CONFERENCE OF NON-NUCLEAR-WEAPON STATES

Geneva, 1968

INFORMATION FOR DELEGATIONS ON CONFERENCE ARRANGEMENTS AND DOCUMENTATION

1. Conference Rooms

The Plenary meetings of the Conference will be held in the Assembly Hall of the Palais des Nations. Committee meetings will be held in the Assembly Hall and in Room XVI.

Delegations will also have at their disposal rooms for informal meetings of smaller groups. Some advance notice by the groups will be most helpful in the efficient structuring and servicing of such meetings. Should a group of delegations wish to use a room, the Liaison Officer, Dr. N.G. Rathore, extension 3026, will make the necessary arrangements.

2. Office of the President

Room A.652, extension 3030.

3. Conference Secretariat

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Ext.</th>
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</thead>
<tbody>
<tr>
<td>Dr. R. Björnerstedt</td>
<td>Executive Secretary</td>
<td>A.656</td>
<td>3032</td>
</tr>
<tr>
<td>Dr. A. Corradini</td>
<td>Deputy Executive Secretary</td>
<td>A.646</td>
<td>3027</td>
</tr>
<tr>
<td>Mr. M. Vejvoda</td>
<td>Deputy Executive Secretary</td>
<td>A.658</td>
<td>3044</td>
</tr>
<tr>
<td>Mr. P. Raton</td>
<td>Legal Adviser</td>
<td>245</td>
<td>2259</td>
</tr>
<tr>
<td>Dr. N.G. Rathore</td>
<td>Political Affairs and Liaison Officer</td>
<td>A.644</td>
<td>3026</td>
</tr>
<tr>
<td>Mr. E. Kutovoj</td>
<td>Political Affairs Officer</td>
<td>A.644</td>
<td>3037</td>
</tr>
<tr>
<td>Mr. H. Pac</td>
<td>Political Affairs Officer</td>
<td>A.660</td>
<td>3045</td>
</tr>
<tr>
<td>Mr. S. Upadhyya</td>
<td>Political Affairs Officer</td>
<td>A.660</td>
<td>3034</td>
</tr>
</tbody>
</table>

GE.68-16612
4. Disarmament Affairs Division, United Nations Secretariat

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. W. Epstein</td>
<td>190</td>
<td>2194</td>
</tr>
<tr>
<td>Chief of the Disarmament Affairs Division</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. United Nations Office at Geneva

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Winspeare Guicciardi</td>
<td>Director-General</td>
<td>160</td>
<td>2100</td>
</tr>
<tr>
<td>Mr. G. Palthay</td>
<td>Deputy Director-General</td>
<td>172</td>
<td>2120/2122</td>
</tr>
<tr>
<td>Mr. E.P. Toumantsev</td>
<td>Director, Conference and General Services</td>
<td>276</td>
<td>3476</td>
</tr>
<tr>
<td>Mr. J.A.P. Powers</td>
<td>Director, Administrative and Financial Services</td>
<td>260</td>
<td>2250/2252</td>
</tr>
<tr>
<td>Mr. J.G. Lindstrom</td>
<td>Director, Information Services</td>
<td>6304</td>
<td>2300/2302</td>
</tr>
<tr>
<td>Miss C.C. Rhodes</td>
<td>Chief, Conference Division</td>
<td>272</td>
<td>3565</td>
</tr>
</tbody>
</table>

6. Seating Arrangements

Delegations will be seated in English alphabetical order, beginning with the country drawn by lot, i.e. Italy, which will sit at the extreme right of the front row in the Assembly Hall. The same order will be followed in the Committee Rooms.

For the plenary meetings of the Conference in the Assembly Hall, four places at the table and four places behind the table will be reserved for each delegation. For the meetings of the Committees in the Assembly Hall, two places at the table and two places behind the table will be reserved for each delegation. In Room XVI, there will be one place at the table and one place behind the table, with additional seats at the sides.

To identify themselves, delegations wishing to speak are requested to make known their wish by using the additional name-cards for their countries which they will find on their tables.

7. Access to the Palais des Nations

The most convenient way of reaching the part of the Palais reserved for the Conference is to use the entrance to Door 13 on the route de Prégny (see attached plan).

The entrance on the route de Prégny and Door 13 will be open during the following times:

Mondays to Fridays: 7 a.m. - 12 midnight
Saturdays: 7 a.m. - 10 p.m.

8. Delegates' Lounge

Room VI on the third floor of the Assembly Building is at the disposal of participants in the Conference.
9. Registration
   (a) Each delegation is requested to send a complete list of all its members to the Executive Secretary of the Conference, room A.656, ext. 3032.
   (b) In addition, all members of delegations are requested to complete the information and laissez-passer request form. Two copies of this form will be obtainable at the Registration Office beside the Information Desk in the second-floor lobby of the Assembly Building, between Doors 13 and 15, ext. 4273.
   (c) Admission cards for meetings and passes for cars will be issued by the Registration Office to members of delegations who have completed the information and laissez-passer request form.

Participants are reminded that the only purpose of registration is to enable individual identity cards to be made out. For the purpose of officially accrediting participants and drawing up the official list of delegations to the Conference, the Executive Secretary of the Conference must receive the representatives' credentials and be informed in writing of the names of alternates and advisers.

10. Distribution of Documents

Documents will be placed in pigeon-holes in the second-floor lobby of the Assembly Building, between Doors 13 and 15. Delegations are requested to indicate as soon as possible, at the Documents Distribution Desk in that lobby, how many copies of each document they wish to receive. The quantity initially requested must cover all the delegation's needs, for it will not be possible to provide complete sets of documents at the end of the session. A limited number of documents relating to the items on the agenda of each meeting will be available to participants at the desk in the meeting room.

