



International
Labour
Organization

GLOBAL BUSINESS
AND DISABILITY
NETWORK

► Logistical note

**“Disability in sustainability efforts:
businesses leading the way” – 10th
global conference of the ILO Global
Business and Disability Network**

Room II, ILO headquarters, Geneva

14-15 November 2023

We are delighted to welcome you!

The ILO has a policy on promoting the inclusion of people with disabilities throughout the Organization. The main aim of this policy is to ensure that the ILO is an inclusive and fully accessible organization, for which disability is an expression of human diversity. Just as it has promoted equality of opportunity and treatment for people with disabilities in the labour market since its creation, it strives to be an employer of choice for people with disabilities, as well as to be inclusive to the delegates and visitors who come to our premises.

General information about accessibility in Geneva, including airport access, taxi services, hotels, rental of assistive devices and public transport, is available on the [website of the United Nations Human Rights Council](#).

Please note that the conference will be using English language only, with interpretation into International Sign and Spanish.

Access to the ILO headquarters building

If you come by bus, the buses are adapted for people with reduced mobility. For more information, visit the Geneva public transport (*transports publics genevois*) [TPG website](#) to find timetables and routes. Buses to the ILO drop off people at the stop "BIT" - if taking bus F - or at the stop "OMS" - if taking bus 8.

Once you leave the bus or taxi, you will need to follow the pathway down to the underground parking lot of the ILO. Once you approach the sign describing where the entrance is, you will turn right and continue down the path past the bicycles.



After following this path, you will reach a door on the right, which will bring you into the ILO building.

There will be escalators as soon as you enter, which participants should take up two levels. If you take the lift, you will need to press "R2" which will bring you to the same level as the escalators.

After you take the second escalator or leave the lift, do not enter through the automatic doors straight ahead. Rather, take a right, open the door to walk across the parking lot over to the R2 South entrance, Door 4.

Follow the signs for Door 4, and the respective entrance will appear on your left. Once you enter, you will be welcomed by one of the ILO staff who will provide you with a conference badge. Please carry your passport with you.

Please remember to return the badges after the end of the conference.



Moving around the ILO

It is relatively easy to move around the ILO independently from one side to the other. The lifts are accessible and adapted, including for wheelchair users and visually impaired persons - including provision of audio and Braille signage.

Unfortunately, the granite floors on levels R1 and R2 are uneven, making it more difficult to walk for people using crutches or who have difficulties lifting their feet. We recommend comfortable shoes with a minimum heel if you have such difficulties.

We recommend travelling between the south and north side of the building using the R3 level footbridge.

All access points and height differences are adapted with gentle ramps.

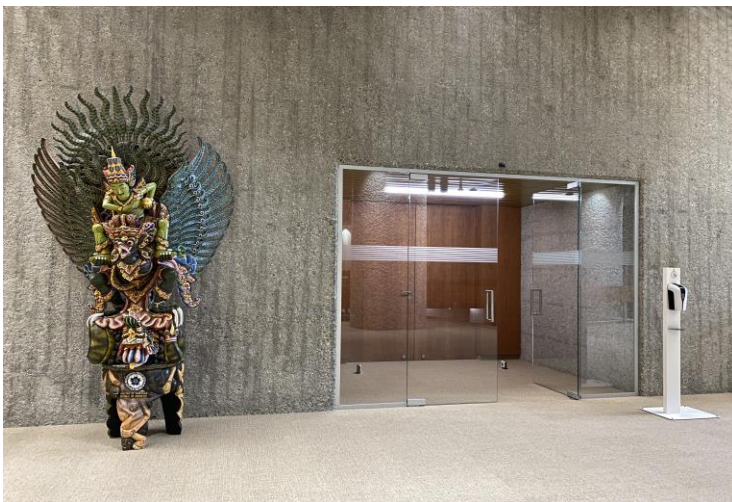


Toilets and showers

The ILO currently has more than 30 toilets that are also accessible for people with reduced mobility, as well as showers and changing rooms (R1 North). These are indicated on the plans at the end of this note. Our ushers and guards can guide you.

Conference room

The conference will take place in Room II on the building's south side, level R3, also accessible by lift. Once you enter through Door 4 and receive your badge, you can either take the stairs straight ahead from the entrance one level up to R3 or follow the ramp immediately on the right and use the lift located on the left and take it to R3, which will take you directly to the conference room.



