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II

Map of Palais des Nations, GATT secretariat (Villa le Bocage).
Map including Villas le Bocage, les Ormeaux, le Chêne and Palais des Nations.
INFORMATION FOR DELEGATIONS

Meetings

1. The opening meeting of the thirteenth session of the CONTRACTING PARTIES will take place in Conference room XV of the Palais des Nations at 11 a.m. on 16 October 1958. Other plenary and committee meetings will be held during the following hours:

   10 a.m. to 12:30 p.m.
   2:30 to 5 p.m.

Plenary meetings will be held in Conference room XV on the first floor of the library building. As all meetings are private, only delegates and observers officially accredited will be admitted to the conference rooms.

The programme of meetings will be posted on the bulletin boards at the entrance doors Nos. 2, 6, 14 and 20.

Credentials

2. Credentials for the representatives to the thirteenth session should be submitted to the Conference Officer, office A.660, extension 3034, at the opening of the session.

For purposes of compiling the list of representatives any changes whatever in the composition of delegations should be reported to the office above.

Admission cards

3. Inasmuch as all meetings are private, delegates and observers will be required to show admission cards on entering conference rooms. These cards will be issued at the entrance to Conference room XV just before the opening plenary meeting on 16 October or thereafter from the Conference Officer, office A.660, extension 3034.

Representatives are requested to complete, as soon as possible, the small white information cards that they will find attached to their admission card and to return them to the Conference Officer. 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 Officer, extension 3034.

Office of the Chairman

4. The office of the Chairman of the CONTRACTING PARTIES is situated on the sixth floor of the assembly building, office A.658, extension 3033.
Secretariat offices

5. The offices of the secretariat are located on the sixth floor of the assembly building of the Palais des Nations. Offices are being maintained there by the Executive and Deputy Executive Secretaries, the interpreters and the Conference Officer. All other secretariat services are in the Villa le Bocage (see plan attached). Telephone and office numbers of the secretariat, located in the Palais des Nations and the Villa le Bocage, are in the list of representatives (THIRTEEN/4).

Delegation offices

6. Delegations are aware of the difficulties the secretariat was faced with in obtaining sufficient office space for the thirteenth session. Very few offices were made available in the Palais des Nations and consequently the use of the Villas les Ormeaux and le Chêne was necessary. Offices have been assigned insofar as possible to meet the wishes and convenience of all delegations; however, the comprehension and goodwill of all are requested to permit the smooth operation of the office arrangements for the session. The arrangements are the following:

Palais des Nations: The limited offices available in the Palais are located on the second, fourth, fifth and sixth floors of the assembly building. A list of office and telephone numbers of the delegations is given in document THIRTEEN/3. The secretariat has been requested by the United Nations to inform delegations that the offices are furnished with standard office equipment. All additional furniture which may be requested by delegations can be provided by the United Nations only insofar as such furniture is available.

Access to secretariat and delegation offices in the Palais des Nations is by door No. 14 from 8 a.m. to 10 p.m. Monday to Friday (8 a.m. to 6 p.m. Saturday).

Villa les Ormeaux: This villa is located in the road continuing beyond the Villa le Bocage in the village of Pregny (see attached map). The delegations having offices there can be contacted by telephoning: 58.14.36/37 (see document THIRTEEN/3 for the list of offices and telephone numbers).

Villa le Chêne: This villa is located in the chemin de l'Impératrice which is the first road to the left in the route de Lausanne when you are going north along the lake from the ILO building (see attached map). Each delegation in this villa has its own outside telephone line (see document THIRTEEN/3 for the list of offices and telephone numbers).

Attendants and messengers

7. The entrance and offices are attended by messengers whose telephone numbers are as follows:
Balais des Nations Telephone
Entrance ; Door No. 14-3114
Offices ; Second floor assembly building 3039
Fifth floor assembly building 3035
Sixth floor assembly building 2980
(GATT secretariat)

Villa les Ormeaux Telephone 58.14.36/37 (switchboard) no attendant.
Villa le Chêne Telephone 32.04.63.

Distribution of documents

6. Villas les Ormeaux and le Chêne, Centre international (rue Varembé):
Documents will be delivered each morning by 9 a.m. to delegations having offices
in the villas and the Centre international.

Palais des Nations and other: For those delegations having offices in the
Palais or in town and not having offices in the villas or the Centre, documents
may be called for at a distribution centre which has been set up near the
regular Distribution Office in the Palais (C.111). The centre is located
alongside Conference Room III which is on the first floor of the Palais above
entrance door No. 6. There are pigeon holes bearing the name of the delegations
concerned and documents will be available there from 9 a.m. and throughout the day.

