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International
Labour
Organization

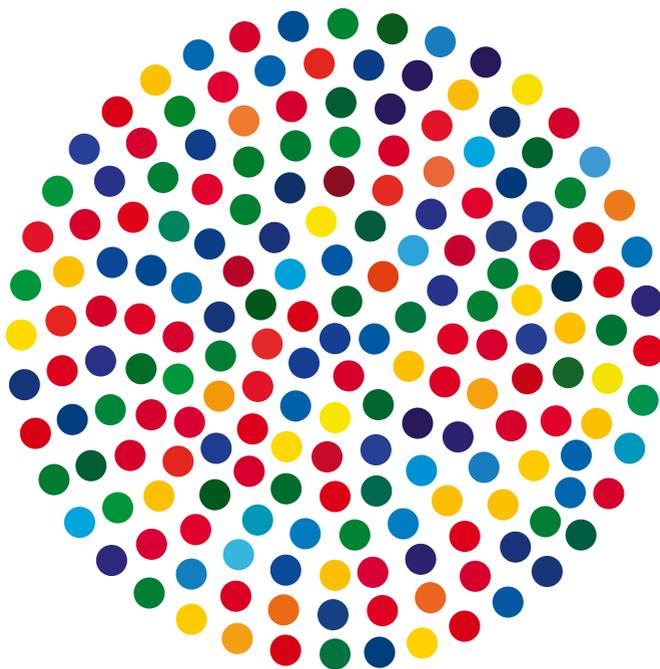


Building a future with decent work

Conference Guide

**108th Session of the
International Labour Conference**

Geneva, 10–21 June 2019



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DOCUMENTATION

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EMERGENCY CONTACTS

For all emergencies at both the *Palais des Nations* and ILO Conference sites
Call 112 from an internal, fixed telephone (landline).

For further details on health and safety measures, please see the relevant section below.

Contents

	<i>Page</i>
Agenda of the 108th (Centenary) Session of the International Labour Conference.....	1
Conference procedures.....	2
Programme of the International Labour Conference.....	2
“ILO Events” App	2
Group meetings.....	3
Opening sitting.....	3
High-level section of the plenary.....	4
Plenary discussion of the reports of the Director-General and of the Chairperson of the Governing Body	5
Thematic forums	5
Conference committees.....	6
Adoption of the Committee outcomes	6
Closing ceremony	7
Registration formalities.....	7
Participating at the Conference	8
Speaking in plenary	8
Registration in committees	9
Simultaneous interpretation	10
Conference general facilities and services	11
Accommodation, local support and tourism information.....	11
Bank.....	12
At the Palais des Nations.....	12
In the ILO building.....	12
Car, parking and shuttle services between the ILO and the Palais des Nations	12

	<i>Page</i>
Catering.....	13
At the Palais des Nations.....	13
In the ILO building.....	14
Centenary souvenirs.....	15
Delegates with disabilities	15
Duty-free facilities	16
Health and safety	16
Information and document distribution desk	17
Internet, Wi-Fi and Cybercafés.....	18
Wi-Fi access	18
Cybercafés (24/7 for the duration of the Conference)	18
Library	18
Luggage	19
Lost and found.....	19
Prayer room	19
Public transport to Conference venues.....	19
Access to the ILO building.....	20
Access to the Palais des Nations.....	20
Taxis	20
Telecommunications, postal services and newsagents.....	20
Telephone	20
Postal services	21
Newsagent	21
Travel and tourist facilities	21

Agenda of the 108th (Centenary) Session of the International Labour Conference

The International Labour Conference is the ILO's highest decision-making body. It meets annually, bringing together the tripartite delegations from the Organization's 187 member States and a number of observers from other international actors to consider a series of topics placed on its agenda by the Governing Body of the ILO.

The Conference is composed of a plenary and a number of committees set up to consider the standing items on the Conference agenda, and technical committees to deal with technical items. Details about each standing and technical committee are available on the web page "Committees on the agenda" available on the ILC website (www.ilo.org/ilc).

