



MEETING FOR PROMOTING NORTH-SOUTH, SOUTH-SOUTH AND TRIANGULAR COOPERATION FOR SUSTAINABLE FOREST MANAGEMENT

19-20 December 2009, Yokohama, Japan

INFORMATION NOTES FOR PARTICIPANTS

GENERAL

1. The Meeting for Promoting North-South, South-South and Triangular Cooperation for Sustainable Forest Management will be organized by the United Nations Forum on Forests (UNFF) in collaboration with the International Tropical Timber Organization (ITTO), in Yokohama, Japan, from 19 to 20 December 2009.

2. The meeting will be held in Meeting Room 5-03, at the fifth floor of the Yokohama International Organization Center, Pacifico-Yokohama, 1-1, Minato-Mirai 1-chome, Nishi-ku, Yokohama 220-0012, Japan, which is located in the same floor as the Headquarters of the International Tropical Timber Organization (ITTO). The meeting will commence at 9:30 hours on Saturday, 19 December 2009. The languages of the meeting will be English, French and Spanish, with simultaneous interpretation.

TRAVEL ARRANGEMENTS

(A) IMMIGRATION REQUIREMENTS

3. 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**. Only in case of urgency, kindly contact Ms. Kanako Sakaguchi of ITTO at the address indicated in para.4 below for assistance.

(B) AIRLINE RESERVATIONS

4. Participants who are sponsored to participate in this meeting will be contacted separately with details of the sponsorship, basically, travel by air by the most direct and economical route from the airport nearest to your residence to Tokyo international airport (Narita-NRT) and return; daily subsistence allowance (DSA) in Yokohama, and terminal expenses. A pre-paid ticket will be arranged by ITTO and will be sent to you for arriving at Tokyo/NRT on Friday, 18 December 2009, and to leave from the same airport on Monday, 21 December 2009. For purpose of arranging your air tickets, kindly complete and return the Attendance Form (Annex) and return to the following address by e-mail or fax immediately:

International Tropical Timber Organization (ITTO)
(Attention: Ms. Kanako Sakaguchi)
International Organizations Center - 5th Floor
Pacifico-Yokohama,
1-1, Minato-Mirai 1-chome
Nishi-ku, Yokohama, 220-0012 Japan
Fax No.: (81-45) 223-1111 Tel. No.: (81-45) 223-1110
E-mail: sakaguchi@itto.or.jp or itto@itto.or.jp

5. Most international airlines operate regular services to Tokyo. Air traffic is always busy and participants (who are not sponsored by UNFF) 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 meeting site though assistance may be obtained from the ITTO Secretariat.

(C) ACCESS TO YOKOHAMA

6. Yokohama is located about 80 kms. from the New Tokyo International Airport (Narita). 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 about US\$400 or even more. Instead, upon arrival at Narita airport, use either of the following convenient ways:

- (i) By 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 ¥4,100, and the train ride takes about 90 minutes.
- (ii) By Airport Limousine Bus which will arrive at the Yokohama City Air Terminal (YCAT). The one-way ticket from Narita airport to the YCAT costs ¥3,500 (round trip for ¥6,300) 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.

7. 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.

HOTEL ACCOMMODATION

8. Arrangements have been made by the ITTO Secretariat to reserve accommodation for participants, if requested, at the Washington Hotel Sakuragicho in Yokohama (see details below), which is located about 15 to 20 minutes on foot from the meeting venue (Headquarters of ITTO). The rate quoted is based on the information received, net of discounts and include all taxes and service charges. However, ITTO cannot be held responsible for any change in rates or availability of rooms. Please note that due to the difficulty in obtaining hotel accommodation during the month of December 2009, this hotel is the only hotel available:

Washington Hotel Sakuragicho (Yokohama) – (30 rooms available)

(15-minute walk to the ITTO Headquarters)

Address: 1-1-67, Sakuragicho, Naka-ku, Yokohama 231-0062 Japan

Tel. No. (81-45) 683-3113

Fax. No. (81-45) 683-3112 (Ref. No. S4876)

Website: http://www.wh-rsv.com/english/yokohama_2/index.html

Room Rates: Single Room ¥ 7,800 (including tax)

9. As soon as possible, but **not later than 10 December 2009**, requests for hotel accommodation should be made on the Attendance Form and sent to the ITTO Secretariat (one for each participant). Requests for hotel reservations made after that date cannot be guaranteed.

Annex 1

**MEETING FOR PROMOTING NORTH-SOUTH, SOUTH-SOUTH AND
TRIANGULAR COOPERATION FOR SUSTAINABLE FOREST MANAGEMENT
19-20 December 2009, Yokohama, Japan**

ATTENDANCE FORM

**Please complete all details and submit your Attendance Form by e-mail or
by fax
as early as possible, and not later than 10 December 2009, to:**

**Ms. Kanako Sakaguchi
ITTO, Yokohama, Japan
E-mail: sakaguchi@itto.or.jp
Fax No.: (81-45) 223-1111**

Surname of Participant: (Dr./Mr./Ms.) _____

First Name: _____

Organization or Company Name: _____

Title/ Occupation: _____

Mailing Address: _____

City/State: _____ Country: _____

Tel.No.: _____ Fax No.: _____ E-mail: _____

- A. Sponsored Participant by UNFF.
- B. Participate in the meeting at personal cost or costs to be covered by
your own Organization.

Arrival and Departure Information:

Arrival: Date: _____ Flight No.: _____ Time: _____

Departure: Date: _____ Flight No.: _____ Time: _____