Please indicate on the special request form to be circulated to each
delegation the number of copies of documents your delegation requires and in
which language(s), and return it to the Conference Officer, office A.660, as
soon as possible. The quantity indicated on the request form will comprise the
entire distribution to countries since there will be no mailing of documents
to capitals of governments represented at the session. Therefore, delegations
are reminded when completing the request form to take into consideration the
amounts of documents needed for their own use and those required for forwarding
to their governments.

Contracting parties which did not receive their entire document distri-
bution between 30 September and 16 October were advised that their usual
distribution was retained in Geneva, to be given to their delegations upon
arrival for the session (see THIRTEEN/1). These documents will be delivered
to the offices of delegations before the opening plenary meeting. Within
moderation any other documents required beyond the normal distribution may
be obtained from the Document Distribution Service, office C.111, in the
Palais des Nations.

Any request for printed GATT publications should be made to the Conference
Office, A.660, extension 3034, and not to the United Nations Document
Distribution Service. Delegations are reminded that beyond the regular
distribution made of each publication they will be required to pay the cost
price for any additional copies.
Submission of documents

9. Documents which representatives wish to have reproduced and circulated should be delivered to the Conference Officer or to the Secretary of the meeting, and not to the Document Distribution Service. In view of the limitation of the technical staff available, particularly the translation staff, documents ought to be turned in at least twenty-four hours (not counting Saturdays or Sundays) before the time for which circulation is desired. Three copies of the document must be furnished in order to assist in its speedy translation and reproduction. The work of the secretariat would be facilitated if all communications to the Executive Secretary were submitted in three copies.

Summary records

10. The summary records of each meeting will, as far as possible, appear in English on the third day, and in French on the fourth day after the meeting. A delegation which considers that a correction of the record is necessary should send the revised text to the Conference Officer, office A.660, within three working days after the summary record is distributed.

Delegations are requested to note that the records are intended to be only summaries of what has actually been said at the meetings. Therefore, it is hoped that delegations will not submit corrections which are merely elaborations of the summaries. A representative who wishes a statement to appear in full should obtain authorization from the CONTRACTING PARTIES and give the full text to the précis-writer or to the Conference Officer in three copies.

Prepared speeches

11. 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.

Public information

12. 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.

Hospitality

13. It is suggested that delegations wishing to give receptions, dinners, etc., consult with the Conference Officer, office A.660, extension 3034, in order to avoid conflicting engagements.
Traffic and parking of vehicles

14. (a) General

Motorists are asked

- to exercise care and drive very slowly within the United Nations grounds and their immediate vicinity. When entering the gateway vehicles should go "dead slow";

- to observe the traffic and parking regulations which are the same as those in force throughout Switzerland;

- to follow the instructions on the traffic signs and those given by the attendants in charge of traffic and parking;

- in the event of an accident to follow the attendant's instructions or, in their absence, the instructions of the person in charge at the Conciergerie (door No. 2), with regard to first-aid arrangements and certain necessary formalities.

(b) Car parks

Delegations with offices in the assembly building are asked to use the car parks located near door No. 14 which are reserved for the GATT conference. Access to these car parks and entrances is indicated by the red arrows on the attached plan.

Local transportation and taxis

15. 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 offices in the Palais easily, the regular buses going to the Place des Nations will continue as far as the entrance to the grounds of the Palais des Nations in front of door No. 14 (see "bus terminus" indicated on attached plan). This special service will be operating daily including Saturdays. A bus schedule is posted at door No. 14.

Taxis can be obtained through the messenger on duty at the nearest entrance door (see page 3 for telephone numbers of the entrances).
Hotel accommodation

16. Requests for hotel rooms and inquiries relating to them should be referred to Thos. Cook & Son, office B-1, extension 2850 (first floor, secretariat building, Palais des Nations).

Supply of duty-free petrol

17. In order to obtain duty-free petrol delegates should apply to the GATT Administration Office, Villa le Bocage (extension 3481), or to the Purchase, Supply and Transport Division (Room 56) for a declaration form. On receipt of the declaration form which must be duly countersigned by the Head of the Delegation, the GATT Administration Office only will proceed to obtain the petrol card (which is strictly personal) and provide a list of official distributors.

The petrol card must be returned to Room 56 in the Palais as soon as its validity has expired.

Travel arrangements

18. (a) Reservations

Travel tickets and reservations are handled by Thos. Cook & Son, who have an office in the Palais (see paragraph 16 above).

(b) Passports and visas

Any questions relating to passport formalities or applications for visas should be addressed to the Administrative Officer, Villa le Bocage (extension 3479).

(c) Customs formalities

For matters relating to customs formalities, transport, etc., delegations should contact office 62, extension 2640. It is essential that delegations receiving Swiss customs documents for their cars or belongings surrender them to the customs officials when they finally leave Switzerland.

(d) Despatch of personal effects, documents, etc.

