

**SIXTY-FIRST SESSION OF THE INTERNATIONAL TROPICAL TIMBER COUNCIL
AND ASSOCIATED SESSIONS OF THE COMMITTEES
Panama City, Panama, 27 – 31 October 2025**

ATTENDANCE FORM – OBSERVERS (ORGANIZATION)

One copy should be completed for each participant. The completed form should reach the ITTO Secretariat as soon as possible but no later than 3 October 2025 at the following address:

Facsimile: (81-45) 223-1111

E-mail: itto@itto.int

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.

PLEASE TYPE OR PRINT CLEARLY

1. Name in full: Dr./Mr./Ms. _____
(as your name should appear in the official listing)
2. Title or Official Position: _____
3. Institution/Organization: _____
4. Mailing Address: _____
Telephone No.: _____ E-mail: _____
5. Arrival/Departure Information: Arrival (Panama City) Departure (Panama City)
Date of Arrival/Departure: _____ _____
Flight Number and Time: _____ _____
6. Hotel Reservation (please make your own reservation)
Name of Hotel: _____
Date of check-in: _____ Date of check-out: _____
7. If this is your/your Organization's first time applying as an Observer to an ITTC session or if relevant information for you/your Organization has changed since a previous application, please also ensure your application includes the attached Information Form. Note that each individual participant needs to complete this Attendance Form, however, only one Information Form per observer organization is required.

I hereby declare to accept the following guidelines set out below:

1. Observers are responsible for the conduct of each of their representatives. Any behavior not consistent with these guidelines may have an impact on the participation of the organization and/or of the individual;
2. No participant shall harass or threaten any other participant;
3. Meetings opened to Members only should be closed to Observers;
4. Posters, documents and any other materials may be displayed only at designated locations, and only with prior permission from the secretariat; and
5. The posting of notices for authorized events does not require prior permission from the secretariat, provided that they are posted only in designated locations.

I, the undersigned, understand that as stipulated in Rule 4 of the Rules of Procedures of the International Tropical Timber Council (ITTC), my application for attendance at the Sessions of the ITTC and/or at the Sessions of the ITTC's Committees is subject to approval by the ITTC. I attach herewith a letter from my organization authorizing my representation at the Sessions.

(date)

(signature)

**INFORMATION FORM RELEVANT FOR ADMISSION TO SESSIONS
OF THE INTERNATIONAL TROPICAL TIMBER COUNCIL
AND ASSOCIATED COMMITTEES AS NEW "OBSERVER" ORGANIZATION**

1. Official Name:
2. Membership:
3. Short History:

4. Constitution [Please provide charter or other establishing document in all available languages]:

5. Aims, Objectives, Activities [Please describe the general aims and objectives of the Organization and the activities undertaken]:

6. Structure:

7. Finance [Please indicate source of revenue]:

8. Publications:

9. Contact Address [Please provide in full the postal address, including telephone, facsimile and e-mail]:

10. Working Language(s) of the Organization:

11. Name(s) of Representative(s) [Please list all name(s) and official designation(s) of Representative(s) who will attend the Sessions. If necessary, use reverse side of this page]:

12. Relevance to the objectives of the ITTA, 2006:

(date)

(signature)