# INFORMATION FOR DELEGATIONS

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II

Map of Palais des Nations, GATT secretariat (Villa "le Bocage")
INFORMATION FOR DELEGATIONS

Meetings

1. The opening meeting of the twelfth session of the CONTRACTING PARTIES will take place in Conference room XII at 3 p.m. on 17 October 1957.

Plenary meetings will be held in Conference room XII on the third floor of the assembly 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 No. 2, 6 and 14.

Credentials

2. Credentials for the representatives to the twelfth 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 XII just before the opening plenary meeting on 17 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.

During the week beginning 28 October it is expected that there will be a very heavy attendance by delegations at the plenary meetings at which the Trade Ministers will be participating. Since it will not be possible for all members of delegations to sit on the main floor in Conference Room XII for these meetings, the secretariat will issue a limited number of coloured cards per delegation to be presented by the Trade Minister and his advisers at the main floor entrances of Conference room XII. All other members of delegations are invited to be seated upstairs in the balcony of room XII for the duration of these special plenary meetings.
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.650, extension 3029.

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 Operations Unit, the Languages Officer 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 (TWELVE/4).

Delegation offices

6. Offices have been assigned when requested by delegations. They are located on the second, third, fourth, fifth and sixth floors of the assembly building. A list of office and telephone numbers of the delegations is given in document TWELVE/2. The secretariat has been requested by the United Nations to inform delegations that the office rent which is six Swiss francs per day per unit includes light, heating, cleaning and local telephone calls, as well as being furnished with standard office equipment. All additional furniture which may be requested by delegations can be provided by the United Nations only in so far 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).

Attendants and messengers

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

<table>
<thead>
<tr>
<th>Entrance:</th>
<th>Door No. 14</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offices:</td>
<td>Second floor assembly building</td>
<td>3039</td>
</tr>
<tr>
<td></td>
<td>Fifth floor assembly building</td>
<td>3035</td>
</tr>
<tr>
<td></td>
<td>Sixth floor assembly building</td>
<td>2980</td>
</tr>
<tr>
<td></td>
<td>(GATT secretariat)</td>
<td></td>
</tr>
</tbody>
</table>

Distribution of documents

8. Documents will be delivered around 9 a.m. each morning to one office of each delegation accommodated in the Palais des Nations. Delegations which have not an office in the Palais may receive documents elsewhere, provided arrangements are made with the Conference Officer.
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 distribution between 30 September and 17 October were advised that their usual distribution was retained in Geneva, to be given to their delegations upon arrival for the twelfth session (see TWELVE/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 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 Information Office of the GATT 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 railroad station (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.

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

Travel arrangements

17. (a) Reservations

Travel tickets and reservations for journeys by rail, air and sea can be made by the Thos. Cook Agency (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 3475).

(c) Customs formalities

For matters relating to customs formalities, transport, etc., delegations should contact offices 62/64, extension 2640/2865. 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 62/64, extension 2640/2865.
Library

18. 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.

Saturdays Closed

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 session.

Restaurant and cafeteria facilities

19. 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 6.30 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 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

20. In the event that delegations require secretarial assistance they are advised that the Administrative Officer, 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.

Typewriters

21. The following is a list of firms from which typewriters can be hired privately by delegations:
Bonvard et Cie, 1, rue du Commerce (tel.25.34.24)  
Royal Office 4, Place de la Fusterie (tel.25.26.52)  

Otto Bachmann 6, Passage des Lions (tel.25.33.12)  
Marius Trosselli 60, rue du Stand (tel.24.43.40)  

Bureau Moderne, S.A. 80, rue du Rhône (tel.25.43.80)  
Agence Hermes 5, boulevard du Théâtre (tel.24.82.10)  

G. Delapierre 5, rue Céard (tel.25.23.13)  
Im Obersteg, 9, boulevard des Philosophes (tel.24.59.51)  

Bureau Service 13, quai des Bergues (tel.32.59.05)  

The hire of a typewriter at most agencies for a period of one month is approximately 20 - 60 francs.  

Post and telegraph facilities  

22. 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.  
2.30 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  

23. (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: Mme Tissot or Mr. Blirup), Villa "le Bocage", extension 3475 or 3474, 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

It is strictly forbidden to use the office telephones, which are provided for official business, for private local, interurban or international calls. 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

24. 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:

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<thead>
<tr>
<th>Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.30 a.m. to 12 noon</td>
<td>Monday to Friday</td>
</tr>
<tr>
<td>2.00 p.m. to 4.00 p.m.</td>
<td>Monday to Friday</td>
</tr>
<tr>
<td>9.30 a.m. to 11.30 a.m.</td>
<td>Saturday</td>
</tr>
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First-aid

25. 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-basement
C. Agence COOK - salle B-1 : 1er étage
D. Finances, Personnel - bureau 231 : 2e étage
E. Banque : Rez de chaussée
F. Poste : Rez de chaussée
G. Télégaphie : Rez de chaussée
H. Entrée du cinéma : Rez de chaussée
J. Kiosque à journaux : Rez de chaussée
K. Bar et cantine : Rez de chaussée
L. Restaurants : 3e étage
M. Bibliothèque : 1er étage
N. Garage à bicyclettes et motocyclettes