

ILO Symposium for Employers on the Future of Work

Geneva, 5-6 December 2013



International
Labour
Office

GENERAL INFORMATION NOTE

General

The Symposium will begin at 9 a.m. on Thursday, 5 December 2013 and finish on Friday, 6 December 2013. It will be conducted with simultaneous interpretation into English, French and Spanish. Administrative documents will be available in all three languages, as will written contributions on the subject that are received at least 3 weeks before the event.

Venue

Place of the meeting:

The meeting will be held in Room V of the International Labour Office in Geneva.
The complete address is:

International Labour Office

4, route des Morillons

1211 GENEVA

Switzerland

Tel. : +41.22.799.89.41

Fax : +41.22.799.89.48

The ILO is situated close to the United Nations and other major international organizations. The building is oriented on a North-South axis, and the meeting rooms are concentrated at the South end, on the R3 level and on the lower R2 level.

Access to the building:

By car: from the *Place des Nations* take the *Route de Ferney* towards Ferney-Voltaire and turn right at the World Council of Churches on the top of the climb. The ILO is the big building across from the International School of Geneva. To park, follow the signs to the P1 underground car park. It leads directly to the R2 level of the building. Enter by the North entrance.

By bus: From the *Cornavin station*, take the bus **F** heading for “Ferney-Voltaire” or the **8** heading for “OMS”, and get off at the stop BIT. From *Cointrin airport*, take the bus **28** in the direction of “Jardin Botanique”, and get off at BIT. At the BIT stop, follow the painted

footprints to the R2 North entrance.

By taxi: Taxis should stop in front of the R3 North entrance, from where you enter the building and go down the steps to the R2 North entrance.

On arrival at the R2 North entrance, please introduce yourself to the security guard (name, and name of the meeting). You will obtain a badge for the 2 days of the meeting. This badge will permit you to enter and exit the building through any entrance. Please do not forget to give the badge back when you leave on the last day.

How to participate

Participation is open to employer or business representatives nominated by the Secretariat of the Employers' Group of the ILO Governing Body. Should you wish to participate, please fill and submit the nomination form by 11 October 2013 for processing by the Group Secretariat. You will receive confirmation of your nomination by the means you indicate on the nomination form.

There is no registration or participation fee.

If you have worked on subjects relevant to the theme of the symposium, we encourage you to send us any written material that you may wish to share with other participants.

Registration

Registration will start at 08.00 am on 5 December 2013 at the counter in front of Room V on the R3 level South. You can obtain all documents concerning the meeting, including the list of participants and detailed programme, at the counter when you register.

Internet access for participants

Computers and other devices with wireless connectivity can get free access to the internet in the meeting room area of the ILO building. A certain number of personal computers with Internet access are also available for use, free of charge for registered participants, near the ILO library on level R2 South.

Languages

The meeting will be conducted in English, French, and Spanish with simultaneous interpretation.

Food and refreshments

The ILO has a restaurant, a cafeteria and two bars that are operated by Eurest, the global catering enterprise. The delegates' bar next to the meeting rooms on R.3 is the most convenient during meeting times. Please note that *within the ILO Eurest does not accept credit cards or foreign currency*, so please make sure you carry Swiss francs to use their services. The nearest restaurants outside the ILO premises are ten-minute walks down the hill, just outside the Pregny gate of the United Nations building or at the Hotel Intercontinental.

Accommodation

You will have to make your own arrangements for accommodation. The most convenient hotels for participants in ILO events are either in Geneva or in Ferney-Voltaire, a French town just across the border. Many hotels in Geneva provide preferential rates for participants who attend UN meetings. So when booking a hotel, inform them of the meeting you are attending and check with the hotel whether they have such an offer. Before making your reservation you may also wish to check with your travel agent, in case they are linked to networks that offer better rates in Geneva. Please consult the following link for a list of hotels in Geneva: <http://www.geneve-tourisme.ch/en/accommodation/hotels/> .

Transport

Upon arrival in Geneva, the airport offers a free ticket valid for 80 minutes on the city's buses and trams. The ticket can be obtained from a machine situated in the baggage collection area, just before the green and red channels. Buses are available just outside the airport building on the arrival level, as are taxis. Many hotels in Geneva offer guests a "Geneva Transport Card" valid for the duration of the stay.

The cards have to be validated or tickets purchased **before** boarding the bus in machines installed at every bus stop. Tickets cannot be purchased on the bus.

Currency

The currency in Switzerland is the Swiss franc. Most banks will exchange currencies at the counter. The UBS bank has a branch within the ILO building, on the R3 level North, just above the restaurant, that provides counter services from 9h to 12h30. The UBS also provides two ATMs, at each end of the building, which offer withdrawals in Swiss francs and Euro at all times of the day.

Weather

In early December the daily temperature in Geneva ranges from 0°C to 6°C, so it will be necessary to pack warm clothing for time spent outside of buildings and vehicles.

Contact persons

For more information about this symposium, please contact at the ILO, Geneva:

Bureau for Employers Activities

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