GENERAL AGREEMENT ON
TARIFFS AND TRADE

CONTRACTING PARTIES
Eighteenth Session
15-19 May 1961

INFORMATION FOR DELEGATIONS

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Map including GATT Conference Building, Villa le Bocage and Palais des Nations.
Map of Palais des Nations, GATT secretariat (Villa le Bocage).
INFORMATION FOR DELEGATIONS

1. Meetings

The opening meeting of the eighteenth session of the CONTRACTING PARTIES will take place in Conference Room XII in the Palais des Nations at 3 p.m. on 15 May 1961. All plenary meetings will be held in Conference Room XII, which is on the third floor of the library wing of the Palais des Nations, and which can be most conveniently reached through Doors 17 or 20 of the Palais. Delegates arriving by automobile should take the route de Pregny gateway to reach the library entrance (Door 20). Those arriving by bus should go as far as the Ariana terminus (Vieux-Bois Restaurant), entering either Doors 17 or 20 of the Palais to reach Conference Room XII.

Committee and working party meetings will be held in conference rooms in the Palais des Nations.

2. Schedule of meetings

The usual hours for plenary and committee meetings will be:

10 a.m. to 12.30 p.m.
2.30 p.m. to 5 p.m.

The programme of meetings will be posted on the notice boards at the entrance doors of the Palais des Nations and of the Conference Building at 63 rue de Lausanne.

3. Seating arrangements

In accordance with established practice the Chairman of the CONTRACTING PARTIES caused lots to be drawn for the purpose of choosing the country to occupy the first seat at the main conference table from which the alphabetical seating order will begin. Switzerland was the name drawn, and consequently Switzerland will sit at the first seat to the right of the Chairman.

4. Credentials

Credentials for the representatives to the eighteenth session should be submitted to the Conference Officer, Office A.390, third floor, Palais des Nations at the opening of the session.

For the purpose of compiling the list of representatives any changes in the composition of delegations should be reported to the Conference Office.

5. Admission cards

Since all GATT meetings are private, delegates and observers will be required to show admission cards on entering the conference rooms. These cards will be issued at the Conference Office, A.390, in the Palais.
Delegations occupying offices in the Tariff Conference Building will be issued special admission cards for the duration of the session; these are required for entrance to the Conference Building, and will be valid for entry to the Palais conference rooms as well. However, the delegations occupying Palais offices will not be able to enter the Conference Building with their ordinary session admission cards.

Representatives are requested to complete, as soon as possible, the small white information cards which they will find attached to their admission cards and to return them to the Conference Office. These cards are necessary to complete the list of representatives and to facilitate contacting representatives in the course of the session. Any changes occurring in the information furnished on these cards should be given to the Conference Office (Palais extension 3023).

6. Office of the Chairman

The office of the Chairman of the CONTRACTING PARTIES is situated on the sixth floor of the Palais des Nations, Office A.652, extension 3030.

7. Delegation offices

(a) Palais des Nations. The offices allocated in the Palais des Nations are situated on the second, fifth and sixth floors of the assembly wing. A list of office and telephone numbers of the delegations is given in document EIGHTEEN/3. Doors 11, 17 and 20 can be used to reach these offices.

These doors are open from 8 a.m. to 10 p.m. Monday to Friday (8 a.m. to 6 p.m. Saturday; Door 20 is closed on Saturday). Outside these hours delegates should use Door 2 (Conciergerie).

(b) GATT Conference Building, 63 rue de Lausanne. Some delegations attending the session are sharing office space in the Conference Building with their delegations to the 1960-61 Tariff Conference. The office and telephone numbers of these delegations are included in document EIGHTEEN/3.

The Conference Building is open from 8 a.m. to midnight Monday to Friday and 8 a.m. to 8 p.m. Saturday and Sunday.

8. Secretariat offices

All offices of secretariat members, with the exception of the Conference Officer and the interpreters, are in the Villa le Bocage (see map attached). Telephone and office numbers of the secretariat, located in the Villa le Bocage, are contained in the list of offices (EIGHTEEN/3).
9. **Office security arrangements**

Delegations are advised to make their own precautionary arrangements for the security of any papers, classified documents, and belongings left in offices. The reception of visitors should not be encouraged in offices, delegations are responsible for any person they admit to the buildings. Attention is drawn to document EIGHTEEN/4 which deals in greater detail with session security matters. Delegations occupying offices in the Conference Building are necessarily obliged to strictly adhere to the security arrangements prevailing for the 1960-61 Tariff Conference in that building (see document TN.60/INF/1 and Add.1 - 2, TN.60/7).