11. Summary Records

The Secretariat will prepare provisional summary records of the plenary meetings of the Conference and of the meetings of the two main Committees, which will be circulated to delegations as soon as possible. Participants wishing to have corrections incorporated in the final record of a meeting should submit them in writing, preferably on a copy of the record itself, to the Official Records Editing Section, Room 445, Palais des Nations, within five days of receiving the provisional record in their working language.

12. Provision of Statements

Delegations wishing to facilitate the simultaneous interpretation of a statement prepared in advance are requested to supply the Conference Room Officer with
five copies as much in advance of the delivery of the statement as possible. The Secretariat cannot undertake either to reproduce or to translate these statements.

13. Information service

All requests for particulars concerning information (Press, radio, films, photographs, etc.) must be addressed to the Information Service of the United Nations Office:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. R. Kenney</td>
<td>Chief, Press Services</td>
<td>C.313</td>
<td>2303</td>
</tr>
<tr>
<td>Mr. P. Chevalier</td>
<td>Chief, French Press Desk</td>
<td>C.311</td>
<td>2314</td>
</tr>
<tr>
<td>Mr. G. Grégoire</td>
<td>Chief, Radio and Visual Information</td>
<td>C.200</td>
<td>2328</td>
</tr>
</tbody>
</table>

14. Traffic and parking of vehicles

(a) Car park

Car park P.3 (in front of Doors 11 and 13) is reserved for participants in the Conference of Non-Nuclear-Weapon States from 29 August to 28 September 1968. Parking will be authorized only for vehicles with the necessary pass /see paragraph 9(c) above/.

(b) Motorists are requested:

- to exercise care and drive very slowly in the grounds of the Palais des Nations and its immediate vicinity;
- 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.

15. Local transportation and taxis

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

Taxis can be obtained through the usher on duty at the nearest entrance door.
16. **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 opened by the Swiss Federal Postal Administration is in the second-floor lobby of the Assembly Building, between Doors 13 and 15. It is open during the following hours:

- Mondays to Fridays: 8 a.m. to 12.15 p.m.
  2.15 p.m. to 6 p.m.
- Saturdays: 9 a.m. to 12.30 p.m.

The Telegraph Office is situated in the same area. It is open during the following hours:

- Mondays to Fridays: 9 a.m. to 12.30 p.m.
  2 p.m. to 6.30 p.m.
- Saturdays: 9 a.m. to 1 p.m.

17. **Instructions for the use of the telephone in the Palais des Nations**

(a) **Use of the telephone**

To obtain a number within the Palais, 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 dialling tone is heard, dial the required Geneva number.

(b) **Private telephone calls and international calls**

Private inter-urban calls can be made during the day either from the Telegraph Office or from the Post Office, both of which are in the second-floor lobby of the Assembly Building, between Doors 13 and 15.

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

18. **Restaurant and Cafeteria**

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

Hot meals are served from 12 noon to 2.30 p.m. Drinks, sandwiches and cold snacks can be obtained at all other times.

Arrangements for receptions and private luncheon and dinner parties can be made by the restaurant (Ext. 3593).
The Cafeteria on the ground floor of the Assembly Building is open to members of delegations, journalists, etc. and to staff members from 9 a.m. to 2.30 p.m. (Ext. 3593). The Bar (Ext. 3592) is on the ground floor of the Council Building and is open from 8.45 a.m. to 8 p.m. The Cafeteria and the Bar are closed on Saturdays.

Another bar is available to delegations in the second-floor lobby of the Assembly Building between Doors 13 and 15. It is open from 8.45 a.m. to 7 p.m.

19. **Bank**

The United Nations Branch of Lloyds and National Provincial Foreign Bank Ltd. is in Room A.278 (Ext. 4228), which is in a corridor adjacent to the second-floor lobby of the Assembly Building, near Door 16. It is open at the following hours:

- Mondays to Fridays: 9.30 a.m. to 12.30 p.m.
- 2 p.m. to 4.30 p.m.

The Bank will be closed on Saturdays.

20. **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. 4194). The Library is open at the following hours:

- Mondays to Fridays: 8.45 a.m. to 12.30 p.m.
- 2 p.m. to 6.15 p.m.

21. **Medical Service**

Emergency first aid can be obtained in Room 274 (Ext. 4271), which is in a corridor adjacent to the second-floor lobby of the Assembly Building, near Door 16. The services of a physician can be obtained if required.

After meeting hours, call the Conciergerie, Door 2 (Exts. 2902, 2945 and 2947).

22. **Sales of newspapers and periodicals**

Newspapers and periodicals are on sale at the Naville Kiosk in the second-floor lobby of the Assembly Building between Doors 13 and 15.

23. **Official receptions**

With a view to preventing official receptions from being held simultaneously, delegations to the Conference may, if they wish, consult the Protocol Section (Room 141 on the first floor of the Secretariat Building, Exts. 2127 and 2125), which keeps a list of receptions, official luncheons, dinners, etc.
24. **Sale of United Nations publications**

In addition to the official distribution of documents referred to above, United Nations printed sales publications will be on display and sale at the sales counter in the second-floor lobby of the Council Building (Door 6).

Representatives of States Members of the United Nations are entitled to a discount of 50 per cent on the sales price of any United Nations publications which they purchase. International governmental organizations are granted a reduction of 25 per cent.