

INTERNATIONAL MARITIME ORGANIZATION

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Meetings at IMO

Information for delegates



MEETINGS AT IMO

General

- The IMO building is a non-smoking area.
- Restaurant facilities are available on the 4th floor for breakfast, tea/coffee and lunch.
- Coffee and tea are also served in the Delegates' Lounge during morning and afternoon breaks.
- No food or beverages should be brought into the Main Hall or the committee rooms.

Registration

- Photo passes issued at registration may be retained at the end of the meeting and can be re-used for future visits to the IMO building.

Meeting hours

- Meetings are usually held from 09.30 to 17.30 with breaks from 11.00 to 11.30, 12.30 to 14.30 and 16.00 to 16.30.

Internet access

- Cabled internet connection is available in the Main Hall and Committee Rooms 9 and 10. Internet connections and power outlets are available on the front of desks and behind the back seats.
- Internet cables are available, on loan, from the Conference Desk (second floor) with a step-by-step user guide.
- Wireless internet coverage is available in all the meeting areas and the Delegates' Lounge.

Simultaneous interpretation

- Oral interventions, particularly the introduction of technical reports or statements, should be delivered at a reasonable speed to assist the interpreters.
- Wherever possible, statements that are to be read out should be provided in advance, in either hard or soft copy (to: conferences@imo.org).

Telephone access/usage

- Telephone booths are available outside the Main Hall (ground floor) and outside Committee Rooms 8 and 14 on the first and second floors, respectively.
- Local calls can be made free of charge to 020 numbers by dialling 9 followed by the local number. All other calls should be made through the switchboard by dialling 0.
- Incoming telephone calls for delegates attending IMO meetings can be received through the Conference switchboard. Names and instructions will appear on the display screens in meeting rooms.
- Mobile telephones, including bluetooth connections, which interfere with the sound systems, must be switched off in meeting rooms.

Documents

- Unless explicitly requested, hard copies of documents produced in advance of a meeting will not be available during meetings (ref. CL2995 of 5 October 2009).
- Documents produced during meetings will be distributed in hard copy.

Business Centre

- Computers and printers are available for use by delegates in the Business Centre behind the Delegates' Lounge.

Safety and security

- Emergency evacuation plans, in the event of fire or other emergencies, are displayed in the Main Hall and lift lobbies on all floors of the building.
- A leaflet on fire and emergency procedures for the information of all visitors to the building can be obtained from the Security, Documents and Conference Desks.
- Familiarization with the building's emergency exits and assembly area is recommended.