GENERAL AGREEMENT ON TARIFFS AND TRADE

1956 TARIFF CONFERENCE

INFORMATION FOR DELEGATIONS

Table of Contents

1. Meetings
2. Accreditation
3. Admission cards and GATT badges
4. Secretariat offices
5. Delegation offices
6. Rooms for negotiations
7. Attendants and messengers
8. Conference documents
9. GATT publications
10. Prepared speeches
11. Public information
12. Hospitality
13. Traffic and parking of vehicles
   (a) General
   (b) Car parks
14. Local transportation and taxis
15. Hotel accommodation
16. Travel arrangements
   (a) Reservations
   (b) Passports and visas
   (c) Customs formalities
   (d) Despatch of personal effects, documents, etc.
17. Library
18. Bar, restaurant and cafeteria facilities
19. Secretarial assistance and office supplies
20. Typewriters
21. Post and telegraph facilities
22. Instructions for the use of telephones
   (a) How to telephone
   (b) Official telephone calls
   (c) Private telephone calls
      (i) local and inter-urban
      (ii) international calls
23. Banking facilities
24. First-aid
Map of Palais des Nations, GATT secretariat (Villa le Bocage)
INFORMATION FOR DELEGATIONS

Meetings

1. The public opening meeting of the 1956 Tariff Conference will take place in Conference Room VII in the Palais des Nations at 10.30 a.m. on 19 January 1956. Thereafter and for the duration of the Conference, meetings of Heads of delegation and the Tariff Negotiations Committee will be held in Conference Room XII on the third floor of the assembly building. These meetings will be private and only delegates and observers officially accredited will be admitted to the conference rooms; however, in some cases the meetings of the Tariff Negotiations Committee will be limited to committee members only. Attendants have been instructed to control strictly the entry to all conference rooms and to allow no one to enter without presenting an admission card.

Notices of meetings will be posted on the bulletin boards at the entrance doors No. 5 and 14. The most convenient entrance for delegates arriving by automobile or bus is door No. 14.

Accreditation

2. Official lists of representatives participating in the 1956 Tariff Conference should be submitted to the Conference Officer, office A.654, before the opening of the Conference.

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 and GATT badges

3. Admission cards can be obtained in the conference secretariat office, A.654, if official lists of representatives have been submitted in writing to the secretariat beforehand. Cards will be issued only to delegates who have been officially accredited in writing to the secretariat.

A red and white GATT badge will be issued at the same time as the admission card. The badge bears a number corresponding to the number of the admission card and should be worn at all times in the Palais to facilitate the rapid identification of those persons authorized to be in the reserved office areas. For security reasons, delegates are requested to return their badges to the conference secretariat before their departure from Geneva.

Representatives are requested to complete, as soon as possible, the white information cards that they will receive with their admission cards and to return them to the conference secretariat office, A.654. Any changes occurring in the information furnished on these cards should be given to the above office, extension 3031.
Secretariat offices

4. The offices of the conference secretariat are located on the sixth floor of the assembly building of the Palais des Nations. Offices are being maintained there by the conference secretariat. All other members of the GATT secretariat have their offices in the Villa le Bocage (see plan attached). Telephone and office numbers of the secretariat, located at the Palais des Nations and the Villa le Bocage are given in the list of representatives (TN.56/INF/6).

Delegation offices

5. Offices have been assigned when requested by delegations. They are located on the second, third, fourth, fifth and sixth floors of the assembly building. The cost for such offices is Sw.Frs. 5,-- per day per unit, payable to the GATT secretariat. A list of office and telephone numbers of the delegations is given in document TN.56/INF/2/Rev.1. Delegations desiring to make enquiries about their offices should contact the GATT administrative office in the Villa le Bocage, extension 3475.

Access to secretariat and delegation offices in the Palais des Nations is by door No. 14. This entrance is opened at 8 a.m. and closed at 10 p.m. Monday to Friday (8 a.m. to 6 p.m. Saturday). After these hours only door No. 2 (the Conciergerie) will be open.

Rooms for negotiations

6. There will be three small meeting rooms placed at the disposition of delegations for negotiations that cannot be conducted in offices. Application for these rooms should be made in advance to the Secretary of the Conference, A.654, who will allot them as requests are made.

Attendants and messengers

7. The entrance and offices are attended by messengers whose telephone numbers are as follows:

<table>
<thead>
<tr>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance:</td>
</tr>
<tr>
<td>Door No. 14</td>
</tr>
<tr>
<td>Posts:</td>
</tr>
<tr>
<td>Second floor assembly building</td>
</tr>
<tr>
<td>Fifth floor assembly building</td>
</tr>
<tr>
<td>Sixth floor assembly building</td>
</tr>
<tr>
<td>3114</td>
</tr>
<tr>
<td>3039</td>
</tr>
<tr>
<td>3035, 3037</td>
</tr>
<tr>
<td>2980</td>
</tr>
</tbody>
</table>
Conference documents

8. The following documents series will be issued during the Conference:

- General conference documents  TN.56/
- Minutes of Tariff Negotiations Committee  TN.56/C/
- Minutes of Heads of delegation meetings  TN.56/H/
- Working party documents  TN.56/W/
- Information documents  TN.56/INF/

Arrangements for the distribution of conference documents are described in document TN.56/INF/3. Information on the arrangements for distributing secret documents pertaining to the Conference is given in document TN.56/INF/4, "Security Regulations".

