



INTERNATIONAL TROPICAL TIMBER COUNCIL

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FIFTY-NINTH SESSION
13 - 17 November 2023
Pattaya, Thailand

GENERAL INFORMATION NOTES

GENERAL

1. The Fifty-ninth Session of the International Tropical Timber Council (ITTC) and the Associated Sessions of the four Committees are scheduled to be convened in Pattaya, Thailand, from 13 to 17 November to 2023.
2. All meetings of the Sessions will be held at Dusit Thani Pattaya Hotel, 240/2 Beach Rd, Pattaya City, Chonburi. The Opening Session will commence in the Plenary Hall (Napalai) at 9:00 hours on Monday, 13 November 2023.

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 the Organization's host country (Japan) or the country hosting the conference (Thailand). **These credentials should be submitted, in original form, to the Executive Director of ITTO at least one week before the beginning of the Session.** Please note that 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 Procedure, admission to attend Sessions of the Council and/or 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 at Dusit Thani Pattaya Hotel during the following dates and times:

12 November 2023 (Sun.)	14:30 – 17:00
13 November 2023 (Mon.)	08:00 – 12:30 15:30 – 17:00
14 November 2023 (Tue.)	08:00 – 12:30 15:30 – 17:00

For late registration i.e., after 14 November 2023, please contact the ITTO Secretariat staff in the ITTO Secretariat's room located in Dusit Thani Pattaya.

6. For safety and security reasons, badges must be worn to gain access to the conference venue and the various meetings. Badge categories corresponding to levels of access will therefore be given to participants upon arrival. Colors defined to reflect levels of accreditation will be used for these badge categories, namely:

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

All participants are requested to wear the identification 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 at Dusit Thani Pattaya Hotel located in north Pattaya, the busiest tourist center of Pattaya. The hotel is surrounded by restaurants, other hotels, shopping malls, banks, pubs and recreational facilities, all in an area very close to the beach. The meeting rooms and Secretariat offices will be in the NAPALAI and DUSIT meeting rooms. The detailed allocation of rooms will be informed in due course.

8. Schedules and venues of meetings will be posted on the notice board in front of the Plenary Hall (Napalai). 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 the pigeon boxes regularly (one for each delegation) which are placed in front of the Plenary Hall (Napalai) for individual messages and the latest documents issued during the Session.

TRAVEL ARRANGEMENTS

(A) IMMIGRATION REQUIREMENTS

9. Participants are advised to contact the nearest Embassy or Consulate of Thailand regarding immigration requirements. An entry visa to Thailand, if required, should be obtained in advance. The ITTO Secretariat cannot assist in facilitating an entry visa upon arrival. Please note that passports should have a validity of at least six months from the date of entry to Thailand. Anyone requiring further information please contact the Royal Thai Embassy of the Royal Consulate-General in their country of residence or at the designate Thai Embassy Consulate-General. The location and contact number are available at <https://www.thaiembassy.org/>

10. For entry into Thailand, an International **Certificate of Vaccination Against Yellow Fever** is required for persons arriving from the following countries: Angola, Argentina, Benin, Bolivia, Brazil, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Colombia, Côte d'Ivoire, Democratic Republic of Congo, Ecuador, Equatorial Guinea, Ethiopia, French Guyana, Gabon, Gambia, Ghana, Guinea Bissau, Guinea, Guyana, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Panama, Paraguay, Peru, Republic of Congo, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Somalia, Sudan, Suriname, Tanzania, Togo, Trinidad & Tobago, Uganda and Venezuela.