Standing items

- I. Reports of the Chairperson of the Governing Body and of the Director-General. This year, the Director-General's Report will focus on the future of work, and will consist of the report of the Global Commission on the Future of Work, entitled *Work for a brighter future*
- II. Programme and Budget proposals for 2020–21 and other questions
- III. Information and reports on the application of Conventions and Recommendations

Items placed on the agenda by the Conference or the Governing Body

- IV. ILO Centenary outcome document
- V. Violence and harassment in the world of work (standard-setting, second discussion)
- VI. Thematic debates and events connected to the Future of Work, including various Centenary Initiatives

Conference procedures

The Standing Orders of the ILC are available online and in hard copy at the distribution desk. The “Standing Orders at a glance” booklet is available on the ILC website at www.ilo.org/ilc.

Programme of the International Labour Conference

The **108th (Centenary) Session** of the International Labour Conference will be held **from 10 to 21 June 2019 in Geneva**, in two locations: the Palais des Nations and ILO headquarters (please see the map at the end of the guide).

For a schematic view of the tentative programme of work of the Conference, as recommended by the Governing Body, please see a more detailed explanation at the end of this guide.

During the Conference, a *Daily Bulletin* containing information on the daily programme of all plenary, committee and group meetings and their venues is made available in printed form at the Information and document distribution desk. It can also be downloaded as of 11 p.m. the preceding day on the Conference website or through the ILO Events App. The daily meetings schedule may also be consulted in calendar form in the ILO Events App.

“ILO Events” App



ILO Events
App

The App is available for download in either the App Store (for iOS devices) or Google Play (for Android). Simply search for “ILO Events”.

Access codes (username and password) will be given to each delegate upon registration in Geneva, except for those delegates who are already registered users of the App with their personal email address. These registered users can log in to the 108th ILC event in the App with the same personal email address and password as soon as their credentials to the Conference have been processed by the Office.

Group meetings

In order to allow committees to begin their substantive work on the first day of the Conference, provision has been made to hold preparatory meetings of the full Government, Employers' and Workers' groups either on **Sunday, 9 June**, or in **the morning of Monday, 10 June**, prior to the opening sitting, or both. It is at these meetings that the groups will elect their officers, make proposals relating to the composition of the various committees and become acquainted with Conference procedure. Similarly, provision will be made for preparatory meetings for the groups in each of the technical committees, to be held as deemed appropriate by each group. The time and venue of all group meetings will be announced in the *Daily Bulletin*.

Opening sitting

The 108th Centenary Session of the International Labour Conference in 2019 will open at **11 a.m. on Monday, 10 June**.

The opening sitting will take place in the Assembly Hall of the Palais des Nations. It consists of the following elements:

- formal opening by the Chairperson of the Governing Body;
- election of the President of the International Labour Conference;
- election of the Vice-Presidents of the Conference;
- nominations of the officers of the groups;
- constitution and composition of standing committees and committees for items on the agenda;
- proposals for suspension of certain provisions of the Conference Standing Orders and other formalities necessary to set the Conference in motion. As last year, and pending the adoption of amendments to the Standing Orders of the Conference, these proposed suspensions will be presented in a *Provisional Record* published prior to the Conference, to avoid announcing them at length during the opening sitting;
- delegation of authority to the Officers of the Conference;
- opening remarks by the Director-General;

-
- presentation by the Chairperson of the Governing Body of her report to the Conference;
 - opening addresses by the Employers' and Workers' group Chairpersons;
 - address by Swiss Federal Councillor H.E. Mr Alain Berset;
 - closing of the sitting.

Due to limited capacity and to security considerations, access to the Assembly Hall during the opening and high-level sittings of the plenary will be limited to eight persons per national delegation and to one person for each observer from invited organizations. These sittings will be broadcast in overflow rooms (room XVI and Concordia I) accessible to all Conference participants. Please consult the Conference website for more details on seating arrangements in the Conference plenary.

