



6. Identification badges will be issued at the time of registration. Badges will be issued in five colours:

- |                      |                          |
|----------------------|--------------------------|
| (i) White badges -   | Members,                 |
| (ii) Yellow badges - | Permanent Observers,     |
| (iii) Pink badges -  | Observers,               |
| (iv) Blue badges -   | Authorized Invitees, and |
| (v) Green badges -   | ITTO Secretariat.        |

For purposes of identification and security, all participants are requested to wear the badges issued to them during all meetings of the Council and Committees as well as at all official functions.

## VENUES OF MEETINGS

7. All meetings of the Council and Committees will be held in the Pacifico-Yokohama International Conference Center, 5<sup>th</sup> Floor. The following is a list of meeting rooms and ITTO Secretariat offices:

(a) Meeting Rooms:

Plenary Hall */	Room 501 (5 <sup>th</sup> Floor) (Also used for Producer Group meetings)
Committee Meeting Room */	Room 503 (5 <sup>th</sup> Floor) (Also used for Consumer Group meetings)
Informal Meeting Room	Room 514 (5 <sup>th</sup> Floor)
Chairperson's Bureau Meeting Room	Room 513 (5 <sup>th</sup> Floor)

\*/ *Interpretation facilities available.*

(b) Secretariat Offices:

Chairperson of the Council	Room 421 (4 <sup>th</sup> Floor)
Executive Director of ITTO	Room 422 (4 <sup>th</sup> Floor)
Document Room	Room 512 (5 <sup>th</sup> Floor)
Computer Room for Delegates	Room 511 (5 <sup>th</sup> Floor)

8. Groups wishing to utilize any of the above meeting rooms for official purposes should consult with Mr. E. Collins Ahadome, Information Officer, Management Services of ITTO (at the ITTO Secretariat Headquarters – E-mail: [ahadome@itto.int](mailto:ahadome@itto.int) or Tel.No. 223-1110, Ext. 21).

9. Schedules and venues of meetings will be posted on the notice board in front of the Plenary Hall. All participants are advised to consult the notice board for the most up-to-date schedules of meetings which may be amended or revised by the Chairperson of the Council at short notice to suit the changing circumstances. Please check regularly the pigeon boxes (one for each delegation) which are placed in front of the Plenary Hall for individual messages and the latest documents which are issued during the Session.

## TRAVEL ARRANGEMENTS

### (A) IMMIGRATION REQUIREMENTS

10. Participants are advised to contact the nearest Embassy or Consulate of Japan regarding an entry visa to Japan and other immigration requirements. An entry visa to Japan, if required, should be obtained in advance as the ITTO Secretariat **cannot** assist in facilitating an entry visa upon arrival.

/ . . .

## (B) AIRLINE RESERVATIONS

11. Most international airlines operate regular services to Tokyo. Air traffic is always busy and participants are requested to secure their return air passages prior to their departure for Japan. If this is not possible, they are advised to make firm return bookings immediately upon arrival in Japan. Airline offices can easily be contacted by phone from Yokohama for reconfirmation or re-routing of flights. Travel services will **not** be available at the conference site though assistance may be obtained from the ITTO Secretariat.

## (C) ACCESS TO YOKOHAMA

12. For those visiting Japan for the first time or for those who are not familiar with public transport in Japan, it is advised that you do **not** take a taxi from Narita airport to Yokohama as the trip would cost up to US\$350.00 or even more. Instead, upon arrival at the New Tokyo International Airport (Narita), use either of the following convenient ways:

- (i) Japan Railway (JR) express train (Narita Express - or N'EX in brief). The station is beneath the terminal building. The one-way fare from Narita airport to JR Yokohama Station is ¥4,180, and the train ride takes about 90 minutes.
- (ii) Airport Limousine Bus which will arrive at the Yokohama City Air Terminal (YCAT). The one-way ticket from Narita airport to the YCAT costs ¥3,500 (round trip for ¥6,300) and tickets can be obtained at the limousine bus ticket counters located inside the arrival terminal building after exiting the immigration and customs area. The bus trip will take about two hours or less depending on traffic conditions.

13. After arriving at JR Yokohama Station or at the YCAT, please use a taxi to proceed to your reserved hotel. The taxi fare will be around ¥1,000 to ¥1,500 depending on the distance to the hotel.

## COMMUNICATION

14. All correspondence concerning the Sessions and completed Attendance Forms (of Members) or Application Forms for Attendance (of Observers) should be marked "**ITTC 46TH SESSION**" and forwarded to the following address:

Mr. Emmanuel Ze Meka  
Executive Director, International Tropical Timber Organization (ITTO)  
International Organizations Center - 5th Floor, Pacifico-Yokohama,  
1-1, Minato-Mirai 1-chome, Nishi-ku, Yokohama, 220-0012 Japan  
Facsimile No.: (81-45) 223-1111 Telephone No.: (81-45) 223-1110  
E-mail: [itto@itto.int](mailto:itto@itto.int)

15. All mail intended to be forwarded to participants may also be sent to the same address with the envelope bearing the name of the participant and the Country or Organization he/she represents.

