TO: All Delegations

All members of delegations are asked to take note of the following matters:

1. Security

Guards posted at entrances to the Security Block have been given strict instructions to admit no one unless a Security Block pass is produced. Delegates are urged to co-operate in ensuring that security is made as effective as possible by insisting on showing their passes on all occasions.

The main entrance to the Security Block is through Doorway No. 1. Number 1 elevator and stairway will give direct access to the 2nd, 3rd and 4th floors. The Security Block can also be entered on the 3rd and 4th floors by way of elevator and stairway No. 5. Finally, there is an entrance on the 2nd floor by way of elevator and stairway No. 2.

All visitors or persons not in possession of Security Block passes having appointments with or wishing to interview members of delegations in their offices will require to enter the Security Block by way of Doorway No. 1. Visitors will be obliged to fill out a slip which will be furnished by the guard who will also confirm by telephone that the person to be interviewed is available and see that the visitor is then escorted by a messenger to the office of the member of the delegation concerned. It will be the latter's responsibility when the interview is ended to escort the visitor back to the entrance, or to call for a messenger for this purpose. The visitor will be obliged to surrender his slip on departure which should be counter-signed by the member of the delegation whom he has interviewed.

In special cases where a definite appointment has been made by a member of a delegation, the admittance of a visitor might be facilitated by the necessary information being furnished to the guard in advance.

P.T.O.
A 24 hour guard will be maintained on Doorway No. I. On the other doors giving access to the Security Block guards will be on duty from 8 a.m. until midnight, Monday through Saturday. After midnight and on Sundays the only means of entry or exit to the Security Block will be by way of Doorway No. I.

2. **Keys to Offices**

Keys to office rooms may be obtained on application to Mr. Stahl, Room 29, Tel: 2505. Keys will be handed over on production of a Delegation Pass. They will have to be signed for and returned at the end of the conference. In cases where delegations are using cupboards for the purpose of looking up confidential papers, and it is desired to ensure that no duplicates to the keys of such cupboards are in anyone else's possession, Mr. Stahl is authorized to issue on request all duplicate keys of any particular cupboard being used for this purpose. The procedure for issuing keys of cupboards will be the same as that for issuing keys of doors. Cleaners will be the only persons authorized to use the pass-key for the purpose of entering locked offices. If any member of a delegation at any time does not wish cleaners to enter his room, he should report this fact to the guard at Door No. I who will give instructions to the cleaners not to use a pass-key in this instance.

3. **Documents**

Any documents which delegations wish to be reproduced must be submitted to the Documents Clearance Office, Room 220. This applies to all categories of Preparatory Committee documents (unrestricted, restricted and secret) as well as to those intended for delegation purposes only. Any enquiries concerning documents production or distribution should be addressed to Miss Brody, Room 220, Tel: 2247.

4. **Invitations**

To assist delegations in avoiding overlapping in the arrangement of entertainments, one of the Secretaries of the Office of Conference Services (Miss Dolbo, Room 166, Tel: 2106) will keep a list of all social functions notified to her by delegations. She will be able to give advice as to the facilities available.

The actual organization of entertainments as well as all questions of protocol must be left to the delegations themselves.

5. **Films**

Facilities are available for the showing of films in the building. The cinema is on the ground floor of the Council Building, entrance by Doorway No. 6; it has a seating capacity of 156 persons.

6. Members of delegations are particularly requested to avoid overloading elevators and to see before leaving their offices each evening that the windows are close, the blinds rolled up and the lights put out.