High-level section of the plenary

To mark the celebration of the Centenary of the Organization, the plenary will sit in a high-level section to receive several dignitaries. This section will be held in the Assembly Hall on the third floor of the Assembly Building of the Palais des Nations. It will start after the opening of the Conference on Monday, 10 June and will continue all day on Tuesday, 11 June and in the morning of Wednesday, 12 June. The high-level section will resume on Wednesday, 19 June and will continue on Thursday, 20 June.

In the afternoon of Thursday, 20 June, former Directors-General, Mr Juan Somavia and Mr Michel Hansenne, will engage in a conversation in the Assembly Hall, moderated by Director-General Guy Ryder, on the ILO's contribution to peace and stability, examining what we can learn from the past as we look to the future world of work and the future of the ILO.

The Conference will also receive the Secretary-General of the United Nations, Mr António Guterres, on its last day Friday, 21 June at 10 a.m. The address by the Secretary-General will be followed by the adoption of the various committees' outcomes.

More information about the high-level visits will be announced in due course on the high-level visits web page (www.ilo.org/ilchighlevel), and during the Conference in the *Daily Bulletin*.

Plenary discussion of the reports of the Director-General and of the Chairperson of the Governing Body

The plenary sittings of the Conference are open to all delegates for the discussion of the reports of the Director-General and of the Chairperson of the Governing Body. These sittings will also be held in the Assembly Hall and the Palais des Nations.

The Director-General of the International Labour Office will present his Report to the Conference during the opening sitting. It will consist of the report of the Global Commission on the Future of Work entitled *Work for a brighter future*. The Chairperson of the Governing Body will also submit during the opening sitting a report to the Conference on the work carried out by the Governing Body from June 2018 to June 2019.

The dates of these sittings devoted to the discussion of the reports of the Director-General and the Chairperson of the Governing Body are Wednesday, 12 June, in the afternoon and full days on Thursday, 13 June, Friday, 14 June, Monday, 17 June and Tuesday, 18 June.

In order to speak in plenary on these reports, it is necessary to register in advance. For more details, please see the section “Registration to speak in plenary” below.

Thematic forums

On the occasion of the Organization’s Centenary, the following thematic forums connected to the future of work will be held during the Conference, between Thursday, 13 June and Tuesday, 18 June, in room XX at the Palais des Nations:

Thursday a.m. 13 June 2019	TOGETHER for a brighter future without child labour
Thursday p.m. 13 June 2019	Freedom of association and the effective recognition of the right to collective bargaining: A foundation of decent work
Friday a.m. 14 June 2019	Jobs and skills for a brighter future

Friday p.m. 14 June 2019	Securing sustainable transitions over the life course
Monday a.m. 17 June 2019	Technological pathways for decent work
Tuesday a.m. 18 June 2019	Multilateralism for an equitable future of work
Tuesday p.m. 18 June 2019	Businesses For Decent Work

The thematic debates are open to all, without registration.

Conference committees

Most Conference committees begin their work soon after the opening sitting and will continue to sit until the middle of the second week of the event. Conference committees meet concurrently, and work throughout the Conference, before finalizing their reports, conclusions or any instruments they may have drafted, which are then submitted to the plenary for adoption. With the exception of the Committee on the Application of Standards, all other Committees are expected to finish their work by the evening of **Wednesday, 19 June**.

Adoption of the Committee outcomes

Committees will present the outcome of their deliberations to the plenary for debate and adoption on **Friday, 21 June**, unless they can be made available earlier, as proposed with the report of the Finance Committee. The reports and outcomes of the various committees will be published as *Provisional Records*.

In accordance with the Constitution of the ILO, the adoption by the Conference of the programme and budget and of any international labour standard requires a two-thirds majority record vote, to be conducted by electronic means. The tentative dates for those votes are included in the schematic programme of work of the Conference at the end of this guide.

Closing ceremony

The closing sitting will take place in plenary at the Assembly Hall of the Palais des Nations on Friday, 21 June 2019, in the afternoon, after the discussion and adoption of the last committee report.

