option on the list of interpretation channels. If the next speaker uses the language of the channel that is being listened to, the “Mute Original Audio” must be deactivated. For example, if listening to the English channel, the speaker is talking in Spanish, the original audio should be muted and, then if next speaker uses English, the original audio must be unmuted as otherwise there would be no sound at all.

Amendments to the draft decision

10. Any Governing Body member or group wishing to submit an amendment to the draft decision should do so in one of the three official languages at least 24 hours prior to the start of the sitting. Taking into account that the session takes place on a Monday, that would be on Friday, 4 September by 5 p.m.
11. All amendments will be translated and distributed by email in the three official languages. During the consideration of the draft decision, the text, and any amendments received will be displayed through the online platform in the three languages (see the guidance provided in the appendix).

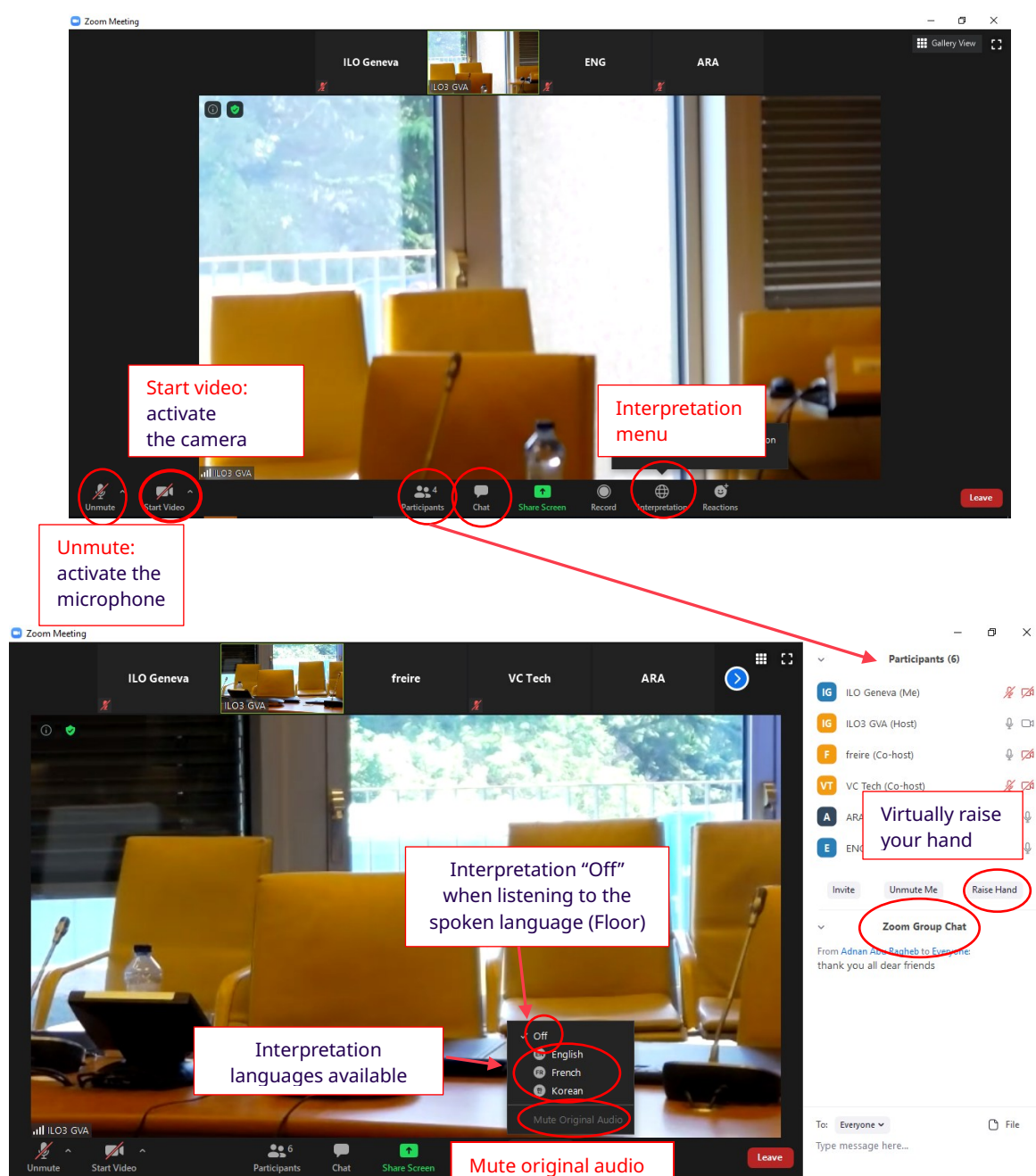
Appendix. Tips for using the Zoom platform

