



INTERNATIONAL TROPICAL TIMBER COUNCIL

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GENERAL

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SIXTY-FIRST SESSION
27 - 31 October 2025
Panama City, Panama

GENERAL INFORMATION NOTES

GENERAL

1. The Sixty-first Session of the International Tropical Timber Council (ITTC) and the Associated Sessions of the four Committees are scheduled to be convened in Panama City, Panama, from 27 to 31 October 2025.
2. All meetings of the Sessions will be held at Hotel El Panama, Av. Central España 111, Panama City. The Opening Session will commence in the Plenary Hall at 9:00 hours on Monday, 27 October 2025.

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 (Panama). 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 Hotel El Panama during the following dates and times:

26 October 2025 (Sun.)	14:30 – 17:00
27 October 2025 (Mon.)	08:00 – 12:30 15:30 – 17:00
28 October 2025 (Tue.)	08:00 – 12:30 15:30 – 17:00

For late registration i.e., after 28 October 2025, please contact the ITTO Secretariat staff in the ITTO Secretariat (room name to be confirmed).

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 Hotel El Panama, Av. Central España 111, Panama City. The hotel is surrounded by restaurants, other hotels and shopping malls. The allocation of Meeting Rooms and Secretariat Offices will be notified in due course.

8. 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.

TRAVEL ARRANGEMENTS

(A) IMMIGRATION REQUIREMENTS

9. Participants are advised to contact the nearest Embassy or Consulate of Panama regarding immigration requirements. In particular, participants are advised to visit the website of the Ministry of Foreign Affairs of Panama at [Visas — EOP](#) to verify if they need to obtain an entry visa to Panama to participate in this Session of the Council. An entry visa to Panama, if required, should be obtained in advance as the ITTO Secretariat cannot assist in facilitating an entry visa upon arrival. Please note that passports should have a validity of at least six (6) months from the date of entry to Panama. Anyone requiring further information please contact the Consulate General of the Embassy of the Republic of Panama in their country of residence or at the designated Consulate-General. A list of ITTO members with visa information is attached as Annex II.

10. For those requiring an entry visa to Panama, an attendance form and a copy of passport (information page) must be sent to the ITTO Secretariat by 5 September 2025.

(B) AIRLINE RESERVATIONS

11. Most international airlines operate regular services to the Tocumen International Airport in Panama City, Panama. Air traffic is always busy and participants are requested to secure their return air travel prior to their departure for Panama City. If this is not possible, they are advised to make firm return bookings immediately upon arrival in Panama City. Airline offices can easily be contacted by phone 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

12. Upon arrival at the Tocumen International Airport. There are several ways to reach your hotel in the city center; taxi, private transfer and metro journey. Taking a [Panama Airport taxi](#) is the quickest way to travel, with a minimum journey time of 25 minutes and fixed fare prices.

COMMUNICATION

13. All correspondence concerning the Sessions and completed Attendance Forms (of Members) or Application Forms for Attendance (of Observers) should be marked "ITTC 61ST 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 6 October 2025 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.

HOTEL ACCOMMODATION

18. Requests for hotel accommodation at Hotel El Panama should be made directly to the hotel by each participant. ITTO assumes no responsibility in case of sudden changes of room rates by the hotels or unavailability of rooms.

Contact person: Ms. Darcy Castillo
Tel: + Mobile: +507 6780-4870
E-mail: darcy.castillo@farandahotels.com

Room reservation: <https://forms.office.com/e/ZCWQBF9UtT>

Room	Single or double with breakfast included	Additional person
Standard	\$80.00	\$20.00
Executive (corporate floor)	\$95.00	\$20.00
Village	\$105.00	\$20.00

- Tax (10%) will be added to the above rates.
- All rooms have two (2) double beds, with a maximum occupancy of 4 people per room.
- Breakfast is included.

19. A list of hotels near El Panama Hotel is included in Annex III. All participants must make requests for hotel reservations directly to hotels as soon as possible.

OTHER EVENTS

20. 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 2025.