(B) AIRLINE RESERVATIONS

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

ACCESS TO PATTAYA, THAILAND

12. **Upon arrival at Bangkok Suvarnabhumi Airport, you are advised to look for the help desk designated for the ITTC participants at arrival hall (2nd floor) opposite Gate 7 for any assistance and transport information** (the ITTO helpdesk is normally open from 09:00 – 17:00). There are basically three options available for transportation from Bangkok Suvarnabhumi Airport to Pattaya, i.e., airport bus (cheapest), taxi or airport limousine. Independent from the means of transportation, it will normally take 1.5 to 2 hours. Airport busses to Pattaya are available every hour from 07:00 to 21:00. Tickets are available at the booth near Exit 7 on the ground floor. If you take the bus, you need to get off at North Pattaya Bus Terminal. From the bus terminal please take a taxi to your hotel. The distance from North Pattaya Bus Terminal to the Dusit Thani Hotel is approximately 2 km. A taxi (taxi meter) from directly from Bangkok Survarnabhumi Airport to Pattaya will cost approximately USD50 (THB1800). In addition, Airport Limousines are available for which you can make reservations in advance or upon arrival. For more information on Airport Limousine services, please visit www.aot-limousine.com. Prices will differ based on the vehicle type.

COMMUNICATION

13. All correspondence concerning the Sessions and completed Attendance Forms (of Members) or Application Forms for Attendance (of Observers) should be marked "ITTC 59TH SESSION" and forwarded to the following address:

The Executive Director
International Tropical Timber Organization (ITTO)
International Organizations Center, 5th Floor,
Pacifico-Yokohama, 1-1-1, Minato-Mirai, Nishi-ku
Yokohama 220-0012, Japan

Facsimile No.: (+81-45) 223-1111
Telephone No.: (+81-45) 223-1110
E-mail: itto@itto.int

14. All mail intended to be forwarded to participants should 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

15. During the Sessions, only a 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>

16. 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

17. Participants who wish to use audio-visual material (using video tapes, PowerPoint slides, overhead projector, etc.) at the Sessions during their presentations are requested to inform the ITTO Secretariat **not later than 27 October 2023** of their requirements. Participants will be advised accordingly regarding the availability of equipment and time as well as the feasibility for such use at the Sessions.

OTHER EVENTS

18. Side events: The ITTO Secretariat, at the request of duly accredited bodies and depending on time availability, may authorize the organization of side events for presentation of lectures or discussion panels on issues related to ITTO objectives, between the morning and afternoon sessions, or at the end of the daily activities. To this end, interested parties should make their relevant inquiries to the ITTO Secretariat (itto@itto.int) by 6 October 2023.

19. Field trip(s): The Royal Forest Department, Ministry of Natural Resources and Environment, has scheduled a field visit for delegates in the afternoon on Thursday, 16 November 2023. The detailed program will be circulated to all registered participants in due course in a separate document. Participants will be able to register for the fieldtrip during the first days of the session.

HOTEL ACCOMMODATION

20. A list of hotels is shown below.

21. All participants must make their own hotel reservations directly to the respective hotel. Please note that ITTO assumes no responsibility in case of unavailability of rooms or changes of room rates.

22. Due to the high demand during the peak season in Pattaya (November to February), it is highly recommended to make your reservation as soon as possible, well ahead of the meeting date.

- **Dusit Thani Pattaya Hotel** (Event Venue)
Ms. Nittaya Niyomdech
Manager – Sales
Tel: +66 2200 9999 ext. 3722 Mobile: +66 63 330 1582
E-mail: nittaya.ot@dusit.com

The Secretariat has block-booked a limited number of rooms at the Dusit Thani at a rate of THB 4,000/d (incl. breakfast), which will be assigned on a first-come-first-served basis. For reservations at that rate, please contact Ms. Nittaya Niyomdech. Please make sure to indicate that your reservation is for ITTC 59 participation.