Microphone and camera

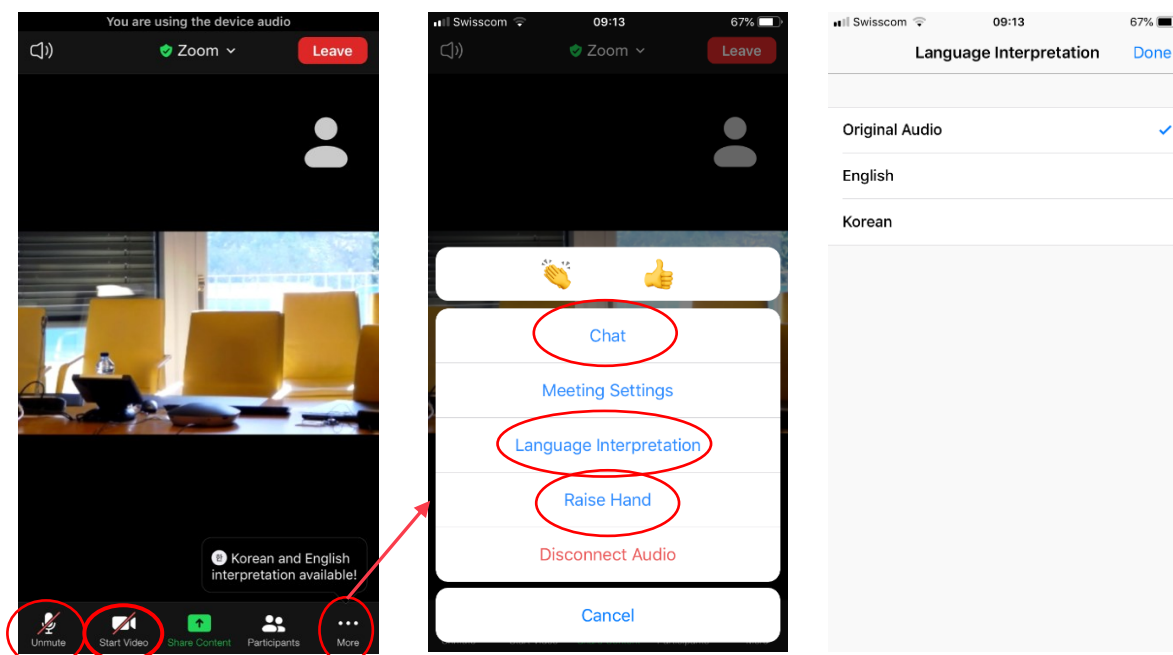
- You should make sure to connect with a personal computer or laptop, from a quiet place with good connectivity. A cabled Internet access is preferable to Wifi.
- You should activate your microphone and camera only when you are given the floor. It is important to mute your microphone and deactivate the camera when you are not speaking.