Registration formalities

Accredited delegates and representatives from invited organizations will be able to register and collect their badges from the registration office, provided that their credentials have been received. Due to heightened security, in order to gain access to Conference premises at the Palais des Nations complex or at the ILO building, all participants must be in possession of a personalized badge issued by the ILO and of a valid identity document, containing a photograph, and the name of the participant in Latin script, and issued by countries or other entities recognized by the United Nations. Badges must be worn visibly at all times.

Since the registration of delegates from national delegations is the basis for calculating the quorum for votes, only delegates who are actually attending the Conference should be registered. Delegates are therefore encouraged to register in person upon their arrival and requested to give timely notice of their departure if they leave before the end of the Conference. Please note that permanent missions may only collect badges for the Employer and Worker members of their delegations if they have been specifically authorized to do so, in writing, by the Employers and Workers concerned. The registration office will be located at the Pregny gate at the Palais des Nations. The working days and opening hours of the registration desk are as follows:

Before the Conference:

- Friday, 7 June, from 10 a.m. to 5 p.m.
- Saturday, 8 June, from 2 p.m. to 5 p.m.
- Sunday, 9 June, from 9 a.m. to 4 p.m.

During the Conference:

- Weekdays, from 8 a.m. to 5 p.m.
- Saturday, 15 June, from 9 a.m. to 1 p.m.
- Sunday, 16 June – closed.

Journalists should refer to ILO's Department of Communication and Public Information (communication@ilo.org) to collect their badge outside of these opening hours.

Official group visitors should refer to their focal point for the collection of their badge.

Access for **individual visitors** will be possible from Wednesday, 12 June at 2 p.m. until Tuesday, 18 June at 5 p.m. except on the weekend.

Participating at the Conference

Speaking in plenary

In order to take the floor in plenary, delegates must be accredited either as “Minister attending the Conference”, “regular delegate” or “adviser and substitute delegate” acting on behalf of the regular delegate. Delegates accredited as “advisers” are normally not entitled to speak in plenary. Please refer to the “Explanatory note on credentials for national delegations” available at: www.ilo.org/ilcnotecredentials.

Requests to speak in plenary during the adoption of committee reports, or to speak in the committees, must be addressed to the President of the Conference or to the chairperson of the committee during the debates.

Delegates wishing to speak in plenary are encouraged to register in advance by email (orateurs@ilo.org). They may also register during the Conference at the speakers’ registration office, Concordia Hall (Office No. A.265), Palais des Nations, open Monday to Friday, starting on Monday, 10 June, and are encouraged to do so as soon as possible. The list of speakers closes on **Thursday, 13 June at 6 p.m.** Speakers will be notified beforehand by email from the Speakers’ Registration Office of the sitting and the approximate time at which they will be given the floor.

A five-minute time limit (ILC Standing Orders, article 14(6)) will be strictly applied to interventions made during the discussion of the reports of the Director-General and the Chairperson of the Governing Body. This corresponds to approximately 650 words, or **two-and-a-half typewritten double-spaced A4 pages**.

All delegates registered to speak in plenary are requested to send an electronic copy of their speech to ilcspeeches@ilo.org at least 24 hours before they are scheduled to speak. Speeches should be clearly marked with the name of the speaker, the name of the delegation, and should bear the mention “Check against delivery”.

This text version will be posted on the Conference website shortly after delivery, together with the audio recordings in the original language, as well as its interpretation into English, French and Spanish.

Registration in committees

The membership of the committees set up to address agenda items III, IV and V (i.e. the technical committees and the Committee on the Application of Standards) is determined by the groups in the case of the Employers and Workers. Governments register individually for membership of committees with the Conference secretariat. It is sufficient for Governments to register the country name and not the names of each of the Government delegates or advisers.

The Conference approves the initial composition of its committees at its first sitting. In order to facilitate the work of the Conference and group secretariats, all delegates who intend to participate in committees are asked to complete online registration forms available at: www.ilo.org/ilccomiteeregistration.

