



► INFORMATION NOTE for participants to Sectoral Meetings

The purpose of this information note is to assist participants to familiarize themselves with the practical arrangements of the meeting.

Venue

International Labour Office (ILO)
Route des Morillons 4
1211 Geneva 22
Switzerland
sectormeetings@ilo.org

Registration and accreditation

Registration

Only participants registered following official nominations from governments or by the Employers' and Workers' groups, or from invited official international organizations and non-governmental international organizations, are authorized to participate in the meeting.

Accreditation

To access the ILO building, all participants will have to be in possession of an ILO badge.

Participants who are registered to the meeting but **not already in possession** of an ILO entry badge must collect it at the Accreditation office:

- R2-North (a white temporary Office, at the top of the escalator): please follow the signs.
- A valid ID will be required (*passport, national identity card, legitimation card, UNLP*).
- **Open from 08:00 to 10:00 am on the first day of the meeting only.**
- If you arrive after this date/time, please ask the Security Desk to call the meeting secretariat.

Please return your badge upon departure in the designated boxes located at the exits to the building (unreturned badges result in additional costs for the Office).

Access to ILO Headquarters

- **Public transport** (see map below).

Geneva's Public Transport system: www.tpg.ch or mobile app ([Google](#), [Apple](#)).

Bus stop is "OMS-BIT".

- From Geneva airport (Cointrin):
 - Bus 5 - direction "Thônex/Vallard".
 - Bus 60 - direction "Gare Cornavin".
- From Geneva train station (Gare Cornavin)
bus stops are behind the train station, near the Hotel Montbrillant:
 - Bus 5 - direction "Aéroport-Terminal".
 - Bus 8 - direction "Palexpo".
 - Bus 60 - direction "Ferney-Voltaire".
 - Bus 61 - direction "Gex l'Aiglette".

Follow the footpath through the car park, take the staircase or the lift to R2 level and follow the signs.

- **Taxi:**

- TaxiPhone Centrale SA: call +41 22 33 141 33 or book online at www.taxi-phone.ch / [mobile app](#).
- Taxis drop you off on P2 parking.



Apple Store



Google Play

- **Private car:**

- Please send an email to the secretariat (sectormeetings@ilo.org) with the details of the vehicle (brand, model and plate number).
- Follow the signs to the visitors' parking P1, and then to the Accreditation office.

- **Participants with disabilities:**

The ILO recognizes that social justice and decent work for all can be realized only if persons with disabilities are fully and meaningfully included in the world of work. In this context, the ILO strives to lead by example at the meetings it hosts and organizes. Should you require any assistance in this regard, kindly address your request to sectormeetings@ilo.org.



Visa request and accommodation

For participants whose participation is not financially supported by the ILO, the Office is unable to cover any travel, accommodation or related expenses. Any arrangements to attend the meeting must therefore be made at the participant's own expense.

All participants who require an entry visa for Switzerland, which is part of the Schengen area, will need to obtain this in their own country well in advance of departure:

- The Office can provide support for visa application only to nominated participants representing Governments, Employers' and Workers' groups, as well as to nominated representatives of official international organizations and international non-governmental organizations.
- the website of the [Swiss Federal Department of Foreign Affairs](#) features an information

page listing all Swiss representations in the world.

Participants are responsible for making their own hotel reservations and are strongly encouraged to book their accommodation well in advance. A list of hotels offering preferential ILO rates is attached to the invitation letter. Options may be viewed at the [Geneva Tourism website](#).

Meeting rooms

For the sittings of the Plenary, participants and accredited observers have their reserved seats with nameplates in room II.

All the meeting rooms are indicated below (R3-South):

Plenary Sessions	Room II
Government group	Room V
Employers' group	Room III
Workers' group	Room IV

Remote participation (Zoom, preferably at least version 5.16.2.)

- You will receive **two different Zoom invitations** by email:
 - ✓ **Group meetings** (government, employer, or worker group): same link for the whole meeting.
 - ✓ **Plenary sittings**: same link for all plenary sittings.

These links are valid throughout the meeting and should not be shared or forwarded. Please do not rename yourself as there is a pre-established naming protocol for each participant to facilitate identification.

- If you have not received the links, check your spam and if necessary, contact sectormeetings@ilo.org with details of your group / entity and your name.
- Ensure a good internet connection, a silent work environment, a wired headset with microphone. Please adjust your camera, mute when not speaking, and raise your hand to take the floor!

Interpretation & documents

- No printed documents will be made available during the meeting. All meeting documents will be published on the [meeting's webpage](#).
- Interpretation is available in English, French and Spanish (*also on Zoom*): [ILO Guidelines for speakers addressing meetings with interpretation services](#).
- Unscheduled meetings will be without interpretation.
- Please send your speaking notes or speeches in advance to interpreterspeeches@ilo.org (*all statements will be treated with confidentiality and only for the purpose of assisting the work of the interpreters*).



Safety, health and well-being

- **For all emergencies**

From an internal, fixed telephone (landline): 112.

From a mobile phone: + 41 22 799 81 12.

