Meetings at IMO

Information for delegates

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MEETINGS AT IMO

Registration

- A web-based online registration system (OMRS) is in place to facilitate communication between delegations attending IMO meetings and the Secretariat. The system is integrated with the IMODOCS website (ref. CL 3251 of 16 February 2012 and CL 3361 of 18 April 2013).
- 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 and Meeting Rooms

- Meetings are usually held from 9.30 a.m. to 5.30 p.m. The morning session breaks from 11 to 11.30 a.m., the lunch break is from 12.30 to 2.30 p.m. and the afternoon session breaks from 4 to 4.30 p.m.
- No food or beverages should be brought into the Main Hall located on the ground floor or the Committee Rooms on the first and second floors.
- The IMO building is a non-smoking area.

Simultaneous Interpretation/Audio-Visual Recording

- Representatives and observers are requested to provide their names when taking the floor to assist with the recording of proceedings of the session.
- Wherever possible, statements that are to be read out should be provided in advance, in either hard copy or soft copy to statements@imo.org.
- Oral interventions, particularly the introduction of technical reports or statements, should be delivered at a reasonable pace to assist interpretation.
- Mobile phones, including Bluetooth connections, must be switched off as they interfere with the sound systems.

Internet Access

- Wireless internet connections are available in all the meeting areas and the Delegates Lounge. The password to connect can be obtained from the Documents Counter on the ground floor and the Conference Desk on the second floor.
- Cabled internet connection is available in the Main Hall on the ground floor and Committee Rooms 9 and 10 on the second floor. Internet connection and power outlets are available on the front of desks and behind the back seats.
- Ethernet cables are available, on loan, from the Conference Desk on the second floor, with a step-by-step user guide to connect to the Internet.

Documents

- IMO promotes greener meetings through its PaperSmart initiative and, unless explicitly requested, documents produced in advance of a meeting will no longer be printed and distributed in hard copy.

Catering Facilities

- Restaurant facilities are available on the fourth floor for breakfast, tea/coffee and lunch. The Catering Manager, Mrs. F. Sturdy, is available on ext. 4046.
- Coffee and tea are also served in the Delegates Lounge on the first floor during morning and afternoon breaks.

Telephone Access

- Telephone booths are available outside the Main Hall on the 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 by dialling ext. 3138. Names and instructions will appear on the display screens in the meeting rooms.

Safety and Security Information

- 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 Security or the Registration, Documents and Conference desks.
- Familiarization with the building’s emergency exits and assembly area is recommended.