

International Conference on Innovations in Apprenticeships

Information for Conference Participants

NEW SKILLS AT WORK

JPMORGAN CHASE & CO.



DATE & TIME

04-05 July 2018

Registration to obtain an access badge and welcome coffee start at 08:30 on 04 July. Issuing a badge may take time, please arrive early.

VENUE

International Labour Office (ILO)

Route des Morillons 4
1202 Geneva, Switzerland
Plenary sessions: **Salle II** (R3 South)

LANGUAGE

The working language of speeches, presentations and discussions throughout the conference is **English**.

MEALS & REFRESHMENTS

- Lunch will be provided at the ILO on both days of the conference (04 & 05 July).
- On 04 July, an evening reception will be held at 17:15.
- Coffee and refreshments will be available in the morning and in the afternoon.

TRAVEL & HEALTH REGULATIONS

- Participants travelling from abroad should ensure that they have the passport and/or visa required for entry into Switzerland and for any other country through which they may have to transit.
- Participants should also inquire about health regulations for Switzerland and other relevant countries and obtain the relevant certificates and vaccinations.

REGISTRATION & ACCESS BADGE

- Upon arrival, please proceed to the entrance at **R2 South, door 4**.
- At the Security Desk, an access badge will be issued upon presentation of an **ID card with a photo** (e.g. passport, driving licence).
- After obtaining your badge, please go directly to **Salle II** (R3 South) for the opening of the event and welcome coffee.
- The badge is valid for the both days of the conference. Please keep it till the end of the conference.
- Please **return the access badge to the collection box** at the Security Desk when you leave the conference on 05 July.
- If you leave the building after 19:00, please use the exit at R3 North.

MEDIA

- In general, the ILO will use photos and videos taken during the event for communication purposes.
- If you do not want your image to be included in media material, we kindly ask you to inform us by email prior to the event.

INSURANCE

Participants are advised to obtain insurance coverage against costs arising out of sickness, accident (including the cost of medical attention), temporary or permanent disability, death, theft and third-party risks, covering the entire duration of the event and travel time. The ILO accepts no liability in the event of accident or illness. It is the responsibility of the participants to purchase any insurance cover which they may consider necessary.



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ACCESS TO CROWNE PLAZA HOTEL FROM THE AIRPORT

1. Free Shuttle Bus from Airport

The shuttle bus of the Crowne Plaza Geneva runs every 20 minutes between the airport and the hotel from 06:00 to 00:00. It leaves from just outside the arrival hall.

2. Public Transportation

Bus 10 takes you to the Crowne Plaza Geneva in a few minutes.

Get off at the **De-Joinville stop**, right in front of the hotel.

ACCESS TO THE ILO BY BUS

1. From Crowne Plaza Hotel:

Take **bus 10** (direction **Aéroport**) at the **De-Joinville** stop right in front of the hotel and get off at **Tour-de-Contrôle** after one stop. Then, take **bus 28** (direction **Jardin Botanique**) and get off at the **BIT** stop.

The journey takes about 25 minutes.

2. From the Airport:

On the Departures' level, exit the airport and turn left. You will see the **bus 28** stop. Take it (direction **Jardin Botanique**) and get off at the **BIT** stop.

The journey takes about 12 minutes.

3. From Cornavin Train Station:

Take **bus 8** (behind the station, direction **OMS**) or **bus F** (behind the station, direction **Ferney-Voltaire** or **GEX**) and get off at the **BIT** stop.

The journey takes about 15 minutes.

→ From the Bus Stop to the ILO:

From the bus stop, go down the slope towards the building, which leads to an underground parking lot. Turn right at the entrance of this parking & go straight along the wall. Then, take the escalators up to the R2 level and follow the signs to **Door 4**.

BUS TICKET & TIMETABLE

- In the luggage hall of the airport, just before the exit to the arrival hall, there is a machine that dispenses a free ticket for a single trip in Geneva.

- In general, single-trip tickets should be bought from the machines at bus stops: Select **Tout Genève** for a one hour-ticket (CHF 3 / €2.90). Alternatively, you can buy a daily ticket for all public transport (CHF 10).

- All participants staying at hotels in Geneva receive a free **Geneva transport card** (<http://www.tpg.ch/geneva-transport-card>). The card is issued on registration at your hotel, and entitles its holder to unlimited use of Geneva's public transport network (bus, train and boat). It is valid for your entire stay, including day of departure.

