



INTERNATIONAL TROPICAL TIMBER COUNCIL

Distr.
GENERAL

ITTC(L)/Info.1
14 August 2014

Original: ENGLISH

FIFTIETH SESSION
3 – 8 November 2014
Yokohama, Japan

GENERAL INFORMATION NOTES

GENERAL

1. The Fiftieth Session of the International Tropical Timber Council (ITTC) and the Associated Sessions of the four Committees are scheduled to be convened in Yokohama, Japan, from 3 to 8 November 2014.
2. All meetings of the Sessions will be held on the fifth floor of the Pacifico-Yokohama International Conference Center, 1-1, Minato-Mirai 1-chome, Nishi-ku, Yokohama 220-0012, Japan, which is located in the same complex as the Headquarters of the International Tropical Timber Organization (ITTO). The Opening Session will commence in the Plenary Hall at 10:00 hours on Monday, 3 November 2014.

CREDENTIALS

3. In conformity with the decision of the Council, credentials of all delegations should be issued by the competent authorities, specifically the Ministry of Foreign Affairs or the accredited diplomatic mission in Japan. These Credentials should be submitted, in original form, to the Executive Director of ITTO at least one week before the beginning of the Session. Credentials sent by fax or e-mail will not be accepted.
4. Persons who wish to attend the Sessions of the Council and its Committees as observers should submit, together with the "Application Form for Participation", a letter addressed to the Executive Director of ITTO, and issued by the Executive Head of the Organization/Agency/Institution which they represent, authorizing their representation at the Sessions. As stipulated in Rule 4 of the Council's Rules of Procedures, admission to attend Sessions of the Council and/or of its Committees is subject to approval by the Council.

REGISTRATION

5. All participants attending the Sessions of the Council and Committees are required to register. Registration facilities will be provided during the following dates and times:

ITTO Headquarters:

2 November 2014 (Sun.)	14:30 - 17:00 hours
------------------------	---------------------

Conference Center, 5th Floor (in front of the Plenary Hall):

3-4 November 2014 (Mon.-Tue.)	09:00 - 12:00 hours
	14:30 - 17:30 hours

For late registration after 5 November 2014, please contact the ITTO Secretariat Staff.

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

- | | |
|---------------------|--------------------------|
| (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, 5th Floor. The following is a list of meeting rooms and ITTO Secretariat offices:

(a) Meeting Rooms:

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

*/ Interpretation facilities available.

(b) Secretariat Offices:

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

8. Groups wishing to utilize any of the above meeting rooms for official purposes should consult with Mr. E. Collins Ahadome, Assistant Director, Division of Operations of ITTO (at the ITTO Secretariat Headquarters – E-mail: 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 and LED screen 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 the New Tokyo International (Narita) airport, as well as the Tokyo International (Haneda) airport. 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\$400.00 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 ¥4,290, 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 ¥3,600 (round trip for ¥6,000) 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. For those arriving at Haneda airport, take either Keikyu Line to Yokohama Station (25 minutes, ¥480 one way) or limousine bus to the YCAT (30 minutes, ¥580 one way and round trip for ¥980).

14. 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

15. All correspondence concerning the Sessions and completed Attendance Forms (of Members) or Application Forms for Attendance (of Observers) should be marked "**ITTC 50TH 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

16. 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

17. 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 distributed prior to the Sessions. Documents for the Session will also be available on the ITTO website <http://www.itto.int>

18. 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

19. 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 17 October 2014 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

