

FIFTY-NINTH SESSION OF THE INTERNATIONAL TROPICAL TIMBER COUNCIL  
AND ASSOCIATED SESSIONS OF THE COMMITTEES  
Pattaya, Thailand, 13 – 17 November 2023

**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 20 October 2023 at the following address:***

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

Facsimile: (81-45) 223-1111  
Telephone: (81-45) 223-1110  
E-mail: [itto@itto.int](mailto:itto@itto.int)

**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.: \_\_\_\_\_ Facsimile No.: \_\_\_\_\_  
  
E-mail: \_\_\_\_\_
5. Arrival/Departure Information:      Arrival (Bangkok)      Departure (Bangkok)  
  
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)