

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)
Officer-in-Charge 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 Dr. Gerhard Breulmann, Officer-in-Charge, Division of Operations of ITTO (at the ITTO Secretariat Headquarters – E-mail: breulmann@itto.int or Tel.No. 223-1110, Ext. 14).

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 "**ITTTC 52ND SESSION**" and forwarded to the following address:

Officer-in-Charge
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 14 October 2016 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; and (ii) Yokohama Bay Hotel Tokyu 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 Fax. No. (045) 221-0650
Room rates and reservation:
<https://www.intercontinental.com/redirect?path=hd&brandCode=ic&localeCode=en®ionCode=925&hotelCode=YOKHA&numberOfAdults=1&numberOfRooms=1&PMID=99801505&GPC=KIO>
- (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 Fax: No. (045) 682-2271
url: <http://ybht.co.jp>
Room rates and reservation (not later than 5 October 2016): Please refer to the annex 1

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 2016. 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 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_yokohamakannai/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 5 October 2016** via fax or e-mail to:

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

Period: Saturday, 5 November - Sunday, 13 November 2016

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

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

JPY38,880 – 5 (Sat.) and 12 Nov (Sat.). 2016

JPY19,440 – 6 (Sun.) to 11 Nov. (Fri.) 2016

Breakfast (western and Japanese buffet) – JPY 2,160 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 2days before check-in day: 0% of the room charge of check-in day

*Informed 1day before check-in day: 100% of the room charge of check-in day

*Informed on the check-in day & no-show: 100% of the room charge of check-in day