Using the tool bar

- **From a PC or laptop**

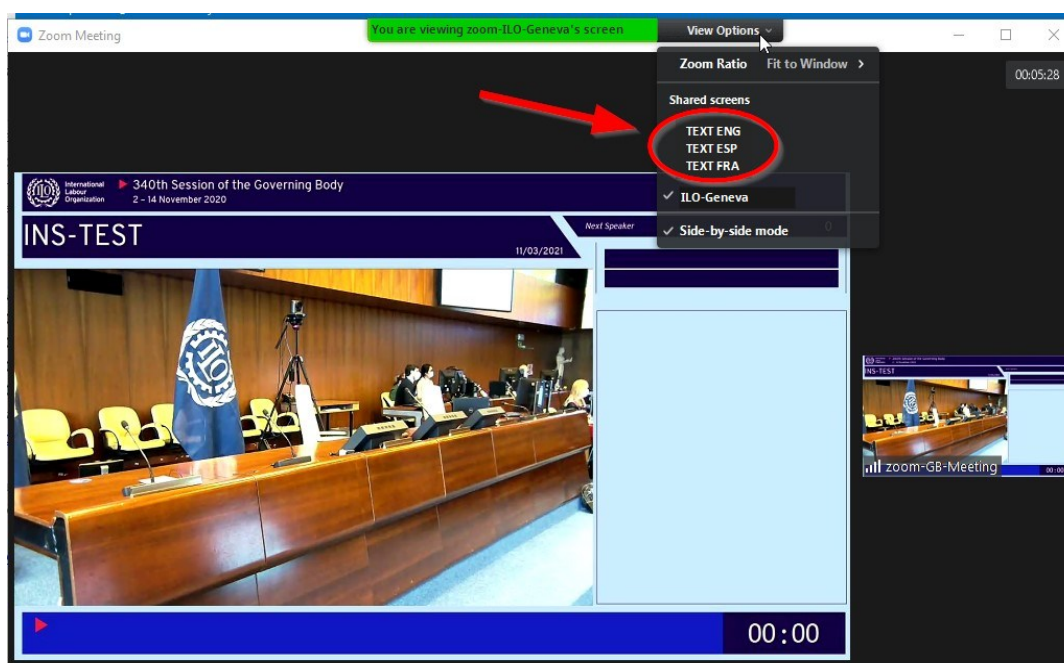


• From a tablet or smartphone



How to display the draft decisions and related amendments

In "View Options" select "TEXT" in one of three languages:



Please note that the function to display the text under discussion is not available on smartphones or tablets.

By clicking on “view” on the top right corner, you can select one of the three options for the display mode as shown below.

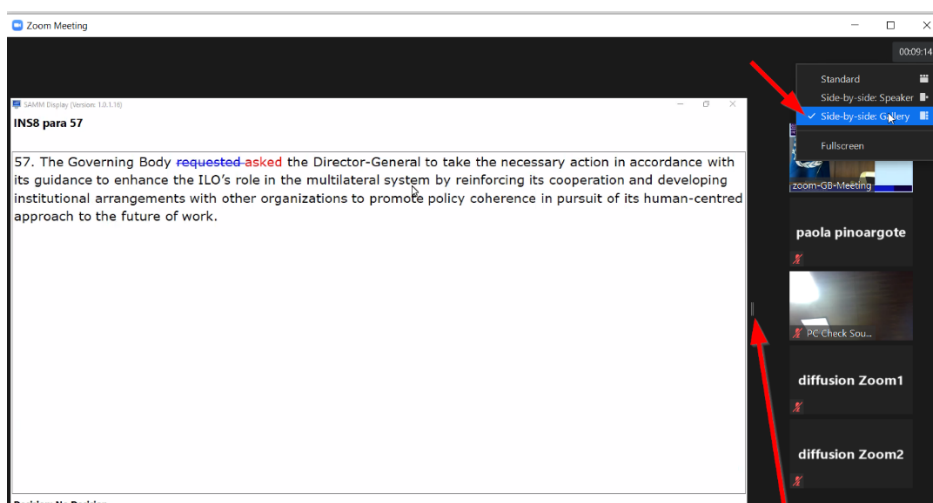
Option 1. Standard: the gallery of speakers on top



Option 2. Side-by-side Speaker: the speaker on the right side of the screen



Option 3. Side-by-side Gallery: the gallery of speakers on the right side of the screen



You can adjust the size of the text or image displayed side by side by moving laterally the bar between the two.

What to do in case of technical issues

If you face technical difficulties with Zoom during a meeting, you can communicate the issue to the host through the Chat by selecting “private message to Host”. Please avoid writing to everyone in the chat. The host will answer privately to you, proposing a solution to your problem.

