

► Departure and Substitute Form

International Labour Conference

Mr/Mrs/Ms _____

Government Employers Workers Country : _____

I will be **temporarily** unable to attend the Conference from: _____ to: _____ (date)

and have appointed: **Mr/Mrs/Ms** _____ to act as my substitute.¹

I **will not** participate in the Conference as of : _____ (date), at _____ (time), and

I shall be replaced by: **Mr/Mrs/Ms*** : _____

I shall not be replaced.

Date:

Signature :

Please duly complete and send this form signed² to the Secretariat of the Credentials Committee (credentials@ilo.org). If you are either an Employer or Worker, you may also return this form to your Group Secretariat. **Participants are urged to keep this information up-to-date as otherwise they will remain registered as attending the Conference – including for purposes of a vote.**

Reserved for Credentials Committee Secretariat

Received by:

Date:

CMS:

¹ Please note that only advisers may be appointed as substitute delegates. These changes will not affect the *List of Delegations* published on the Credentials [website](#).

² Either an image or electronic signature may be affixed to this Form, which will have the same legal value as the original for all purposes in connection with the International Labour Conference.