21. Ministry of Environment of Panama has scheduled a field visit for delegates in the afternoon on Thursday, 30 October 2025. The detailed program will be circulated to all registered participants in due course in separate document.

GENERAL INFORMATION ABOUT PANAMA CITY

Located at the geographical coordinates 8.9824° N, 79.5199° W, Panama City, the capital of the Republic of Panama, it's at the best possible location in the American continent bridging North, South America and the Caribbean nations. It has a population of 2 million¹ inhabitants, making it the most populous province in the country followed closely by Panama Oeste and, Chiriquí provinces.

It's no surprise then that its recently renovated Tocumen Airport² it's not only the largest and most modern in Central America but also the busiest, receiving as many as 420 flights daily and processing up to 17 million passengers annually.

Getting into the city upon arrival is certainly not a problem, a short 15-minute drive by taxi or Uber once you exit the airport and you will be met with the impressive and sleek Panama City skyline. The Panama Metro and public buses are also available to ride you to the city center although these options may take longer as they must make stops along the way.

General Information

Phone prefix: +507

Time zone: UTC -5

Hotels and Chains: <https://www.hotelchains.com/panama/panama-city/>

Language: Spanish is the official language of the country, but English is widely spoken specially in tourist areas. Learning basic phrases can be helpful.

Travel documents

Passport: You need a passport to travel to Panama. Ensure your passport is valid for at least six months beyond your travel dates. If you travel with a Diplomatic passport, please contact our local authorities or the event organizer designated contact person for more information on using this document to enter our country.

Visa requirements: Citizens of most countries do not need a visa and can stay for up to 90 days. Check if your nationality requires a visa [here](#) or ask the contacts for this event's organization contact.

Weather

Climate: Weather is hot and humid tropical climate, with a long rainy season from May to January and a short dry season from January to May.

Temperature: 32°C/89.6°F during the day and 25°C/77°F at night

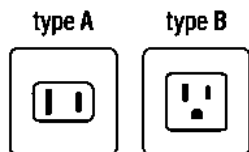
Clothing suggestions: Panama City has a tropical climate. Pack light, breathable clothing, and rain gear for the wet season (May to December). We get sunny days even in the rainy season so don't forget your bathing suit.

¹ <https://www.hotelchains.com/panama/panama-city/>

² <https://en.tocumenpanama.aero>

Electrical and Internet information

Electricity and outlets: Standard voltage in Panama City is 110V at a frequency of 60Hz. The power plugs and sockets are of types A and B.



Internet Access: Most hotels and cafes offer Wi-Fi. Consider getting a local SIM card for better connectivity although it is not strictly necessary.

Money, banks and credit cards

Currency: The local currency is the Panamanian Balboa (PAB), but the US Dollar (USD) is widely accepted.

Payment Methods: Most major credit cards are accepted and digital transfer methods as well, but it is always a good idea to carry some cash for small purchases.

Currency exchange: There are many exchange offices.

Medical information

Medications: Verify if your medications are legal in Panama and carry necessary prescriptions (copies).

Restaurants and attractions

Panama restaurants offer a variety of international cuisines, with some establishments providing discounts or specials.

The city offers several malls, natural parks, the old city and modern attractions for visitors.

Tipping: In Panama, tipping is not mandatory but is common practice, especially in restaurants and other hotel services. Tourists can leave a 10% tip for quality service and may tip 15-20% if the service was exceptional.

Emergency Contact Numbers

- General Emergencies: 911
- Ambulance: 103
- Fire Department: 103
- Police: 104
- Directory Assistance: 102

Additional Useful Contacts

- Tourist Assistance: +507 511-7000
- Panama City International Airport (Tocumen): +507 238-4300
- Add if you want here all contact information for the event organizers, organism, ministry etc.