Therefore, Government delegates who have not registered for committee membership *before 6 p.m. on Sunday, 9 June* will not be able to participate (except under the conditions set out in [article 56\(6\) of the](#)

Standing Orders of the Conference) ¹ in the work of the first committee sittings on the afternoon of Monday, 10 June.

Thereafter, any changes in the composition of committees which are registered with the relevant group secretariat by 6 p.m. will become effective the following working day of the Conference. Please note that committee membership will be effective only once the Office has received official credentials in respect of the Government, or the Employers' or Workers' delegate or adviser concerned.

Unlike in the plenary, delegates do not need to register in advance to speak in the committees. The person chairing the committee is responsible for giving the floor.

Simultaneous interpretation

At all Conference official meetings, including group meetings, simultaneous interpretation is provided in the seven working languages of the ILO (Arabic, Chinese, German, English, French, Russian and Spanish). Interpretation services in Japanese and Portuguese are also provided at selected Conference meetings, as agreed with the governments funding those services.

The interpreters are intended to help the meeting proceed as if everyone was speaking the same language.

In order for interpreters to faithfully transmit your message and allow for seamless multilingual communication, please take note of the information contained in the leaflet *How to make the optimal use of interpretation*. Remember to send any prepared speeches or written material (presentations, speaking notes) to interpret@ilo.org for any interventions in plenary or in group meetings.

¹ "In addition to the members of the committee, any delegate or any adviser who has received a written authorization for the purpose from the delegate to whom the adviser is attached shall be entitled to be present at the meetings and shall have the full rights of the members of the committee except the right to vote."

For interventions in committees, please send your speeches to the relevant email address:

Committee on the Application of Standards	standardsinterpret@ilo.org
Standard-setting committee: Violence and harassment in the world of work	cn-interpret@ilo.org
Committee of the Whole (Centenary Declaration)	cw-interpret@ilo.org

This will facilitate preparation and delivery. All material is treated with utmost confidentiality.

Conference general facilities and services

Accommodation, local support and tourism information

Office du tourisme de Genève

18, rue du Mont Blanc

Case postale 1602

CH-1211 Genève 1

Telephone: +41 22 909 70 00

Website: www.geneve-tourisme.ch/en/home/

Delegates Welcome Service

Centre d'Accueil – Genève Internationale (CAGI)

La Pastorale – 106, route de Ferney

CH-1202 Genève

Telephone: +41 22 546 2300

Email: delegates.cagi@etat.ge.ch

Website: www.cagi.ch

There are banking services at both venues of the Conference.

At the Palais des Nations

UBS

Building C, door 6, ground floor, 8.30 a.m.–4.30 p.m. from Monday, 10 June to Friday, 21 June (closed at weekends). 3 ATMs and 1 Multimat are available 24h/24h.

Building E, door 41. 1 ATM (24h/24h) and 1 Multimat are available.

In the ILO building

UBS

R3 North. 9 a.m.–3 p.m. (for counter) – 5 p.m. (for agency) (closed at weekends). 2 ATMs and 1 Multimat (24h/24h) are available.

R2 South: 1 ATM available 24h/24h.

Car, parking and shuttle services between the ILO and the Palais des Nations

Owing to parking restrictions at the Palais des Nations, delegates getting to the Conference by car are requested to leave their cars in the ILO car park and to use the shuttle service between the ILO and the Palais.

It will circulate at frequent intervals daily between the ILO (from the P1 car park at R2 level, North end of the building) and the Palais des Nations (Pick-up and drop-off at Doors 15 and 40). For security reasons, during the high-level sittings (on 10, 11, 19 and 20 June all day and on 12 June in the morning), the pick-up and drop-off at the Palais will be outside the Pregny gate.

The shuttle runs according to the following schedule:

Sunday, 9 June:	from 1.30 p.m. until the end of the last meeting
Monday to Friday	from 7.30 a.m. to 8 p.m. or up to the end of the last meeting
Saturday, 15 June	from 7.30 a.m. until the end of the last meeting

Taxis do not have access to the grounds of the Palais des Nations and must pick up and drop off passengers in front of the Pregny gate, which is the nearest entrance to the Assembly Building.