- **First aid services**

The ILO Medical Service (MEDSERV) is located at the R3-North and is open from 8:30 to 11:30 am and from 1:30 to 4:00 pm (tel. +41 22 799 71 33 / infirmary@ilo.org)

- **Anti-harassment policy**

The ILO enforces a strict zero-tolerance policy against all forms of harassment, which applies to its staff members and also to participants to ILO events.

- **Smoke-free policy**

Smoking is prohibited inside the ILO building. It is only permitted in designated outdoor areas.

For the health and well-being of all, you are requested not to smoke close to entrances of the building.



General facilities and services (from Monday to Friday)

Wifi & cyberspace	• Meeting participants can access the ILO's Public Wi-Fi network ("ILO-Public"). • The cyberspace can be found in R2 South in front of room Jura (Library). • Switzerland uses 230 volts: don't forget to bring your adaptors!
Library	The reading room is located on R2 South in the Gobelins area. • Librarians welcome you at the desk from 1:00 pm to 4:00 pm from Monday to Friday to answer your questions. • Information service is available from 9:00 am to 5:00 pm by email at library@ilo.org and by phone at +41 22 799 86 82. • Computer space to consult: ○ Labordoc - The ILO Institutional and OA Repository ○ ILO Library & Knowledge Hub • For onsite consultation of ILO publications and research assistance, please make an appointment by email at library@ilo.org 24h in advance.
Cafeteria	R2 North: open from 11:45 am until 2:15 pm.
Vending machines	R2 North: snacks, soft drinks and coffee/tea
Kiosk	R2 South: a self-service coffee machine is available (payment with credit card)
Delegates bar	R3 South: open from 7:30 am until 5:00 pm • Breakfast service • Hot dishes • A self-service coffee machine is also available (payment with credit card)

Water fountains	There are water fountains available in central areas in the building and close to the conference rooms. The water fountains offer filtered cold and room temperature water. The tap water in Geneva is of high-quality and is drinkable. Disposable organic cups are available next to the fountains. To reduce waste in line with the ILO's greening policy, visitors can also opt to refill their water bottle at the fountains. ILO branded bottles are for sale at the Delegates Bar.
Medical service (MEDSERV)	R3 North: open from 8:30 to 11:30 am & from 1:30 to 4:00 pm Tel. +41 22 799 71 33 / infirmary@ilo.org Emergencies: • from an internal landline: 112. • from a mobile phone: + 41 22 799 81 12. University Hospital of Geneva (HUG): Tel. +41 22 372 96 17 - Infectious diseases unit - Emergencies
Breastfeeding room	Located outside the entrance to MEDSERV: • any delegate who would like to use this facility must first register with the nurses by email or by phone. • the key to the nursing room must be collected from MEDSERV between 8:30 am and 4:00 pm. Outside these hours, please collect the key from the Security Control Centre (R3 North) open 24/7.
Toilets	Since completion of the renovation works, the number of toilets in the conference area have been increased. Additional toilets for persons with disabilities have been created as well as squat toilets and toilets with bidet shower. All toilets are signposted. Female hygiene products Tampons and sanitary pads are freely available in the toilets close to the meeting rooms. The location of those toilets is indicated on the maps.
Bank	• An ATM for cash withdrawal can be found on R2 North. • The UBS office is located outside the ILO building in the nearby Green Village at 42 chemin du Pommier.
Travel agency	• Carlson WagonLits: ILO building, office M3-056. • Open from 9:00 am to 5:00 pm. • ilo.ch@contactcwt.com / tel. +41 22 799 75 40.
Luggage room & coat racks	Please do not leave luggage or parcels unattended. • Only hand luggage or cabin luggage up to 55 x 35 x 25 cm is permitted on ILO premises. • All other baggage must be stored. To gain access to the baggage room, you must contact a member of the security service. • Deposits in this room and on the coat racks are the sole responsibility of the depositor. Lost property Contact the Control Centre by dialling 8014 or 8015 (internal landline) or +41 22 799 80 15 (external).
Rest, prayer and meditation rooms	• Rest room: R2 North, close to the photo booth (if you are feeling unwell, please avoid using the rest room and contact MEDSERV for assistance); • Prayer room: R2 North next to the rest room. While awaiting the completion of the renovation, we remind those who wish to perform ablutions for prayers that squat toilets and bidet showers are located on the south side of the building near the conference rooms; • Meditation room: R1-154 North close to the entrance of the Staff lounge.