VISA REQUIREMENTS FOR ITTO MEMBER COUNTRIES

PRODUCER MEMBERS

	<u>Visa necessary</u>	<u>Consulate of Panama</u>
Africa		
Angola	Yes	Yes
Benin	Yes	No
Cameroon	Yes	No
Central African Republic	Yes	No
Congo	Yes	No
Côte d'Ivoire	Yes	No
Democratic Republic of the Congo	Yes	No
Gabon	Yes	No
Ghana	Yes	No
Liberia	Yes	No
Madagascar	No	No
Mali	Yes	No
Mozambique	Yes	No
Togo	Yes	No
Asia & Pacific		
Cambodia	No	No
Fiji	No	No
India	Yes	Yes
Indonesia	Yes	Yes
Malaysia	No	No
Myanmar	Yes	No
Papua New Guinea	No	No
Philippines	Yes	Yes
Thailand	No	Yes
Vietnam	No	Yes
Latin America/Caribbean		
Brazil	No	Yes
Colombia	No	Yes
Costa Rica	No	Yes
Ecuador	No	Yes
Guatemala	No	Yes
Guyana	No	No
Honduras	No	Yes
México	No	Yes
Peru	No	Yes
Suriname	Yes	No
Trinidad and Tobago	No	No
Venezuela	Yes	Yes

CONSUMER MEMBERS

	<u>Visa necessary</u>	<u>Embassy of Panama</u>
Albania	Yes	No
Australia	No	Yes
Canada	No	Yes
China	Yes	Yes
European Union		
Austria	No	Yes
Belgium	No	yes
Bulgaria	No	No
Croatia	No	No
Cyprus	No	Yes
Czech Republic	No	No
Denmark	No	Yes
Estonia	No	No
Finland	No	No
France	No	Yes
Germany	No	Yes
Greece	No	Yes
Hungary	No	Yes
Ireland	No	No
Italy	No	Yes
Latvia	No	No
Lithuania	No	No
Luxembourg	No	No
Malta	No	Yes
Netherlands	No	Yes
Poland	No	No
Portugal	No	Yes
Romania	No	Yes
Slovakia	No	No
Slovenia	No	No
Spain	No	Yes
Sweden	No	Yes
Japan	No	Yes
New Zealand	No	Yes
Norway	No	No
Republic of Korea	No	Yes
Switzerland	No	Yes
United Kingdom	No	Yes
United States of America	No	Yes

No visa required: if you have a diplomatic passport of the following countries

China
Indonesia
Philippines
Venezuela

No visa required: if you have valid Australia/Canada/Japan/New Zealand/Rep. of Korea/Schengen/Singapore/US/UK visa

HOTEL LIST

Hotels in the vicinity of the meeting venue, Hotel El Panama, include the following:

Renaissance Panama City Hotel – 4.5 stars (1-min. walk from the Hotel El Panama)

<https://www.marriott.com/en-us/hotels/ptyrh-renaissance-panama-city-hotel/overview/>

AC Hotel Panama City – 5 stars (5-min. walk from the Hotel El Panama)

<https://ac-by-marriott.panama-city-hotels.com/en/>

Crown Plaza Panama – 4 stars (5-min. walk from the Hotel El Panama)

https://www.ihg.com/crowneplaza/hotels/us/en/panama-city/panhb/hoteldetail?cm_mmc=GoogleMaps_-CP_-PA_-PANHB

TRYP by Wyndham Panama Centro – 4 stars (5-min. walk from the Hotel El Panama)

<https://www.wyndhamhotels.com/trypanama-city-panama/trypanama-centro/overview>

Waymore Hotel, Spa & Casino – 4 stars (5-min. walk from the Hotel El Panama)

<https://www.waymorehotels.com/>

Hilton Garden Inn Panama City – 4.5 stars (5-min. walk from the Hotel El Panama)

<https://www.hilton.com/en/book/reservation/rooms>

Victoria Hotel and Suites – 4 stars (5-min. walk from the Hotel El Panama)

<https://www.victoriapanama.com>

Marinne Place Financial District – 4 stars (6-min. walk from the Hotel El Panama)

<https://www.marinnhotels.com/marinn-place-financial-district>

Hampton by Hilton Panamá – 3 stars (8- min. walk from the Hotel El Panama)

<https://www.hilton.com/en/hotels/ptyhxxh-hampton-panama/>

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