Permanent missions are kindly requested to refer to the *Note verbale* informing them of the procedure for vehicle access to the Palais des Nations and temporary passes for drivers from diplomatic missions for the 108th Session of the Conference.

Catering

There are a variety of catering services at both Conference venues, in the ILO building and at the Palais des Nations, including vending machines with hot and cold drinks and some snacks in operation day and night for the whole period of the Conference.

Below are the opening hours of these catering services:

At the Palais des Nations

Monday, 10 June

Bar Concordia	Building A,	7.30 a.m. to 7 p.m.
Soupe box/ Pasta box	2nd floor (doors 13 and 15)	
Cafeteria	Building A, ground floor	11.30 a.m. to 2.30 p.m.

Tuesday, 11 to Friday, 14 June:**Monday, 17 to Friday, 21 June:**

Bar Concordia	Building A,	7.30 a.m. to 7 p.m.
Soupe box/ Pasta box	2nd floor (doors 13 and 15)	
Bar “Le Serpent”	Building E,	8.30 a.m. to 6 p.m.
Soupe box/ Pasta box	1st floor	<i>(or 8.45 p.m. if committee evening sittings)</i>
		* 8.30 a.m. to 5.30 p.m. Thursday, 20 and Friday, 21 June
Pasta corner	Building E, 1st floor	11.30 a.m. to 2.30 p.m. and 6.45 p.m. to 8.30 p.m. <i>(if committee evening sittings)</i>
Delegates’ Restaurant	Building A, 8th floor (doors 13 and 15)	12 noon to 2.30 p.m.
Cafeteria	Building A, ground floor	8.15 a.m. to 3 p.m.

Saturday, 15 June

Bar “Le Serpent”	Building E,	7.30 a.m. to 3 p.m. <i>(or</i>
Soupe box/ Pasta box	1st floor	<i>6.30 p.m.in the event of an evening sitting)</i>

Vending machines with hot and cold drinks will be in operation day and night for the whole period of the Conference.

In the ILO building

Monday, 10 to Friday, 21 June

Delegates’ Bar	R3 South	7.30 a.m. to 7 p.m. <i>(closing schedule can be modified according to demand depending on the activity)</i>
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Bar “Le Viennois”	R2 North	7.30 a.m. to 5.30 p.m.
Bar des Gobelins	R2 South	8.30 a.m. to 4.30 p.m.
Restaurant “Les Morillons”	R2 North	12 noon to 2 p.m. To reserve, dial 8154 (internal) or (+41) 22 799 8154 (external)
Cafeteria	R2 North	11.45 a.m. to 2 p.m. <i>(closing time can be changed to 2.30 p.m. upon request)</i>
Kiosque	R2 South	8 a.m. to 5 p.m.

Sunday, 9 June and Saturday, 15 and 22 June

Delegates’ Bar	R3 South	8 a.m. to 2 p.m. <i>(or later in the event of an extended sitting)</i>
Cafeteria	R2 North	11.45 a.m. to 2 p.m. <i>(closed on Saturday, 22 June)</i>

Vending machines with hot and cold drinks will be in operation day and night for the whole period of the Conference.

Centenary souvenirs

A collection of ILO100 souvenirs are for sale exclusively at the newsagent/kiosk in the ILO Building, R2 South, entrance door 4, open from 8 a.m. to 5 p.m. on weekdays.

Delegates with disabilities

The Conference premises are generally accessible to persons with disabilities.

For further information, please contact MEETINGS-SERVICES@ilo.org; telephone: +41 22 799 6767.

Duty-free facilities

The Information Desk of the Conference will process authorizations for access by delegates to the Duty-Free Shop (27 avenue de France, Geneva), and will issue temporary duty-free petrol authorizations to delegates entitled to them.

Health and safety

For all emergencies on both the Palais des Nations and ILO Conference sites, call 112 from an internal, fixed telephone (landline).