The height of the desks in the conference room are suitable for wheelchair users. If you need hearing assistance, please remember to notify the conference service. The lighting in the conference room allows for appropriate reading, with a minimum of 500 lux on the tables.

During breaks, snacks and light lunches will be served in the "Gobelins" area on level R2 South, i.e. on the floor just below the conference room.

Rest room

The ILO provides a rest room in R2 North, next to the prayer room and the photo booth. If you experience health problems, we recommend that you contact the medical service so that you can rest in complete safety within the service's premises.



Medical service

The medical service is located in R3 North, behind the UBS bank. The medical service will be able to assist you if you have specific needs, keep your medicines cool, etc. Confidentiality of medical information is, of course, a priority.

Social media engagement

There will be various ways to engage on social media during the conference. Participants are encouraged to post any photos or posts and tag the [ILO Global Business and Disability Network](#) and the [International Labour Organization](#) on LinkedIn with the hashtags “#enable2work” and “#GBDN2023.”



Internet connection

To connect to the ILO Wi-Fi with the name “ILO-Public”, please simply agree with the terms and conditions. Once done, your mobile device should be automatically connected.

What to do in an emergency

We invite you to register the emergency number +41 22 799 81 12 for the ILO on your mobile phone. For any medical emergencies, dial 112 from a landline within the ILO building. The guards are trained to assist and evacuate people. Evac-chair type chairs are available. We recommend that you inform a colleague or conference staff member to accompany you as well. Follow the instructions given by the security service. In all cases, follow the appropriate signs and the orders given by officials responsible for evacuation.

How can we improve?

The conference secretariat staff are happy and willing to assist you, so please don't hesitate to ask.

Above all, we want this conference to be a success and inclusive for everyone.

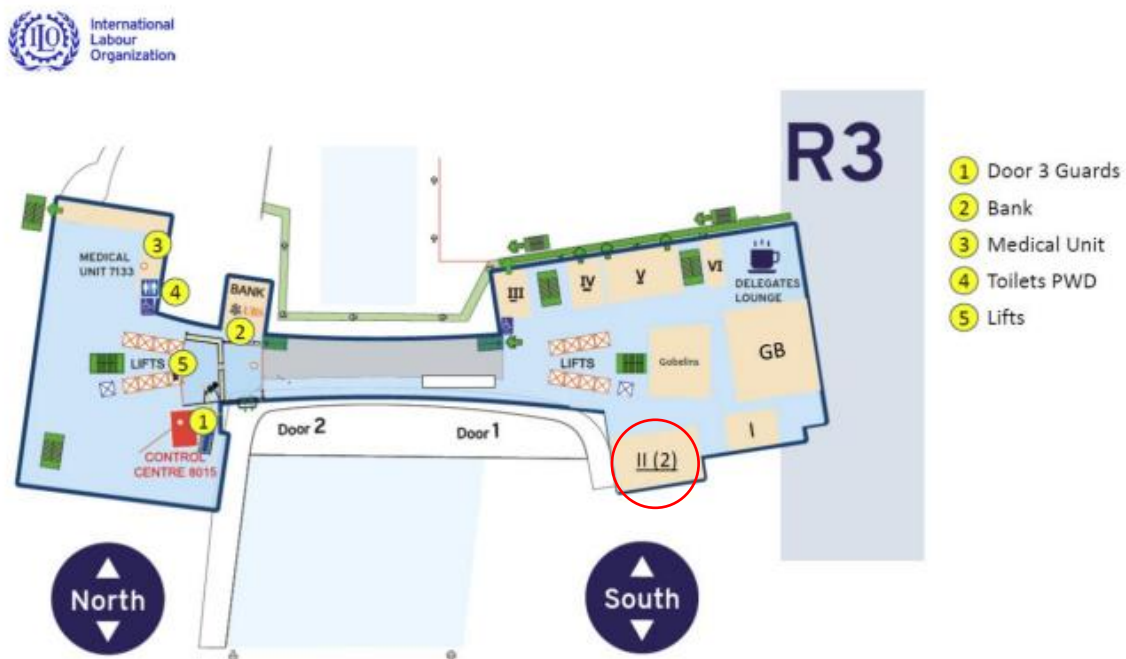
The ILO headquarters building is currently being renovated and there are still a few constraints to be removed.

Nothing about you without you. Your expertise and experience are assets in guiding us towards continuous improvement.

Plan of R2 level



Plan of R3 level



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