International Labour Organization

Practical information for participants to Governing Body sessions at the ILO headquarters

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1. Registration

To access the ILO building, all participants must be in possession of an ILO access badge which can be obtained at the registration desks located at the **ILO Welcome Pavilion** on Route des Morillons [1]

Registration office

Location: ILO Welcome Pavilion

Opening hours

Thursday, 5 and Friday, 6 November	From 9 a.m. to 12 noon and from 1 p.m. to 5 p.m.
Saturday, 7 and Sunday, 8 November	Closed
Monday, 9 and Tuesday, 10 November	From 8 a.m. to 5 p.m.
Remaining days of the week	From 9 a.m. to 5 p.m.
Saturday 14 and Sunday, 15 November	Closed
Monday, 16 November	From 8 a.m. to 5 p.m.
Remaining days of the week	From 9 a.m. to 5 p.m.

Press and media representatives are kindly requested to register with the Department of Communication and Public Information communication@ilo.org.

2. Access to ILO headquarters and participating at the sessions

2.1. How to get to the building

2.1.1. Public transport

For information on public transport in Geneva, visit www.tpg.ch or download the mobile application.

BUS STOP NAMES: **OMS - BIT** or **Grand-Saconnex, Morillons**



[1] See also the detailed instructions for accreditation and for registration.

From the bus stop, meeting participants holding an ILO access badge can enter the premises through the security turnstiles.

2.1.2. Taxis

Taxi Phone Centrale SA. Call +41 22 331 41 33 or book online at www.taxi-phone.ch or via their mobile app.

Taxis pick up passengers in P5.

Apple Store Google Play

Figure 1 QR codes to access mobile App

2.2. Where to find the meeting rooms

For the sittings of the Governing Body:

- Governing Body members, and accredited observer States, have their reserved seats with nameplates in the GB room.
- Observers can also follow the sittings from room II (free seating).

For group meetings the rooms indicated in the table below have been selected taking into account the capacity of each room and group membership. Each group determines its meetings.

Room	Meeting	Floor
GB	GB sittings	R3-SOUTH
II (2)	IMEC – Transmission of GB sittings	R3-SOUTH
III (3)	Employers	R3-SOUTH
IV (4)	Workers	R3-SOUTH
V (5)	GRULAC	R3-SOUTH
VII (7)	European Union	R2- SOUTH
IX (9)	ASPAG	R2- SOUTH
XI (11)	Africa	R2- SOUTH

2.3. Registration in the list of speakers

Delegates can request the floor by filling out the form on their desks in the room and handing it to the Secretariat of the Governing Body (right side of the room, identified by a sign) or by

sending an email to governingbody@ilo.org, indicating the name of the speaker/country (if a government), group (if speaking on behalf of a group), and the item you wish to refer to.

The list of speakers is displayed on the screens in the room, along with the number of remaining speakers in case of an extended list that cannot be fully displayed on the screen.

3. Safety, health and well-being

For all emergencies, call 112 from an internal landline.

From a mobile phone, dial + 41 22 799 81 12

3.1. First aid services

The International Labour Office actively endeavours to safeguard the safety and health of participants in meetings and conferences at ILO Headquarters. Participants are requested to report to the organizer's secretariat any situation they consider hazardous to safety or health.

The ILO Medical Service (MEDSERV) is available to provide basic medical advice and immediate medical assistance if required. MEDSERV is located at the north end of the building, on level R3. Opening hours are Monday to Friday, from 8.30 am to 11.30 am and from 1.30 pm to 4.00 pm.

A response team from the ILO's Security Centre is always on hand to provide first aid in the event of an incident.

3.2. Hygiene, transmissible infections and preventive measures

To ensure continuity of activities and to protect vulnerable participants, the ILO provides advice and assistance to prevent transmissible diseases.

This advice follows WHO, ILO and local recommendations.

The ILO follows closely all endemic and other infection diseases and the upsurge of cases to ensue guidance and information.

General safety and health measures

The ILO applies all local occupational safety and health regulations and will maintain existing preventive measures in the buildings regarding ventilation, cleaning and the provision of hydro-alcoholic gel and masks.

Ensure regular hand hygiene with soap and water or disinfectant gel available at conference rooms and other entrances.

If you think you might have any transmissible disease, you can act to protect others by seeking medical advice and isolating from others until you have been evaluated and tested.

Do not go to the Medical Unit directly if you have symptoms, contact + 41 22 799 71 33.

- You may also call and visit the infectious disease unit: University Hospital of Geneva (HUG)

3.3. Anti-harassment policy

The ILO is committed to ensuring a workplace free from all forms of harassment, in particular sexual harassment. The ILO's anti-harassment policies apply to all ILO staff, to anyone working with the ILO or on ILO premises, and to delegates and others participating in ILO events. If you think you are a victim of harassment, or if you see it happening to others, don't hesitate to report it. You might consider contacting the organiser, your focal point or, in an emergency, the ILO Security Centre available 24/7 and by telephone on +41 022 799 8015.

For further information on the behaviours that constitute sexual harassment and how to report them, please refer to the ***Code of conduct for prevention of all forms of violence and harassment at ILO events***.

3.4. No-smoking policy

Smoking is prohibited inside the ILO premises and is only permitted in designated outdoor areas.

For everyone's health and well-being, please do not smoke near the building entrances. Smokers are also asked to dispose of their cigarette butts in the bins and ashtrays provided.

3.5. Participants with disabilities

The ILO has a policy to promote the inclusion of people with disabilities throughout the Organization. The main objective of this policy is to ensure that the ILO is an inclusive and fully accessible organization, for which disability is an expression of human diversity.