- The International Labour Office actively seeks to safeguard participants' health and safety during the Conference.
- Conference participants are requested to report to the Conference secretariat any situation they believe to be a health or safety hazard.

The **ILO Medical Service (MEDSERV)** is available to provide simple medical advice and immediate assistance in case of need. It is situated on R3 level at the North end of the ILO building and is open from 8 a.m. to 6 p.m, Monday to Friday.

The **UNOG Medical Service** at the Palais SHOULD NOT be used by Conference participants. If participants require medical assistance while at the Palais, they should go to the ILO Medical Service by taking one of the shuttle buses provided (outside Gate 15 next to the main Conference area in the A building). If a Conference participant is too unwell to travel on the shuttle bus they should ask for immediate assistance or call 112.

The ILO Medical Service manages a Breast Feeding Room located outside the entrance to the Medical Service at R3 North. All staff and Conference delegates who would like to use this facility must register initially with one of the nurses by going directly to the Medical Service waiting room, open from 9 a.m. to 6 p.m. Full medical services, both general and specialist, are available in Geneva. However, participants are reminded to bring sufficient supplies of their usual medication.

The ILO is committed to ensuring a workplace that is free from any form of harassment, in particular sexual harassment. Please see back cover for further details.

Information and document distribution desk

As of **Monday, 10 June**, an Information and document distribution desk will be open at the Palais des Nations, in the Concordia Hall, from **8 a.m. to 5 p.m.** on weekdays and as necessary on **Saturday, 15 June**. This facility will be available to Conference participants for:

- providing general Conference information to participants regarding venue facilities, the Conference programme and related events;
- distribution of official Conference documents;
- authorization for access to duty-free facilities to entitled delegates and substitute delegates (see section on Duty-free facilities above);
- any general inquiries.

In line with the ILO greening policy, distribution of documents in paper form will be strictly limited. Each national delegation will receive four printed copies of the pre-session reports to the Conference. All such pre-session and in-session documents are posted on the Conference website at www.ilo.org/ilc, and will also be accessible through the ILO Events Application.

Additional printed copies of Conference report can be requested at the Information and document distribution desk (Concordia Hall, Palais des Nations) during the Conference. The *Daily Bulletin* and most in-session documents will be available at the same desk.

Please note that the Document Distribution Service of the Conference does not dispatch other documents or reports for delegates. Delegates are requested to use the postal services.

Wi-Fi access

In order to use Wi-Fi, delegates should have installed on their laptops, a Wi-Fi network card, the latest Windows security update, and up-to-date anti-virus software.

Palais des Nations: A number of Wi-Fi zones have been established in Concordia Hall, between rooms XIX and XX, and in all meeting rooms.

ILO: There are Wi-Fi zones on R2 and R3 South, including in all meeting rooms, and in the Reading Room of the ILO Library.

Cybercafés (24/7 for the duration of the Conference)

Palais des Nations:

Library room B.121, 8.30 a.m.–5.30 p.m.
Concordia Hall, 2nd floor, Building A
Mezzanine 3rd floor, behind Room XX, Building E

ILO building:

ILO Library, R2 South, at the entrance to the Reading Room
The library itself is open Monday to Friday from 9 a.m. to 6 p.m. for the duration of the Conference (10–21 June).

Library

The ILO Library is the world's leading library in the field of work and work-related development and human rights issues. Reading areas are available in the main Reading Room and books can be borrowed for a period of one week.

Located at the R2 level at the South end of the ILO building, it is open Monday to Friday from 9 a.m. to 6 p.m.

If Conference participants require research assistance or would like to learn more about using ILO databases and other information resources, they should not hesitate to ask the staff at the Information Desk or to contact the Library's information desk to make an appointment (Email: library@ilo.org or Tel: (+41) 22 799 8682).

Luggage

In view of the constant reinforcement of security and safety measures, it is recalled that it is **forbidden to leave luggage or parcels unattended**.

