

ILO Global Summit on COVID-19 and the World of Work

Building a better future of work

Protocol and logistical arrangements for the Global Leaders' Day (8 July 2020)

The Protocol Service of the International Labour Office presents its compliments to the offices of the Permanent Representatives to the United Nations Office in Geneva and has the honour to inform them of the protocol and logistical arrangements for the **Global Leaders' Day**, which will take place on Wednesday, 8 July from 12:00 – 16:00 CET (Central European Time) during the ILO Global Summit on COVID-19 and the World of Work.

The interest of Heads of State or Government in contributing a statement for the Global Leaders' Day should be transmitted to the Office of the Director-General (cabinet@ilo.org), along with the contact details of the responsible official in the Permanent Mission or in the capital with whom the ILO Protocol Service could liaise to provide information about the format, and logistical and technical arrangements.

In parallel, Permanent Missions are requested to provide the **ILO Protocol Service** (protocole@ilo.org) **by 26 June at the latest** with the following information in writing:

1) the full name and title of the Head of State or Government:

2) the name, title, telephone number (or mobile number) and email address of the responsible official in the Permanent Mission or in the capital:

3) the name, title, telephone number (or mobile number) and email address of the technical staff involved in video production:

4) the language of the video presentation:

*N.B. Please note that, should the high-level statement be delivered in any language other than the seven ILO working languages (Arabic, Chinese, German, English, French, Russian and Spanish), a **written translation** of the message in either English, French or Spanish should also be sent with the video, and the video should be **subtitled** in that same language.*

Deadline for submission of video presentations

Video presentations (up to **five minutes long**) must be sent to globalsummit@ilo.org **no later than Wednesday, 1 July 2020**, with the following information in the subject line: “Name of speaker – video”. Ideally, videos should be in **MP4 HD** but other formats will be accepted where necessary.

Interpretation

If the video presentation is delivered in any language other than the seven ILO working languages (Arabic, Chinese, German, English, French, Russian and Spanish), a **written translation** of the message in either English, French or Spanish should also be sent with the video, and the video should be **subtitled** in that same language.

The event will be broadcast live, with interpretation provided in the seven ILO working languages, and in Portuguese (passive).

A web platform with information on the Global Summit is available [here](#) and includes a brief concept note to guide the discussions.

For any further clarifications or questions concerning any aspect of the Global Summit, please contact globalsummit@ilo.org.

The Protocol Service of the International Labour Office avails itself of this opportunity to renew to the offices of the Permanent Representatives to the United Nations Office in Geneva the assurances of its highest consideration and remains at their disposal should they need any additional information.