ITC ILO

International **Training** Centre

Directory of services

available on Campus

RECEPTION

Pav. Americas door 1 - Ext. 6279 / 6280

Open 24 hours a day

- Reception Desk
- Porter service
- Reservation of shuttle service to airport
- Taxi service upon request
- Left luggage facilities
- Safe (withdrawal of valuables by 17.00 on Friday should you be leaving the Centre)
- Sale of bus tickets and telephone cards
- Display of items on sale
- Check-out time at 3 p.m.

CAFETERIA / SELF-SERVICE / CANTEEN

Pav. Americas door 2 - Ext. 6063

Breakfast:	Monday to Friday:	7.30-8.45
	Weekends and holidays:	8.00-10.00
Lunch:	Daily:	12.00-14.00
Dinner:	Daily	19.00-20.30
	in June/July/August	19.30-21.00

FULL SERVICE RESTAURANT

Pav. Americas door 4 - Ext. 6061

Monday to Friday: 12.00-14.30 and 19.00-21.30
"Menu à la carte" with traditional Italian cuisine
Booking necessary.

COFFEE LOUNGE / BAR

Pav. Americas door 6 - Ext. 6217

Weekdays: 8.00-14.30 / 15.30-18.30 and 20.30-22.30
(until 23.00 on Wednesday and Friday)
Saturday, Sunday and holidays: 18.30-22.00

BANK

Pav. Americas door 1 - Ext. 6275

Monday to Friday: 8.30-12.15 and 13.05-14.45

POST OFFICE

Pav. Americas door 1 - Ext. 6274 / 6276

Monday to Friday: 8.00 to 17.00

TRAVEL AGENCY

Pav. Americas door 1 - Ext. 6429

Monday to Friday: 8.00-9.00 and 12.00-14.00 for private travel
8.00-12.00 and 14.00-18.00 Official Centre travel

PARTICIPANT SERVICES

Pav. Americas door 1 - Ext. 6289/6422

Monday to Friday: 13.00-21.00
Saturday-Sunday and Holidays: 15.00-22.00

- INFO Desk
- Excursions
- ITCILO gift shop

SPORT AND FITNESS

Pav. Americas door 1

The Centre has a number of sporting facilities, such as a gym, a football pitch and 3 tennis courts. The tennis courts are open from 1 April to 31 October each year.
Participants who wish to use the sports facilities should be aware that the Centre cannot be held responsible for any accident or sudden illness which may occur during any sports activity.

GYM

An instructor is present from 17.45 to 19.45 on Mondays, Wednesdays and Fridays. Additional gym lessons may be organized from time to time, or on special request. Participant Services will provide additional information upon request.

TENNIS

Participants can reserve tennis courts at the main entrance with security guards, who will take bookings.
Tennis rackets and balls are available from Participant Services

FOOTBALL

Footballs are available from Participant Services.

INTERNET CORNER

Pav. Americas door 1, ground floor
Open 24 hours a day

HOW TO CONNECT YOUR LAPTOP TO THE INTERNET FROM YOUR ROOM

(Pav. Africa door 11: only for the connections in the hall on the 1st floor)

- Connect your PC to the socket with this symbol on the wall. If you cannot get an Internet connection, check:
- ON THE INTERNET PROTOCOL (IP) PROPERTIES (Start - Control Panel - Network Connections - right mouse on Local Area Connection - Properties - choose Internet Protocol(TCP/IP) - Properties) - tick "Obtain an IP address automatically" and "Obtain DNS server address automatically".
- ON THE LOCAL AREA NETWORK PROPERTIES (start Internet Explorer then Tools - Internet Options - Connections - LAN settings) - remove all ticks

TELEPHONES

- **Internal calls (within the Centre):** dial the extension number (four digits). A long slow buzz indicates the phone is ringing; a series of short buzzes indicates the line is busy. From your room, you can only use prepaid phone cards on sale at the Reception.
- **For outgoing calls,** you should:
  a) dial "0";
  b) dial toll-free number 800 … … (9 digits) choosing your language if requested;
  c) dial pin code ..... (13 digits);
  d) dial 00+ country code (when needed city code) + telephone number.
- **Warning.** Never use the "toll-free" number 840 … … (there's a charge on it).
- **Incoming international calls:** +39011693 + room number (four digits).

LAUNDRY SERVICE

Pav. Americas door 1 - Ext. 6750
Monday-Wednesday-Friday
8.00-9.30 to drop off laundry
12.30-15.00 to collect laundry
Friday 17.00-18.00 to collect laundry

LEARNING RESOURCES AND INFORMATION

Pav. Asia door 15 - 1st floor - Ext. 6669 / 6788 / 6923
For participants and staff Mon-Fri 8.30-19.00
For external visitors: Mon-Fri 8.30-12 and 13.30-17.00

INFIRMARY

Pav. Americas door 1 - Ext. 6415
Monday to Friday: 8.00-19.00
A medical doctor is normally present on campus from 8.00 to 9.00, from 13.00 to 14.00 and from 18.00 to 19.00

SERVICES

Pavilion	Doors	
Americas	1	Reception Bank, Coffee point Gym, Infirmary Internet Point, Laundry Post Office, Telephones TV room Participant Services Recruitment Unit Travel Agency Travel Unit
	2	Self-service, Cucine
	4	Restaurant
	6	Bar
Asia	15	Learning Resources and Information
Italy	20	Bookshop Centro stampa

BEDROOMS

Pavilion	Doors	
Americas	1	From 6701 to 6748 From 6801 to 6848
	2	From 6001 to 6026 From 6027 to 6051
	5	From 6101 to 6123 From 6201 to 6223
Africa	8	From 6124 to 6143 From 6224 to 6243
	9	From 6144 to 6163 From 6244 to 6263
	11	From 6071 to 6095

CLASSROOMS

Pavilion	Doors	
Americas	3	31
Europe	7	71-72-73
Africa	8	81-82-83-84 Secretariat 1, 2
	9	91-92-93-94 Secretariat 1, 2
	12	121-122-123 Secretariat
Piemonte	13	131-132-133 Secretariat 1, 2 Conference room 134-135-136 Secretariat 3, 4
Asia	14	141-142-143-144-145 Video Conference Secretariat 1, 2
	15	151-152-153 Learning Lab Secretariat
	16	Computer Laboratory
Oceania	17	171-172-173 Secretariat
Italy	20	201-202-203 Secretariat

INTERNATIONAL TRAINING CENTRE OF THE ILO

Pavilion	Doors	
Europe	7	Enterprise, Microfinance and Local Development Programme Development and Regional Cooperation Workers' Activities
Africa	11	Social Dimension of Trade and Investment
Asia	14	Distance Education and Learning Technology Applications Evaluation Gender Coordination and Non-Discrimination Learning and Communication Social Dialogue
	15	Employment and Skills Development Post-graduate Programmes - Turin School of Development Sustainable Development and Governance
	16	Employers' Activities
Oceania	17	Director's Office Human Resources
	18	Administration Cash Office Finance
	19	Directorate of Training Programmes Resource Management and Mobilization
Italy	20	Management Information Systems Multimedia Design and Production Social Protection Standards and Fundamental Principles and Rights at Work Translation, Editing and Reporting

UNITED NATIONS

Pavilion	Doors	
Americas	3	UNICRI United Nations Interregional Crime and Justice Research Institute
Africa	10	UNESCO Centre
Asia	15	SIOI
Oceania	19	UNSSC United Nations System Staff College

Americas
Europe
Asia
Africa
Oceania

Main Entrance/ Exit
Parking
Watchmen
Main Doors