ILO premises are accessible and as far as possible, inclusive for all. The maps in section 5 and signage in the building indicate the location of toilets and other facilities adapted for persons with disabilities.

For further information or assistance for people with disabilities, please contact the Occupational Safety and Health Coordinator alonso-maestre@ilo.org (+41 79 593 13 20) or the ILO Security Centre available 24/7 and by telephone on +41 22 799 8015.

3.6. Environment sustainability at the ILO

The ILO recognizes its responsibility to protect the environment and is committed to enhancing environmental sustainability. Part of the efforts to green the Office are:

- Promoting sustainable publication, production processes, and responsible paper use. All documents are available online.
- Waste sorting management with dedicated bin containers near meeting rooms.
- Water dispensers with disposable organic cups and promotion of the use of branded water bottles for sale at the kiosk (R2 South) and the Delegates bar (R3 South).
- Strict management of energy consumption.
- Production of green energy with photovoltaic panels.
- Promotion of use of local products at the cafeteria GRTA Genève Région Terre d'Avenir.

- Promotion and protection of biodiversity.

4. Facilities

4.1. Library

- The reading room is located on R2 South in the *Gobelins* area.
- Librarians welcome you at the desk from 1 to 4 p.m. from Monday to Friday to answer your questions.
- Information service is available from 9 a.m. to 5 p.m. from Monday to Friday by email at library@ilo.org and by phone at +41 22 799 8682.
- 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.

4.2. Catering

Due to renovation works on R2 North, the seating capacity in the cafeteria is currently reduced. The restaurant "Les Morillons" (restaurant à table) is closed.

Floor		Opening hours and other details
R2-North	**Cafeteria**	Monday to Friday from 11.45 a.m. to 2.30 p.m. for lunch service.
	Vending machines **"Le Viennois"**	• For snacks and soft drinks (payment with credit card) • Nespresso coffee machine (payment with tokens that can be purchased at the cafeteria and kiosk)
R2-South	**Kiosk**	Monday to Friday from 8.30 a.m. to 3.00 p.m. After 3.00 p.m., a self-service coffee machine remains available (payment with badge/credit card)
R3-South	**Delegates Bar**	Monday to Friday from 7.30 a.m. to 5.30 p.m. It will remain open until 8 p.m. if needed on days with evening sittings. A self-service coffee machine is also available (payment with credit card)

4.3. Water fountains

There are water fountains available close to the conference rooms (see the maps in section 6). 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 water bottles are for sale at the kiosk (R2 South) and the Delegates bar (R3 South).

4.4. Toilets

The number of toilets in the conference area has 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 (see the maps in section 6).

We kindly request that users of the toilets respect the premises and leave them as they would like to find them.

Sanitary products

Tampons and sanitary towels are available free of charge in toilets located near the meeting rooms and are indicated by the following symbol on the designated toilet doors. Other personal sanitary items can be purchased from the R2 South kiosk.



4.5. Nursing facilities

The ILO Medical Service (MEDSERV) manages a breastfeeding room located outside the entrance to MEDSERV on R3 North. Any staff members and delegates who would like to use this facility must first register with the nurses by sending an email to: infirmary@ilo.org or calling +41 22 799 71 33.

The key to the nursing room must be collected from MEDSERV between 8.30 a.m. and 4 p.m., from Monday to Friday. Outside these hours, please collect the key from the Security Control Centre (R3 North) open 24/7.

4.6. Rest, prayer and meditation rooms

The following facilities are available for use by delegates:

- a rest room in R2 North, close to the photo booth (if you are feeling unwell, please avoid using the rest room and contact MEDSERV for assistance);
- a prayer room in 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.
- a meditation room in R1-154 North.

4.7. Internet access and cyber space

Meeting participants can access the ILO's public Wi-Fi network, **ILO-Public**.

The cyber space can be found in R2 South in front of the room Jura (*Gobelins* area).

4.8. Bank

An ATM for cash withdrawal can be found on R2 North.

The closest UBS office is located outside the ILO building in the nearby Green Village at 42, chemin du Pommier.

4.9. Lost and found property

Contact the Control Centre (R3-14 North) by dialling 8014 or 8015 (internal landline) or

+41 22 799 8015 (external).

4.10. Luggage

Given the ILO's security and safety measures, it is forbidden to leave luggage or parcels unattended.

Only hand luggage or cabin luggage is permitted on ILO premises. Large luggage must be stored in the self-serve lockers located in the Welcome Pavillon. Deposits in this room are the sole responsibility of the depositor.

5. Useful contacts

- Participation, credentials and registration of speakers: governingbody@ilo.org
- Amendments, comments and general inquiries: reloff@ilo.org
- Prepared statements for interpreters: interpreterspeeches@ilo.org
- Meeting reservation: cmu@ilo.org
- ILO Security Centre: R3 North - Tel. 022 799 80 15 hqsecurityoperations@ilo.org
- ILO Library: Tel: +41 22 799 8682, library@ilo.org
- Occupational Safety and Health coordinator Tel. +41 22 799 64 32 oshcoordinator@ilo.org
- ILO Medical Service: +41 22 799 71 33 infirmary@ilo.org
- University Hospital of Geneva (HUG): +41 22 372 96 17 - infectious diseases unit emergencies

6. Access maps to the headquarters building and to meeting rooms



Figure 2 aerial view of the ILO with the various accesses to the building by type of transport



Figure 3 Map of meeting and public areas R3 to R1