10. **Distribution of documents**

All documents will be delivered by 9 a.m. each morning to delegation offices in the Palais des Nations or in the Conference Building. No other distribution will be made in the city. Delegations not having offices in the Conference Building may collect their documents daily at the distribution centre in the Palais des Nations (office C.111), if they have made arrangements in advance with the Conference Office (extension 3023).

11. **Prepared speeches**

Whenever a representative speaks from a prepared text, the task of the secretariat would be facilitated if three copies of the text were supplied to the Conference Officer or to the Secretary of the meeting before the statement is made, for the use of the interpreters, the Précis-Writer and the Information Officer.

12. **Publications and public information**

Any requests for printed GATT publications should be made to Conference Office A.390, Palais des Nations, and not to the United Nations Document Distribution Service. Order forms will be provided for the purpose - no orders will be taken that are not submitted by means of this form. Delegations are reminded that beyond the regular distribution made of each publication, they will be required to purchase any additional copies.

All enquiries relating to public information (press, radio, films, photographs, etc.) should be made to the GATT Information Office at the Villa le Bocage, extension 3490.

13. **Hospitality**

Delegations wishing to give receptions, dinners, etc., are requested to consult with the Conference Officer, Office A.390, Palais extension 3023, in order to avoid conflicting engagements.
14. Mail for delegations

Delegations should have their mail addressed to them as follows:

Mr./Mrs./Miss ________________ or Mr./Mrs./Miss ________________
Delegation of ________________ Delegation of ________________
Office No. __________________ Office No. __________________
Palais des Nations GATT Conference Building
Geneva 63, rue de Lausanne

15. Telegraphic address

(a) Palais des Nations. The telegraphic address to be used for delegations having offices in the Palais des Nations is:

GATT DELEGATION
UNATIONS
GENEVA

(b) GATT Conference Building, 63 rue de Lausanne. The telegraphic address for delegations having offices in the Conference Building is:

DELEGATION
GATTARIF
GENEVA

16. Delivery liaison: Conference Building/Palais des Nations/Villa le Bocage

The secretariat is maintaining a despatch service between the Conference Building, the Palais des Nations and the Villa le Bocage to deliver mail, etc., several times throughout the day, except Saturday afternoon and Sunday. The floor messengers will collect this and attend to its on-forwarding.

17. Local transportation and taxis

(a) To reach the Palais des Nations a bus service operates at intervals of twelve minutes, and six minutes during rush hours, between the Palais des Nations and the railroad station (Place Cornavin), connecting with other tram, trolley-bus and motor-bus routes. In order to assist delegations to reach the conference rooms in the Palais easily, the regular buses going to the Place des Nations will continue as far as the Ariana entrance to the grounds of the Palais des Nations (see "bus terminus" indicated on attached plan). This special service will be operating daily including Saturdays. A bus schedule is posted at Doors 17 and 20.

(b) To reach the Conference Building a bus service (No.5) operates at intervals of twelve minutes, and six minutes during rush hours, between the railroad station - Place Cornavin - (or prior stops starting from Malagnou, Rive and the Place du Lac) and the Conference Building in the rue de Lausanne, stopping near the entrance. The No.5 bus route connects at the railroad station with other tram, trolley-bus and motor-bus routes. Furthermore, it continues on from the Conference Building in the rue de Lausanne to the ILO Building and on to the Place des Nations.

(c) Taxis can be obtained through the messengers on duty at the nearest entrance doors in the Palais, or the messengers in the Conference Building.
18. Restaurant and cafeteria facilities

(a) Palais des Nations

A restaurant is open on the eighth floor of the assembly wing from 9 a.m. to 9 p.m. (extension 2784). Regular meals are served from 12 noon to 2.30 p.m. and from 7 p.m. to 9 p.m. Drinks, sandwiches and cold snacks are available at all other times. The restaurant is closed during weekends from 3 p.m. Saturdays.

Arrangements for cocktail parties, special luncheon and dinner parties can be made at the restaurant (extension 2784).

The cafeteria, located on the ground floor of the assembly wing, is open to members of delegations, journalists, officials, etc. from 9 a.m. to 2.30 p.m. Monday to Friday (extension 3500). The bar, also on the ground floor near Door 6, is open from 9 a.m. to 7.30 p.m. Monday to Friday (extension 2787). The cafeteria and the bar are closed on Saturdays.

(b) Conference Building (63 rue de Lausanne)

Canteen facilities are available on the second floor of the building.

19. Post and telegraphic facilities

(a) For the Palais des Nations full postal, telegraph and telephone facilities are available.

The post office installed by the Swiss postal authorities is on the ground floor of the secretariat wing, room 49, extension 2568. It is open during the following hours:

Monday to Friday 8 a.m. to 12 noon
       2.15 p.m. to 6.30 p.m.
Saturday 9 a.m. to 12 noon

The telegraph office is located on the ground floor, room 84, extension 2562. It is open during the following hours:

Monday to Saturday 9 a.m. to 8 p.m.

