



INTERNATIONAL TROPICAL TIMBER COUNCIL

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SIXTIETH SESSION
2 – 6 December 2024
Yokohama, Japan

GENERAL INFORMATION NOTES

GENERAL

1. The Sixtieth 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 2 to 6 December 2024.
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 09:30 hours on Monday, 2 December 2024.

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 "Information Form Relevant for Admission to Sessions of the International Tropical Timber Council and Associated Committees as New "Observer" Organization", 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:

Conference Center, 5th Floor (in front of the Committee Room – Room 503):

1 December 2024 (Sun.) 12:00 - 17:00 hours

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

2-5 December 2024 (Mon.-Thu.) 09:00 - 12:00 hours

14:30 - 17:30 hours

6 December 2024 (Fri.) 09:00 - 12:00 hours

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 (5th Floor) <i>(also used for Producer Group meetings)</i>
Committee Meeting Room */	Room 503 (5th Floor) <i>(also used for Consumer Group meetings)</i>
Informal Meeting Room	Room 514 (5th Floor)
Chairperson's Bureau Meeting Room	Room 513 (5th Floor)
*/ <i>Interpretation facilities available</i>	

(b) Secretariat Offices:

Chairperson of the Council	Room 421 (4th Floor)
Document Room	Room 512 (5th Floor)

8. Groups wishing to utilize any of the above meeting rooms for official purposes should consult with Dr. Gerhard Breulmann, Director, Division of Operations of ITTO (at ITTO Secretariat Headquarters – E-mail: breulmann@itto.int).

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 the need for 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 Narita International Airport, as well as to Tokyo Haneda International 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\$300.00 or even more. Instead, upon arrival at Tokyo Narita International Airport, 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 round-trip fare from Narita airport to JR Yokohama Station is ¥5,000 (valid for 14 days), 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 ¥3,700 (round trip for ¥6,200) 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, ¥400 one way) or the limousine bus to the YCAT (30 minutes, ¥650 one way).

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 ¥1,500 to ¥2,000 depending on the distance to the hotel.

COMMUNICATION

15. All correspondence concerning the Sessions and completed Attendance Forms should be marked **"ITTC 60TH SESSION"** and forwarded to the following address:

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.

EVENTS

17. Commemorating the Sixtieth Session of the ITTC, 'Jazz Bunraku – The Cat who went to heaven', Japanese puppet show is scheduled in the afternoon on Sunday, 1 December 2024 in Room 503 (Committee Room) of the Pacifico Yokohama Conference Center. The show will start at 13:30 and take about one hour. Places are limited and some places will be made available to the general public, so you are requested to indicate your participation in your attendance form.

https://www.itto.int/files/user/events/Introduction%20of%20Jazz%20Bunraku_EN-JP.pdf

18. In the evening of Tuesday, 3 December 2024, the City of Yokohama cordially invites participants to enjoy a Yokohama City illumination cruise. The cruise will depart from the pier near the Council venue at 18:00 with return at 20:30. Refreshments will be provided during the cruise. Please Indicate your participation in your attendance.

DOCUMENTS

19. 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>

20. 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

21. 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 15 November 2024 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

22. 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

23. The following hotels are available for on-line reservation.

Yokohama Grand Inter-Continental Hotel (located in the Pacifico-Yokohama building)

<https://www icyokohama-grand.com/en/>

Yokohama Bay Hotel Tokyu (2-min. walk to the meeting venue):

<https://ybht.co.jp/en/accommodations/>

Navios Yokohama (10-min. walk)

<https://www.navios-yokohama.com/>

Kahala Resort Yokohama (10-min. walk)

<https://thekahala.jp/en/yokohama/>

Hotel Vista Yokohama Minato Mirai (10-min. walk):

https://www.hotel-vista.jp/yokohama-minato-mirai/index_e.html

New Otani Inn Yokohama Premium (15-min. walk): <https://www.newotani.co.jp/innyokohama/>

Westin Yokohama (15-min. walk):

<https://www.marriott.com/en-us/hotels/tyowy-the-westin-yokohama/overview/>

Yokohama Tokyu Rei Hotel (15-min.walk):

<https://www.tokyuhotelsjapan.com/global/yokohama-r/index.html>

Apa Hotel (15-min. walk): http://www.apahotel.com/hotel/shutoken/08_yokohamakannai/english/index.html

Sotetsu Fresa Inn Yokohama Sakuragicho (20-min. walk):

<http://fresa-inn.jp/eng/sakuragicho/>

Richmond Hotel Yokohama Bashamichi (20-min. walk): <http://yokohama.richmondhotel.jp/>

Heiwa Plaza Hotel (20-min. walk): <http://www.heiwaplaza-hotel.com/english.html>