Map of the ILO building (R1-R2-R3)

Floor
Étage
Piso

R3

North
Nord
Norte

- ILO Staff Health and Well-being Services
Services de la santé et du bien-être
du personnel du BIT
Servicios de salud y bienestar
del Personal de la OIT
- Control centre
Centre de contrôle / Centro de control
- Toilets / Toilettes / Baño

Floor
Étage
Piso

R2

North
Nord
Norte

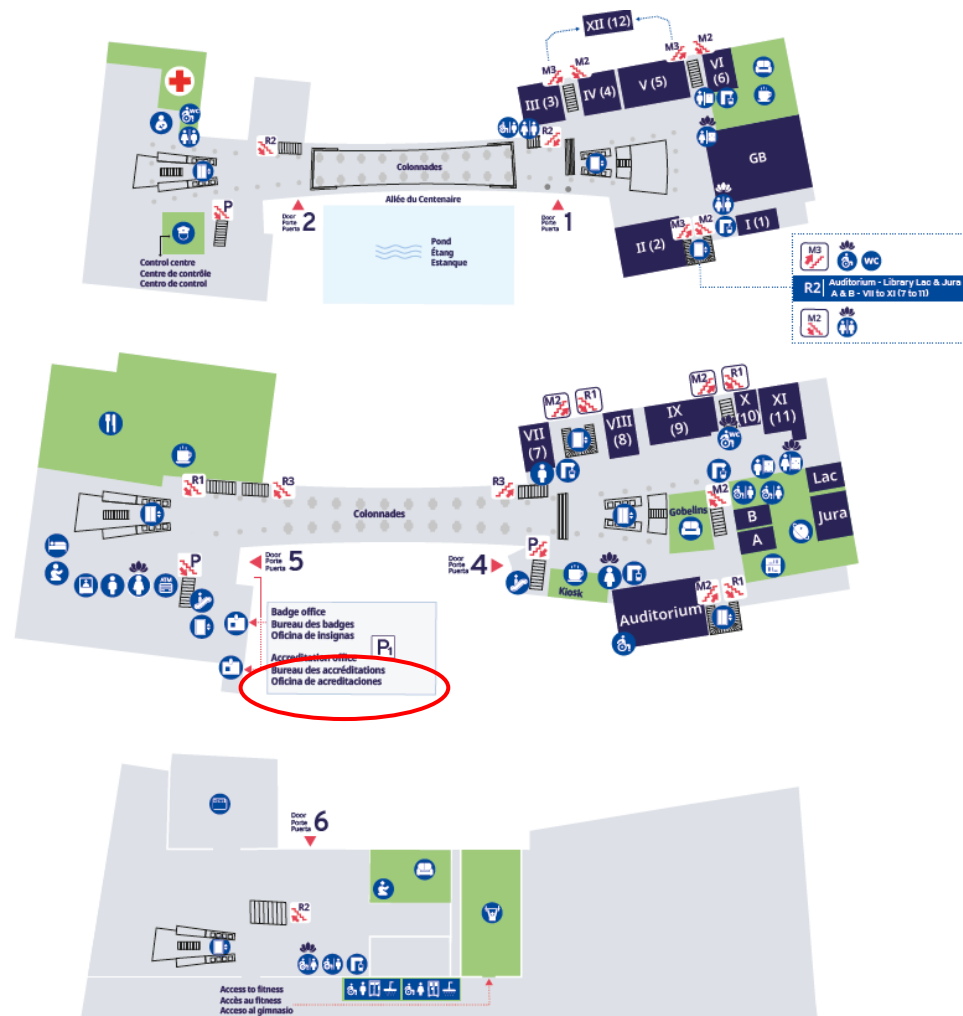
- Restaurant / Restaurante
- Resting room / Salle de repos
Sala de descanso
- Prayer room / Salle de prière
Sala de oración
- Photobooth / Photomaton
Cabina de fotos
- Bancomat UBS / Distributeur automatique
Cajero automático
- Toilets / Toilettes / Baño

Floor
Étage
Piso

R1

North
Nord
Norte

- Communication and Public Information
- Fitness room / Salle de fitness
Sala de fitness
- Changing rooms / Vestiaires / Vestuarios
- Meditation room / Salle de méditation
Sala de meditación
- Toilets / Toilettes / Baño



Floor
Étage
Piso

R3

South
Sud
Sur

- GB - I (1) - II (2) - III (3)
IV (4) - V (5) - VI (6)
- Delegates' bar
Bar des délégués
Bar de los delegados
- Toilets / Toilettes / Baño

Floor
Étage
Piso

R2

South
Sud
Sur

- Auditorium
Gobelins A & B - Lac & Jura
VII (7) - VIII (8) IX (9)
X (10) - XI (11)
- Library / Bibliothèque / Biblioteca
- Cyberspace / Cyberspace / Ciberespacio
- Gobelines
- Kiosk / Kiosque / Quiosco
- Toilets / Toilettes / Baño

Parking P2 - P3- P4

P2 taxi

P3 **5** **8** **22** **60** **61**

Female hygiene products available
Produits d'hygiène féminine disponibles
Productos de higiene femenina disponibles

Squat toilets
Toilettes acroupies
Inodoros en cuclillas

Access plan to the ILO (during the renovation works)



- 1 Bus stop "OMS-BIT"
- 2 Bus stop "Grand Saconnex-Morillons"
- 3 Pedestrian accesses (through the parc)
- 4 Main ILO entrance (by car)
- 5 Pedestrian access (through the car park)
- 6 Taxi drop-off (P2 parking)
- 7 Visitor's P1 parking
- 8 Accreditation office (R2-North)

Geneva's public transport (TPG)