- More information on Geneva public transport including timetable and network map can be consulted on: www.tpg.ch

ACCESS TO THE ILO BY TAXI

- The taxi driver will enter the visitors' entrance of Route des Morillons. Once you reach the building, you will be dropped off in the P1 parking (**door 5, level R2**). Please follow the signs to the **Door 4**.

- You can call a taxi at **+41 22 33 141 33**.





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PAYMENT METHODS AT THE ILO

Swiss francs, Euros and major credit cards are accepted at the snack bars, cafeterias, restaurant and shop at the ILO.

NON-SMOKING POLICY

The ILO has a non-smoking policy. Smoking is only permitted on the terrace of the bar Les Délégués (R3 South) or below the Cafeteria (R1 North).

FURTHER INFORMATION

- For more information, please visit the **Conference Website**:
http://www.ilo.org/skills/projects/stwp/WCMS_630379/lang--en/index.htm
- If you have further questions, email us at: innovationsapprenticeships@gmail.com



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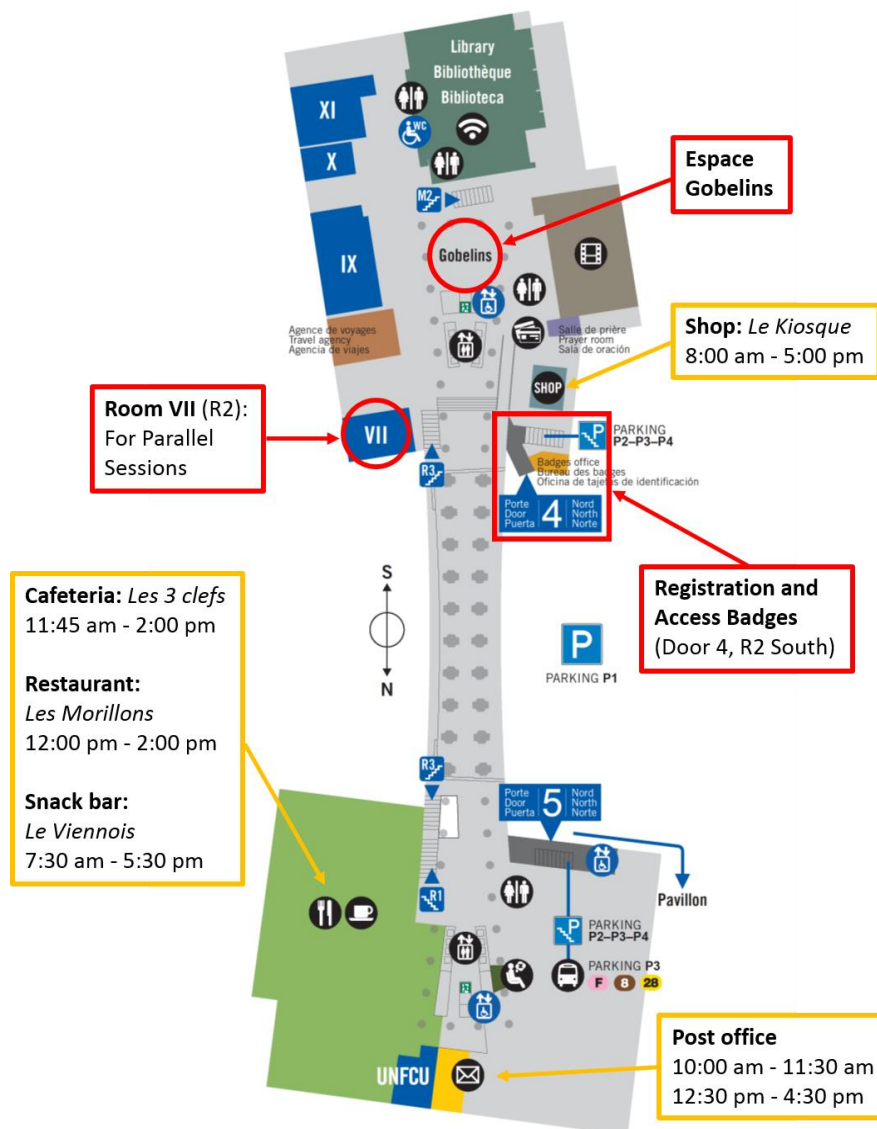
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MAPS INSIDE THE ILO

The ILO is oriented on a north-south axis. The conference on 04-05 July 2018 will be held in the following meeting rooms situated on levels R2 and R3 at the south end of the ILO building:

- **Room II (R3):** For all Plenary Sessions
- **Room III, IV (R3) and Room VII (R2):** For Parallel Sessions on 05 July

Map of R2



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Map of R3