20. Requests for hotel accommodation at (i) Yokohama Grand Inter-Continental Hotel; (ii) Yokohama Bay Hotel Tokyu; and (iii) Washington Hotel Sakuragicho should be made directly to the hotels by each participant. ITTO assumes no responsibility in case of sudden change of room rates by the hotels or unavailability 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
Tel. No. (045) 223-2222 (Mr. Sasaki) Fax. No. (045) 221-0650
Room rates and reservation (not later than 10 October 2014):
https://www.ihg.com/intercontinental/hotels/gb/en/reservation/book?qAdlt=1&qBrS=6c.hi.e.x.rs.ic.cp.in.sb.cw.cv&qChId=0&qCiD=31&qCiMy=092014&qCoD=09&qCoMy=102014&qDest=1-1-1+Minatomirai%2C+Nishi-Ku+Yokohama-Shi%2C+Kanagawa+Japan&qFRA=1&qGRM=0&qGrpCd=JII&qHtlC=YOKHA&qIta=99801505&qPSt=0&qRRSrt=rc&qRef=df&qRms=1&qRpn=1&qRpp=10&qRtP=6C&BARC&qSHp=1&qSIH=YOKHA&qSmP=3&qSrt=sBR&qWch=0&srb_u=1&method=redirect&icdv=99801505
- (ii) **Yokohama Bay Hotel Tokyu** (2-min. walk to the Conference Center)
3-7, Minato-Mirai 2-chome, Nishi-ku, Yokohama 220-8543
Tel: No. (045) 682-2222 (Ms. Takimoto) Fax: No. (045) 682-2271
url: <http://pphy.co.jp/e-index.htm>
Room rates and reservation (not later than 4 October 2014): Please refer to the annex 1
- (iii) **Washington Hotel Sakuragicho** (12-min. walk to the Conference Center)
1-101-1 Sakuragicho, Naka-ku, Yokohama
Room rates and reservation: <http://yokohama-s.washington-hotels.jp/>

21. Request for the following hotel should be made through ITTO at itto@itto.int or fax at +81-45-223-1111 and **no later than 10 October 2014**. **If no advice of change of schedule of arrival or cancellation is received by the ITTO or Navios Yokohama, charges for “no-show” (equivalent to one night’s accommodation) will be debited to the participant.**

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 ¥ 7,500 (Single Occupancy)
Deluxe Single Room ¥ 8,800 (Single Occupancy)
¥11,524 (Twin Occupancy)
Twin Room ¥10,000 (Single Occupancy)
¥14,000 (Twin Occupancy)
(Room rates are subject to 8% tax)

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

Sotetsu Fresa Inn Yokohama Sakuragicho: <http://fresa-inn.jp/eng/sakuragicho/>
Comfort Hotel Yokohama Kannnai: available at <http://www.expedia.co.jp/en/>
Yokohama Kokusai Hotel: available at <http://www.expedia.co.jp/en/>
Apa Hotel: http://www.apahotel.com/hotel/shutoken/08_yokohamakannnai/english/index.html
Heiwa Plaza Hotel: <http://www.heiwaplaza-hotel.com/english.html>

Annex 1

Room reservation request for Yokohama Bay Hotel Tokyu



THE YOKOHAMA BAY HOTEL TOKYU

For reservation, please print, fill in information below and **send us by 4th of October 2014** via fax or e-mail to:

FAX: 81-45-682-2223 e-mail: rsvn@ybht.co.jp

Period: Saturday, 1 November - Sunday, 9 November 2014

Room type: Deluxe twin room, NON-smoking, 40sqm (double room is not available)

Room rates (single occupancy, tax and service charge included, no breakfast):

JPY35,000 - 11/1(sat.), 2(sun.) and 8(sat.) 2014

JPY15,000 - 11/3(mon.), 11/4(tue.), 11/5(wed.), 11/6(thu.) and 11/7(fri.) 2014

Breakfast – JPY 2,500 incl. tax

◆ Booking request details							
<input type="checkbox"/> Mr. / <input type="checkbox"/> Ms.	LAST NAME			FIRST NAME			
CHECK-IN DATE		CHECK-OUT DATE		Total:		nights	
ARRIVAL FLIGHT		DEPARTURE FLIGHT					
BREAKFAST		<input type="checkbox"/> YES <input type="checkbox"/> NO (Room only)		SMOKING ROOM REQUEST		<input type="checkbox"/>	
PAYMENT		<input type="checkbox"/> Credit Card <input type="checkbox"/> Cash		※Payment will be settled on your check out.			
YOUR CREDIT CARD		CARD TYPE		VISA MASTER AMEX OTHER()			
INFORMATION		CARD NUMBER					
		EXPIRATION DATE		month / year			
Question or Request to hotel:							

◆ Your contact information							
TEL				FAX			
E-MAIL							
CONTACT PERSON							

◆ Confirmation of reservation by hotel							
Reservation Number: #							
Date of issue :				Issued by :			

◆ ◇ Cancellation Policy ◇ ◆							
We kindly ask for cancellation charge in case of sudden cancellation and no-show as shown below;							
*Informed 1day before check-in day: 20% of the room charge of check-in day							
*Informed by 15:00 of the check-in day: 80% of the room charge of check-in day							
*Informed after 15:00 of the check-in day and no-show : 100% of the room charge of check-in day							