Questions relating to the despatch of personal effects, documents, etc., should be addressed to office 62, extension 2640.
Library

19. Applications for books and periodicals to be consulted in the United Nations Library should be made to the Loan and Reference Desk on the first floor of the library building, extension 3094. The library is open at the following hours:

- Monday to Friday: 8.45 a.m. to 12.30 p.m.
- 2.00 p.m. to 6.15 p.m.
- Saturday: Closed

Since the GATT secretariat is responsible to the United Nations for books borrowed by delegations, representatives are requested to return to the library all books before the end of the session.

Restaurant and cafeteria facilities

20. A restaurant is open on the eighth floor of the assembly building 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 to 8.30 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 building, 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 No. 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.

Office Supplies

21. Delegations are requested to procure their own office supplies. However, for delegations which find it necessary to obtain their supplies through the United Nations, requests for such should be referred to the GATT Administrative Office, extension 3479.

Typewriters

22. The following is a list of firms from which typewriters can be hired privately by delegations:

- Bureau Moderne, S.A.
  80, rue du Rhône (tel. 25.43.80)
- Royal Office
  4, Place de la Fustoric (tel. 25.26.52)
- Bureau Service
  13, quai des Bergues (tel. 32.59.05)
- Marius Trosselli
  60, rue du Stand (tel. 24.43.40)

The hire of a typewriter at most agencies for a period of one month is approximately 30 - 60 francs.
Post and telegraph facilities

23. Full postal, telegraph and telephone facilities are available in the Palais des Nations.

The Post Office is located on the third floor of the assembly building (extension 2573), near door No. 14. It is open during the following hours:

- Monday to Friday 8.30 a.m. to 12.30 p.m.
- 2.15 p.m. to 6.30 p.m.
- Saturday 9.00 a.m. to 1.00 p.m.

Instructions for the use of telephones in the Palais des Nations

24. (a) How to telephone

- 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 building, lift the receiver and dial the required number as soon as the tone is heard;

- to obtain a Geneva number from the building, lift the receiver, wait for the first tone and then dial 0. After a few seconds a second tone will be heard whereupon you can dial the Geneva number required.

(b) Official telephone calls

Official interurban and international calls may be made from offices only by duly authorized persons by dialling 1 for the operator. Heads of delegations are requested to send to the Chief of the Internal Division, office 42, as soon as possible on arrival, a list of the persons entitled to book telephone calls from the Palais des Nations. Delegations will be responsible to the GATT secretariat (Attn: Finance Officer), Villa le Bocage, extension 3478, for the payment of all interurban and international calls made by them. Bills for such calls will be presented by the GATT secretariat.

When the main exchange is closed - i.e. between 8 p.m. and 8.30 a.m. (Saturdays 6 p.m. to 8.30 a.m. Monday) - long distance calls can be made by dialing 2901 (Conciergerie).

(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:
(i) **local and interurban**

- from the coin call-boxes located at the Conciergerie, door No. 2, or at the Telegraph Office on the ground floor near door No. 6, or on the third floor between conference rooms VI and VII (near staircase No. 7);

(ii) **international calls**

- from the Telegraph Office on the ground floor near door No. 6 between 9 a.m. and 8 p.m. Monday to Saturday and before or after these hours from the Conciergerie (door No. 2) if payment is made to the concierge immediately upon completion of the call.

**Banking facilities**

25. The United Nations Branch of Lloyds and National Provincial Foreign Bank Ltd. is on the ground floor of the secretariat building, office 68, extension 2811. It is open during the following hours:

- **Monday to Friday** 9.30 a.m. to 12 noon  
  2.00 p.m. to 4.00 p.m.
- **Saturday** 9.30 a.m. to 11.30 a.m.

**First-aid**

26. Emergency first-aid is available in office 028, extension 2807, in the basement of the secretariat building (staircase near door No. 2). The services of a physician can be obtained if required. After normal working hours, call the Conciergerie (door No. 2) extension 2901/2945/2947.
Plan du Palais des Nations
Genève

- Parcs à autos
- Ascenseurs
- Portes principales avec leurs numéros

A - Conciergerie - renseignements : Rez-de-chaussée
B - Service médical - infirmerie : Sous-sol
C - Agence COOK - salle B-1 : 1er étage
D - Finances, Personnel - bureau 237 : 2e étage
E - Banque : Rez-de-chaussée
F - Poste : Rez-de-chaussée
G - Télégraphie : Rez-de-chaussée
H - Entrée du cinéma : Rez-de-chaussée
J - Kiosque à journaux : Rez-de-chaussée
K - Bar et cafétéria : Rez-de-chaussée
L - Restaurants : 5e étage
M - Bibliothèque : 1er étage
N - Garage à bicyclettes et motocyclettes