GATT publications

9. Any request for printed GATT publications should be made to the information office in the Villa le Bocage, extension 3490, 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.

Prepared speeches

10. 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 Conference before the statement is made, for use of the interpreters, the conference secretariat, and the Information Officer.

Public information

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

Hospitality

12. It is suggested that delegations wishing to give receptions, dinners, etc., consult with the Conference Office, office A.654, extension 3031, in order to avoid conflicting engagements.

Traffic and parking of vehicles

13. (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 attendants' 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

14. A bus service operates at intervals of ten minutes, and five minutes during rush hours, between Place Cornavin and the Palais des Nations, connecting with other tram, trolley-bus and motor-bus routes. In order to assist delegations to reach their offices 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.

Bus and tram abonnement cards can be obtained from Office 68 (Lloyds Bank) between 5 and 6 p.m. on the first and last days of each month. Information regarding the hire of private cars can be obtained from offices 43/45.

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

15. Requests for hotel rooms and enquiries relating to them should be referred to the Thos. Cook Agency, office B-1, extension 2850 (first floor, secretariat building).

Travel arrangements

16. (a) Reservations

Travel tickets and reservations for journeys by rail, air and sea can be made by the Thos. Cook Agency (see paragraph 15 above).

(b) Passports and visas

Any questions relating to passport formalities or applications for visas should be addressed to Madame Tissot, extension 3475.
(c) **Customs formalities**

For matters relating to customs formalities, transport, etc., delegations should contact offices 43/45, extension 2654/2639. **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 offices 43/45, extension 2654/2639.

**Library**

17. Applications for books and periodicals to be consulted in the United Nations Library should be made to 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 6.15 p.m.
  - (Loan and Reference Desk is closed daily from 12.30 to 2 p.m.)

The GATT secretariat being 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 Conference.

**Bar, restaurant and cafeteria facilities**

18. On a trial basis for the convenience of delegations, the bar located on the eighth floor of the assembly building, on the Lausanne side of the restaurant, will be open from 10 a.m. to 5.30 p.m. 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 p.m. to 8.30 p.m. Drinks, sandwiches and cold snacks are available at all other times. The restaurant is closed during week-ends from 2.30 p.m. Saturdays.

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

The Cafeteria, located on the ground floor near door No. 6, is open to members of delegations, journalists, officials, etc., from 9 a.m. to 2.30 p.m. Monday to Friday (extension 2787). The Bar, also on the ground floor adjoining the Cafeteria, is open from 9 a.m. to 7.30 p.m. Monday to Friday. The Cafeteria and the Bar are closed on Saturdays.
Secretarial assistance and office supplies

19. In the event that delegations require secretarial assistance they are advised that the administrative office in the Villa le Bocage, extension 3475, maintains a list of secretaries who can be contacted for temporary employment.

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 3475, which will direct them to the services concerned at the Palais des Nations.

Typewriters

20. 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)
- Otto Bachmann, 6, passage des Lions (tel. 25.33.12)
- G. Delapierre, 5, rue Céard (tel. 25.23.13)
- Bureau Service, 13, quai des Bergues (tel. 32.59.05)
- Royal Office, 4, place de la Fusterie (tel. 25.26.52)
- Marius Trosseli, 60, rue du Stand (tel. 24.43.40)
- Agence Hermès, 5, boulevard du Théâtre (tel. 24.82.1-)
- Bureau Service Im Obersteg, 9, boulevard des Philosophes (tel. 24.59.51)

The hire of a typewriter at most agencies for a period of one month is approximately Sw. Fr. 40.—

Post and telegraph facilities

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

The Post Office serving the Tariff Conference 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.
- Saturday: 9.00 a.m. to 1.00 p.m.

Instructions for the use of telephones in the Palais des Nations

22. (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 inter-urban and international calls may be made from offices only by duly authorized persons by dialling 1 for the operator. Heads of delegation 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: Mme. Tissot or Mr. Bugge), Villa le Bocage, extension 3474 or 3475, for the payment of all inter-urban 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 dialling 2901 (Conciergerie).

(c) Private telephone calls:

It is strictly forbidden to use the office telephones, which are provided for official business, for private local, inter-urban or international calls. When such calls must be made telephones are provided for that purpose:

(i) local and inter-urban

- 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

23. The United Nations Branch of Lloyds and National Provincial Foregn 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.

First-aid

24. Emergency first-aid is available in office 028, extension 2907, 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.