The following hotels are in the vicinity of the Dusit Thank Pattaya Hotel:

- **Amari Hotel**
240 Beach Rd, Pattaya City, Bang Lamung District, Chon Buri 20150, Thailand
https://www.amari.com/pattaya?utm_source=google&utm_medium=gmb&utm_campaign=aop&sa=X&ved=2ahUKEwiDy4T3hYSBAXUKprwKHQQxDYIQyK4DegUIAxCbCg
- **Ozo Hotel**
240 43 Beach Rd, Muang Pattaya, Bang Lamung District, Chon Buri 20150, Thailand
https://www.ozohotels.com/pattaya?utm_source=google&utm_medium=gmb&utm_campaign=onp&sa=X&ved=2ahUKEwiY6vO4hoSBAXVQTW8CHReZAJYQyK4DegUIAxDBBw
- **Mercure Hotel**
463, 100 Pattaya 2 Alley, Pattaya City, Bang Lamung District, Chang Wat Chon Buri 20150, Thailand
https://all.accor.com/hotel/8889/index.en.shtml?utm_campaign=seo+maps&utm_medium=seo+maps&utm_source=google+Maps
- **Holiday Inn**
463/68 463/99 Pattaya Sai 1 Road, Nongprue, Banglamung, Pattaya City, Pattaya, Chon Buri 20150, Thailand
<https://pattaya.holidayinn.com/>
- **Courtyard (by Marriott) North Pattaya**
District 240/44-45, 22 Naklua, Pattaya City, Bang Lamung District, Chon Buri 20150, Thailand
<https://www.marriott.com/en-us/hotels/pyxnp-courtyard-north-pattaya/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0&sa=X&ved=2ahUKEwiXz4Lxh4SBAXVCTW8CHU9jBIsQyK4DegUIAxC0Bw>

Please make your booking(s) through the respective hotel's website or common booking sites.

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GENERAL INFORMATION ABOUT PATTAYA

General

Located on the east coast, about 165 km southeast of Bangkok, in the province of Chonburi. From a small, wild fishing village, Pattaya has developed and now become one of the most attractive destinations of Thailand. Possessing a long coastline with turquoise clear water, long white sandy beaches along the beautiful lush coconut trees soaring with the sea breeze, Pattaya has proved to be deserved as a treasure in the hearts of the locals as well as any tourists used to visit here. Coming to Pattaya, tourists will have a chance to immerse themselves in the gifted nature, participate in exciting beach activities, discover the unique culture as well as enjoying the spectacular dishes of this beautiful city.

Climate

Pattaya features a tropical wet and dry climate. Rainy season starts in May and lasts until November with occasional tropical storms and hurricanes. Pattaya has very high temperatures year-round, ranging between 31°C (88°F) and 33°C (92°F).

Time Zone

Time Zone: GMT (UTC) +7:00 hours, valid throughout Thailand, all year round.

Electricity

Electricity in Thailand is generated at AC 220 volts, 50-60 cycles. Type A, B and C are commonly standards of electrical outlets.



Type A

Type B

While hotels may be able to provide adaptors for their guests, we recommend that you bring your own adaptors, including for the meeting rooms.

Banks / Money Changers / Credit Cards

The unit of currency is the Thai Baht. In July 2023, the exchange rate is about Baht 35.27 to US\$1.00. The Baht is divided into 100 “*Satangs*”, with denominations of 25 and 50. Coins are available for 25 and 50 Satangs and one, five and ten Bahts. Bank notes exist in 20, 50, 100, 500 and 1000 Bahts.

Foreign currency exchanges are available at hotels and main banks in Pattaya and at various foreign exchange outlets in the city at very competitive rates.

Most major Credit Cards are accepted in Thailand.

Tipping

Tipping is not customary in Thailand and there is no requirement to tip anyone, however, small gratuities for great service are very much appreciated.

Communications

You can call (direct dialing) and send a fax to anywhere in the world from Pattaya, using the facilities at your hotel or at Long Distance Call offices. SIM cards can be purchased locally from telephone companies like AIS, True (Truemove) or DTAC. Prepaid phone cards can be purchased throughout town. Internet access is available throughout Pattaya, especially at the hotels (by consulting the reception desk at the respective hotels). Free wi-fi connection is available in the meeting areas and throughout Dusit Thani Pattaya Hotel for guests staying at this hotel.