

CONFERENCE ON STANDARDIZATION OF GEOGRAPHICAL NAMES

Palais des Nations, Geneva

4 - 22 September 1967

INFORMATION FOR PARTICIPANTS

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1. Timetable of Meetings

The opening meeting of the Conference on Standardization of Geographical Names will take place on Monday, 4 September 1967, at 3 p.m. in Conference Room VII. Subsequent meetings will in principle start at 10.00 a.m. and 3 p.m.

2. Registration

Registration of participants will take place in Room A.302 (which is adjacent to Conference Room VII) on Monday, 4 September from 9.30 a.m. - 12.30 p.m. and from 2 - 3 p.m.

3. Access to the Palais

Pedestrians will find it most convenient to use the Place des Nations entrance and Door No. 6, and motorists the Route de Pregny entrance and Door No. 11 (see plan attached).

4. Offices of the Secretariat

The offices of the secretariat are located on the fifth floor of the "D" Building, near lift No. 9, as follows:

	<u>Office No.</u>	<u>Telephone No.</u>
<u>Secretariat</u>		
Mr. R. Arce (from 11 September) Representative of the Secretary-General	D.515	3457/3464
Mr. H. M. Ureta Executive Secretary	D.513	3321/3464
Mr. C. N. Christopher Deputy Executive Secretary	D.511	3462/3464
<u>Secretaries:</u>		
Miss A. Owen) Miss N. Holland) Miss T. Reason)	D.509	3464

5. Office of the Chairman

The office of the Chairman (D.510, Tel. No. 3458) is also located on the fifth floor. Messages can also be left on Ext. 3464.

6. Delegates' Lounge

The Delegates' Lounge (Room VI), which is located on the third floor of the Assembly Building, is at the disposal of the members of the Conference and participants.

7. Submission of Documents

Documents which members of the Conference wish to have circulated should be handed to the Secretary of the Conference in six copies at least 24 hours in advance, not counting Saturdays or Sundays, of the time for which circulation is desired.

8. Distribution of Documents

Documents will be distributed in pigeon holes in the lobby of Conference Room III. Delegations are requested to inform the Documents Distribution and Sales Section (Room C.111, first floor, Council Building, Door No. 6, Ext. 2609) as early as possible of the number of copies of documents they may wish to receive. This number should cover all needs as it will not be possible for collections of documents to be made at the end of the session. Documents will be available at the counter, Room C.111 (Council Building) and a limited number of copies relating to agenda items will be available at the documents counter in the conference room.

9. Sale of United Nations Publications

In addition to the official distribution defined above, United Nations printed publications issued for sale are displayed at the Sales Stand in the lobby on the 2nd floor of the Assembly Building and obtainable in Room C.115 as well as at the Visitors' Entrance, Door No. 7. Delegates are entitled to a 50 per cent discount on the purchase price of any of these publications. A discount of 25 per cent is applicable to purchases by accredited IGOs and NGOs.

10. Public Information

All inquiries relating to public information (press, radio, films, photographs, etc.) should be addressed to the Office of the Director of the Information Service, Room C.302 (Ext. 2300/2302) or to the Editorial Room, C.317 (Ext. 2316).

11. Library

Applications for books and periodicals to be consulted in the Library should be made to the Loan and Reference Desk, on the first floor of the Library wing (Ext. 3094). The Library is open Monday to Friday, from 8.45 a.m. to 12.30 p.m. and from 2.00 p.m. to 6.15 p.m.

APPENDIX I
GENERAL INFORMATION

1. Local Transportation and Taxis

A bus service operates between Place Cornavin and the Palais des Nations, connecting with other tram, trolley-bus and motor bus routes for other parts of the town.

Taxis can be obtained through the usher on duty at the nearest entrance door.

2. Traffic and Parking of Vehicles

(a) General

Motorists are asked

- to exercise care and drive very slowly within the United Nations grounds and their immediate vicinity. When entering by the main gateway leading to the inner court, 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 official in charge at the Conciergerie with regard to first aid arrangements and certain necessary formalities.

(b) Parking

Limited parking space is available in the inner courtyard (entrance Place des Nations, doors 4 and 6) for delegates' cars.

3. Post, Telegraph and other Facilities

The telephone number of the Palais des Nations is 34.60.11.