(b) Conference Building (63 rue de Lausanne)

Full postal, telegraph and telephone facilities are available at the post offices located in the rue de Lausanne near the railroad station or near the Château Banquet. They are open during the following hours:

Post Office (Cornavin 2) 11 rue de Lausanne

Monday to Saturday 6 a.m. to 10.45 p.m.
Sunday 7 a.m. to 10.45 p.m.
Post Office (Geneva 21) 26 Parc du Château Banquet, corner of avenue de France/rue de Lausanne

Monday to Friday 7.30 a.m. to 12.15 p.m.
1.30 p.m. to 6.30 p.m.
Saturday 7.30 a.m. to 12.15 p.m.
1.30 p.m. to 3 p.m.

20. Instructions for use of telephones

(a) How to telephone

(i) Palais des Nations
- to call the Palais des Nations from outside the Palais exchange, dial 33.10.00, 33.20.00, 33.40.00;
- to obtain a number within the Palais, lift the receiver and dial the required number as soon as the dialling tone is heard;
- to obtain a Geneva number, lift the receiver, wait for the first dialling tone and dial 0. When the second tone is heard dial the required Geneva number;
- to obtain an interurban or international number, lift the receiver, wait for the first dialling tone and dial 1 to call the operator.

When the main exchange in the Palais is closed - i.e. between 8 p.m. and 8.30 a.m. (Saturday 6 p.m. to 8.30 a.m. Monday) - long distance calls may be made by dialling 2901 (Conciergerie).

(ii) Conference Building
- to call the Conference Building from outside dial 32.20.00, 32.40.00;
- to obtain an extension within the Conference Building, lift the receiver, dial the extension desired;
- to obtain a Geneva number from the Conference Building, lift the receiver, dial 0, wait for the dialling tone, then dial the Geneva number desired;
- to obtain an interurban or international number, lift the receiver, wait for the first dialling tone and dial 1 to call the operator.

When the main exchange in the Conference Building (63 rue de Lausanne) is closed - i.e. between Saturday 8 p.m. and Monday 8 a.m. - any outside calls can be made by using the coin call-boxes near the main entrance.
(b) **Official telephone calls**

Official interurban and international calls may be made from offices by dialling for the operator. Delegations will be responsible to the GATT secretariat (Attn: Finance Officer), Villa le Bocage, extension 3478, for the payment of all local, interurban and international calls made by them. Bills for such calls will be presented by the GATT secretariat.

(c) **Private telephone calls**

Private local, interurban or international calls should not be made from office telephones, which are provided for official business. When such calls must be made, telephones are provided for that purpose at coin-boxes, located at the telegraph and/or post offices on the ground floor of the Palais des Nations, or near the main entrance of the Conference Building.

21. **Banking facilities**

**Palais des Nations**

The United Nations Branch of Lloyds Bank (Foreign) Ltd., is on the ground floor of the secretariat wing, office 68 in the Palais, extension 2811. It is open during the following hours:

- Monday to Friday: 9:30 a.m. to 12 noon, 2 p.m. to 4 p.m.

**Other**

Most of the larger Swiss banks maintain branch offices near the railroad station and the rue du Mont-Blanc, which are open from Monday through Saturday. A change office is open in the main hall of the railroad station.

22. **First-aid**

(a) **Palais des Nations**

Emergency first-aid is available at office 028, extension 2807, in the basement of the secretariat wing (staircase near Door 2). The services of a physician can be obtained if required. After normal working hours, call the Palais Conciergerie (Door 2) extension 2901/2945/2947.

(b) **Conference Building (63 rue de Lausanne)**

At the Conference Building a first-aid kit is available in the conference secretariat office, No.707.

(c) **Other**

Furthermore, a permanent medical service is available at the following address in Geneva.  

Permanence Médico-chirurgicale,  
29 rue Rousseau (tel. 32.60.60)
Plan du Palais des Nations
Genève

Salle des Assemblées
Salle des Conseils

Portes à autos
Ascenseurs
Portes principales avec leurs numéros

Conciergerie - renseignements : Rez-de-chaussée
Service médical - Infirmier : Soubassement
Agence COOK - salle B-1 : 1er étage
Finances, Personnel - bureau 237 : 2e étage
Banque : Rez-de-chaussée
Poste : Rez-de-chaussée
Télégraphe : Rez-de-chaussée
Entrée du cinéma : Rez-de-chaussée
Kiosque à journaux : Rez-de-chaussée
Bar et cafétéria : Rez-de-chaussée
Restaurant : 3e étage
Bibliothèque : 3e étage
Garage à bicyclettes et motocyclettes

Magasin extérieur "Arana"
Chalet de Mont бон

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