Delegates are kindly reminded that they are **not permitted to bring large pieces of luggage into the United Nations premises**.

Lost and found

At the Palais des Nations, please contact the Information and document distribution desk (Concordia Hall).

At the ILO, contact the Control Centre (R3-14 North) by dialling 8014 or 8015 (internal); (+41) 22 799 8015 (external).

Prayer room

A room is available for prayer and meditation on the ground floor of Building E in the Palais des Nations, next to office E.105. There is also a prayer room for the use of delegates at the ILO, office R2-125.

Public transport to Conference venues

On arrival at Geneva International Airport, participants can obtain a free public transport ticket from a distribution machine in the baggage pick-up hall. This ticket is valid for the Geneva Public Transport (TPG) system for a period of 80 minutes. Passengers will be asked to present their airline boarding passes with their free ticket, if checked.

All participants staying at hotels in Geneva can benefit from a free Geneva transport card. The personal, non-transferable card is issued on registration at the hotel, and entitles its holder to the use of the entire TPG network without restriction (bus, tram and shuttle boat). It is valid for the duration of the stay in Geneva, including the day of departure.

For those participants not staying at hotels in Geneva, bus cards may be purchased from the newsagents in both the Palais and the ILO, and from newsagents and TPG kiosks in Geneva. TPG website: www.tpg.ch.

Access to the ILO building

- Stop “BIT”: lines 8, 22, 28 and F
- Stop “Crêts de Morillons”: lines 5, 28 and F

Access to the Palais des Nations

- Stop “Appia”: lines 8, 20, 22, 28 and F
- Stop “Nations”: lines 5, 8, 11, 15 (tramway), 20, 22, 28 and F (10 minute walk to the assembly hall and meeting rooms)

Taxis

If you need a taxi, please dial (+41) 22 331 4133 or reserve online at www.taxi-phone.ch.

Telecommunications, postal services and newsagents

Telephone

Telephones at the Palais des Nations and at ILO headquarters may be used to call Geneva numbers. Dial ‘0’ to obtain an outside line. Numbers in the surrounding area of France may be called by dialling 00 33 450 plus the last six digits.

To telephone the ILO from the Palais des Nations, dial 63 plus the internal extension number of four figures, or ring 0022 799 followed by the extension. If the extension is not known, go through the ILO switchboard on 63 6111 (or 0022 799 6111).

To telephone the Palais des Nations from the ILO, dial “2” plus the five figure internal extension number. The UN switchboard can be reached on 0022 907 1234, or 0022 917 1234.

Postal services

Postal services are available at both Conference venues:

Palais des Nations: Building C, ground floor, 8 a.m.–5 p.m.

ILO building: R2 North, 10 a.m.–11.30 a.m. and 12.30 p.m.–4.30 p.m

Newsagent

Palais des Nations: Building C, ground floor, 8 a.m.–5.30 p.m.

ILO building: R2 South, 8 a.m.–5 p.m.

Travel and tourist facilities

Palais des Nations:	Carlson Wagonlit Travel, Hall 13–15, ground floor Monday to Friday, 9 a.m.–4.30 p.m. Tel: (+41) 58 511 0079
ILO:	Carlson Wagonlit Travel, R2 South Monday to Friday, 9 a.m.–5 p.m. Tel: (+41) 22 799 7540

SPEAK UP! YOU WILL BE HEARD

NO SEXUAL HARASSMENT

The ILO is committed to ensuring a workplace that is free of any form of sexual harassment.

ILO anti-harassment policies apply to all ILO officials, anyone working with the ILO or on ILO premises, as well as delegates and other people attending ILO events.

If you feel that you are being sexually harassed, or see it happening to others, speak up! You may consider contacting any of the following services for guidance and support:

- **Mediator:** mediator@ilo.org
- **Staff Welfare Officer:** menes@ilo.org
- **Medical Service:** medical@ilo.org
- **Human Resources Department:** oneill@ilo.org
- **Staff Union:** syndicat@ilo.org

**ONE ILO
ZERO HARASSMENT**

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