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

The Post Office installed by the Swiss Postal Authorities is on the ground floor of the Secretariat Building, room 49, extension 2568. It is open during the following hours:

Mondays - Fridays	8.00 a.m. - 12 noon 2.15 p.m. - 6.30 p.m.
Saturdays	9.00 a.m. - 12 noon.

The Telegraph Office is located on the ground floor, room 84, extension 2562. It is open during the following hours:

Mondays - Saturdays	9.00 a.m. - 8.00 p.m.
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4. Instructions on the use of the telephone in the Palais des Nations

(a) How to telephone:

- to obtain a number within the building, lift the receiver and dial the required number as soon as the dialling tone is heard.
- to obtain a Geneva number, lift the receiver, wait for the first dialling tone and dial 0. When the second tone is heard, dial the required Geneva number.

(b) Private telephone calls:

Private interurban calls can be made during the day either from the Telegraph Office or from the Post Office, both located on the ground floor of the Secretariat Building, near staircase No. 5.

Private international calls can be made during the day from the Telegraph Office and when the latter is closed from the Conciergerie (Door 2).

5. Restaurant and Cafeteria facilities

A restaurant is open on the 8th floor of the Assembly Building from 9 a.m. to 9 p.m. and until 2.30 p.m. on Saturdays. (Telephone 3585).

Hot meals are served from 12 noon to 2.30 p.m. and from 7p.m. to 8.30 p.m. Drinks, sandwiches and cold snacks are available at all other times. The restaurant is closed at weekends.

Arrangements for cocktail parties, special luncheon and dinner parties can be made by the restaurant. (Telephone 3585).

The Cafeteria on the ground floor of the Assembly Building is open to members of delegations, journalists, etc. and officials from 9 a.m. to 2.30 p.m. (Telephone 3593). The Bar (Telephone 3592) is on the ground floor of the Council Building and is open from 9 a.m. to 7.30 p.m. The Cafeteria and the Bar are closed on Saturdays.

6. Bank

The United Nations Branch of Lloyds and National Provincial Foreign Bank Ltd. is located on the ground floor of the Secretariat Building, Room 68, extension 2811. It is open during the following hours:

Monday to Thursdays	9.30 a.m. - 4 p.m.
Fridays	9.30 a.m. - 5 p.m.

7. Library

Applications for books and periodicals to be consulted in the Library should be made to the Loan and Reference Desk on the first floor of the Library Wing, extension 4194.

The Library is open at the following hours:

Mondays to Fridays	8.45 a.m. - 12.30 p.m.
	2.00 p.m. - 6.15 p.m.

8. United Nations postage stamps

Special postage stamps issued for the United Nations by the Swiss Postal Authorities and which may be used only for mail posted in the special boxes at Door 6 and in the Visitors' Service, are obtainable in certain denominations at the desk in the Visitors' Service and at Naville's kiosk. Complete sets made up for philatelic purposes may be obtained at a slightly extra cost from the Post Office in the building and the Central Postal Offices in Geneva and Berne.

Collectors may obtain sets of UN postage stamps issued by the United Nations Postal Administration, but which may be used for franking purposes only at UN Headquarters in New York, from the Visitors' Service and Naville's kiosk.

9. First Aid

Emergency first aid is available in Room 014, extension 2807, in the basement of the Secretariat Building. The services of a physician can be obtained if required.

After normal working hours, call Conciergerie, Door No. 2, extensions 2902, 2945 and 2947.