## DOCUMENTS

16. During the Sessions, only limited number of documents will be available at the document distribution desks at the conference site. Therefore, all participants are requested **to bring complete sets of the documents** prior to the Sessions. Documents for the Session will also be available on the ITTO website [http://www.itto.int/council\\_documents/](http://www.itto.int/council_documents/)

17. Documents which participants wish to have circulated should be handed to the ITTO Secretariat at least 24 hours before the scheduled time of distribution. A minimum of 150 copies is required to ensure distribution to all delegations and representatives.

## AUDIO-VISUAL PRESENTATIONS

18. Delegates who wish to make audio-visual presentations at the Sessions (using video tapes, slides, overhead projector and PowerPoint presentation, etc.) are requested to inform the ITTO Secretariat not later than 26 November 2010 of their requirements. Delegates will be advised accordingly regarding the availability of equipment as well as the feasibility for such use at the Sessions.

## HOTEL ACCOMMODATION

19. Arrangements have been made by the ITTO Secretariat to reserve accommodation for participants, if requested, at the hotels listed below in Yokohama, which are near or not very far from the venue of the Sessions. All hotels are listed in order of distance from the Conference Center. Rates quoted are based on information received, net of discounts and include all taxes and service charges. However, ITTO cannot be responsible for any change in rates or non-availability of rooms.

- (i) **Yokohama Grand Inter-Continental Hotel**  
(located in the Pacifico Yokohama building)  
1-1, Minato-Mirai 1-chome, Nishi-ku, Yokohama 220-8522, Japan  
Tel. No. (045) 223-2222 (Mr. Sasaki)  
Fax. No. (045) 221-0650  
Room Rates: Twin Room ¥14,700 (Single Occupancy)  
Twin Room ¥21,000 (Twin Occupancy)  
(Room Rates Including Tax and Service Charges)
- (ii) **Navios Yokohama**  
(8-min. walk to the Conference Center)  
Shinko-cho, Naka-ku, Yokohama  
Tel. No. (045) 633-6000 (Ms. Urano)  
Fax. No. (045) 633-6001  
Room Rates: Single Room ¥ 7,875 (Single Occupancy)  
Deluxe Single Room ¥ 9,240 (Single Occupancy)  
¥12,100 (Twin Occupancy)  
Twin Room ¥10,500 (Single Occupancy)  
¥14,700 (Twin Occupancy)  
(Room Rates Including Tax and Service Charges)
- (iii) **Breezbay Hotel**  
(15-min. walk to the Conference Center)  
1-22-2 Hanasakicho, Naka-ku, Yokohama  
Tel. No. (045) 253-5555 (Mr. Sato)  
Fax. No. (045) 253-5512  
Room Rates: Single Room ¥ 8,500 (Single Occupancy)\*  
\* For Friday the rate is ¥10,000 and ¥16,000 for Saturday
- (iv) **Washington Hotel Sakuragicho**  
(12-min. walk to the Conference Center)  
1-101-1 Sakuragicho, Naka-ku, Yokohama  
Tel. No. (045) 683-3111 (Ms. Suzuki)  
Fax. No. (045) 683-3112  
Room Rates: Single Room ¥ 7,800 (Single Occupancy)

20. The following hotels are available for on-line reservation. Both hotels are located within 15-20-min. walking distance from the Conference Center.

**Apa Hotel:** [http://www.apahotel.com/hotel/shutoken/08\\_yokohamakannai/english/index.html](http://www.apahotel.com/hotel/shutoken/08_yokohamakannai/english/index.html)

**Heiwa Plaza Hotel:** <http://www.heiwaplaza-hotel.com/english.html>

21. As soon as possible, but **not later than 22 November 2010**, requests for hotel accommodation should be made on the Attendance Form and sent to the ITTO Secretariat (one for each participant). Requests for hotel reservations made after that date cannot be guaranteed. As the number of rooms available at each of the above hotels are limited, kindly indicate the order of your hotel of preference on the Attendance form in case the room at the requested hotel may not be available.

22. Subsequent changes in arrival plans should be communicated immediately to the ITTO Secretariat. Rooms reserved at the request of participants but not occupied in accordance with the latest advice will be held for 24 hours at the participant's expense and then released. All rooms will be assigned according to requests and information furnished on the Attendance Form on a first-come first-served basis. **If no advice of change of schedule of arrival or cancellation is received by either ITTO or the concerned hotel, charges for "no-show" (equivalent to one night's accommodation) will be debited to the participant.** At the request of the hotels, credit card details (card type, name of card holder, card number and validity) should be provided on the Attendance Form. If no credit card details are given, applications should be accompanied with a cheque or bank draft payable to the concerned hotel in the amount of **US\$100.00** (U.S. dollars one hundred only). The cheque or bank draft will be returned to the participant by the ITTO Secretariat during the Session. **Please note that hotels do not accept reservations without credit card details or a cheque or bank draft as indicated.**

\* \* \*