10. Sale of Publications of Special Interest

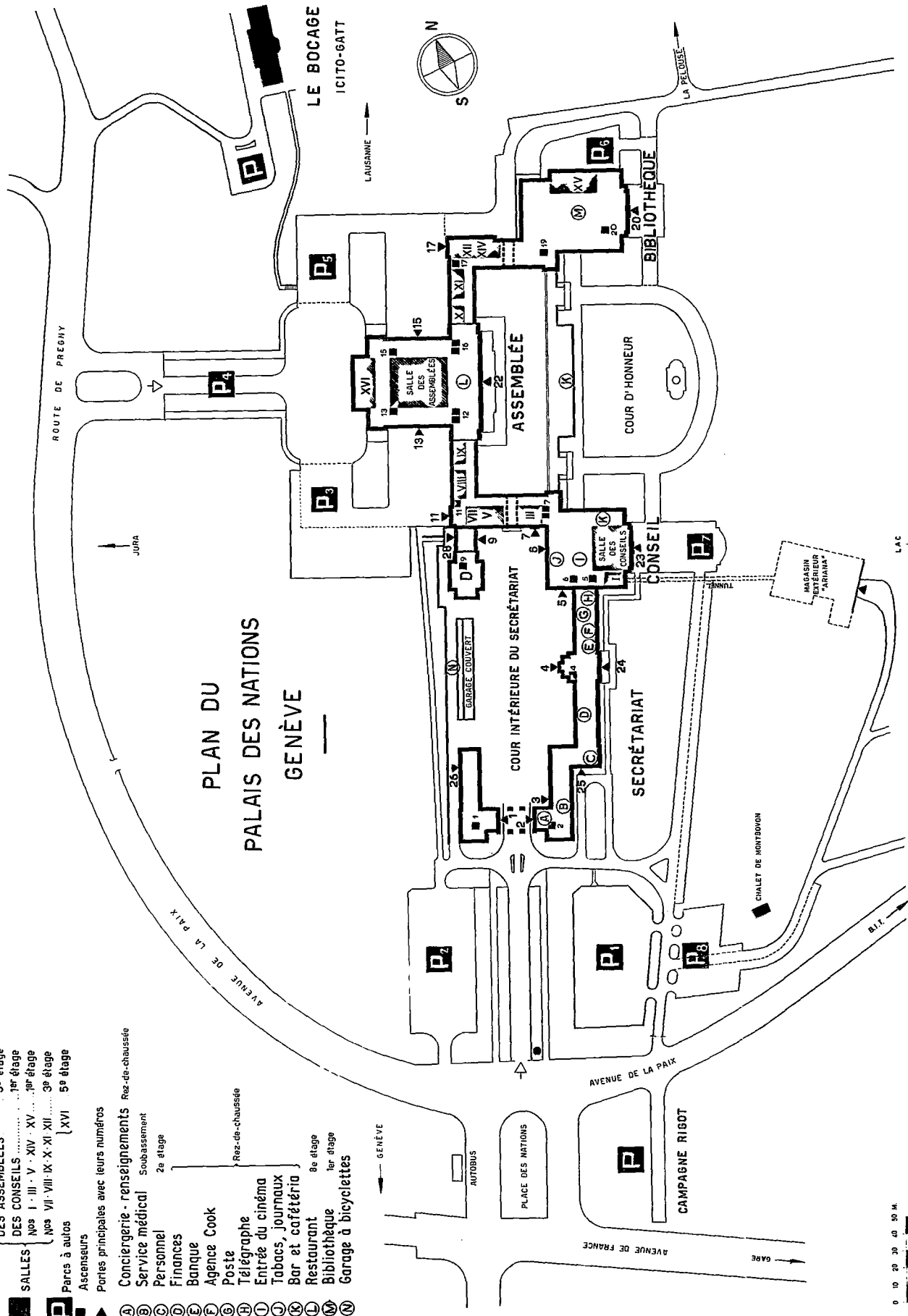
Publications of special interest appertaining to the work of the United Nations and its Specialised Agencies are on sale at the kiosk of Librairie Payot, in the hall of Door No. 6.

11. Sale of Newspapers and Magazines

Newspapers and magazines are on sale at the Naville's kiosk in the hall of Door No. 6.

PLAN DU PALAIS DES NATIONS GENÈVE

- DES ASSEMBLÉES { 3e étage
- DES CONSEILS { 1er étage
- Nos I - III - V - XIV - XV { 1er étage
- Nos VII - VIII - IX - X - XI - XII { 3e étage
- { XVI - 5e étage
- SALLES
- Parcs à autos
- Ascenseurs
- Portes principales avec leurs numéros
- Conciergerie - renseignements Rez-de-chaussée
- Service médical Sous-bassement
- Personnel 2e étage
- Finances
- Banque
- Agence Cook
- Poste
- Télégraphe
- Entrée du cinéma
- Tabacs, journaux
- Bar et cafétéria
- Restaurant
- Bibliothèque
- Garage à bicyclettes



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