MINISTERIAL MEETING
Tokyo, 12-14 September 1973

INFORMATION FOR DELEGATIONS

1. Date and place of the Ministerial Meeting

The Ministerial Meeting will be held in the conference rooms of the
Tokyo Prince Hotel
3-3-1, Shiba Park
Minato-ku, Tokyo, 105

Telephone: 434-4221
Telex: 242-2458
Cable address: HOTEL PRINCE, TOKYO

The meeting is scheduled from 12-14 September 1973, beginning on Wednesday
12 September at 9.30 a.m. The Prime Minister of Japan will address the meeting at
10 a.m. sharp.

2. Courtesies at the Airport

The Japanese Government will make arrangements with the competent airport
authorities to facilitate entry and customs clearance for participants upon their
arrival at Haneda (Tokyo) Airport. Delegations wishing to make use of these
facilities are invited to inform the Japanese Government of the names of the participants, the date of their arrival, flight number and hotel. The information should be supplied through the secretariat or through the diplomatic mission in Tokyo, or, in case of a delegation not having diplomatic representation in Japan, through the Japanese Embassy in the country concerned.

Transport from the airport should be arranged privately or through the respective diplomatic missions in Tokyo. Depending on the density of the traffic it will take a taxi some 30-60 minutes from the airport to the centre of Tokyo.

3. Visas

Every delegate should possess a valid passport or travel document. To the extent that visas are required the Japanese Government has given the necessary instructions to its diplomatic or consular establishments abroad for the issue of visas to members of delegations. Enquiries relating to visas should be referred directly to the Japanese representation in the country concerned.

4. Credentials

Delegations have already been invited to notify the secretariat the names of their representatives and the composition of their delegations. Since no voting will take place no further formal credentials are required.

5. Meeting Rooms

The meeting rooms are located on the second floor* of the Tokyo Prince Hotel. The Ministerial Meeting will be held in the "Providence Hall".

6. Hours of Meetings

The regular hours for the Ministerial Meeting will be:

- 9.30 a.m. to 12.30 p.m.
- and 2.30 p.m. to 6 p.m.

7. Information and Registration desk

An Information and Registration desk will be installed in the centre of the conference lobby on the second floor. Delegations may address enquiries to this desk which will be staffed permanently during conference hours.

8. Conference Office

The Conference Office will be located on the second floor in the immediate vicinity of the conference rooms.

* The first floor in Japan is the rez-de-chaussée or ground floor.
9. Privacy of meetings

All meetings are private. Only during the opening of the meeting and the Prime Minister's address will the press accredited to the Ministerial Meeting be admitted.

All persons entering the meeting rooms are required to show their admission cards. All documents for the meeting are restricted and will be available only to members of delegations.

10. Admission cards

Admission cards, which participants will be required to show on entering meeting rooms, will be issued at the Registration desk as from 11 September, to duly notified representatives, alternates and members of the delegations.

Delegates are requested to complete the small white information cards which they will find attached to their admission cards, and return them to the Conference Officer as soon as possible. These cards are necessary for compiling the list of representatives and to facilitate communication with representatives. Any changes occurring in the information furnished on the cards should be reported without delay to the Conference Officer.

11. Interpretation

Simultaneous interpretation will be provided in English, French and Spanish.

12. Prepared statements

It has been agreed, in view of the expected great number of speeches, that each speaker should be invited to limit his speech to ten minutes. This does not preclude delegations wishing to have a more comprehensive statement circulated to all participants from providing the secretariat with a sufficient number of copies for this purpose.

Attention is also drawn to document MIN(73)INF/2, in which delegations are advised that for technical reasons it will not be possible for the secretariat, during the course of the Ministerial Meeting, to produce and translate statements for distribution to other delegations and to the press.

The task of the secretariat, in particular of the interpreters, will be greatly facilitated if five copies of the prepared text are supplied to the secretariat as long in advance as possible.

13. Press facilities

Facilities for the Japanese and foreign press will be available on the first floor (ground floor) from Tuesday 11 September onwards. These facilities include a press room (equipped with tables, chairs and telephones), a lounge, bar and a
press conference and briefing room. Copies of documents which it is desired to distribute to the press should be given to the official on duty in the Press Room. Any request for reservation of the press conference room for a Minister or delegation wishing to give a press briefing should be co-ordinated through the Press Officer, whose office will be on the second floor in the immediate vicinity of the meeting rooms.

Delegations may wish to indicate which member of the delegation has been assigned, in particular, for liaison duties with the press.

14. Postal and telegraphic services, travel agency

A service desk will be installed in the Conference lobby on the second floor in the vicinity of the meeting rooms. At this desk there will be a telegraphic office, a postal office and a travel agency.

15. Local transport

For local transport delegations will have to rely on public transport, taxis or any facilities which may be provided by their diplomatic missions in Tokyo.

There is adequate parking space in front of the Tokyo Prince Hotel.

16. Tourism

A travel agency will open a service desk in the conference lobby at the Tokyo Prince Hotel to handle requests of delegates interested in making sightseeing tours. Delegations are advised, however, that the meeting coincides with the peak of the tourist season in Japan, so that any reservations should be made at the earliest opportunity, even, if possible, in advance of the meeting through appropriate travel agencies.

There is no official sightseeing programme foreseen.

17. Social functions

The Japanese authorities have indicated that it is the intention of the Minister for Foreign Affairs to give a reception to the heads of delegations on Wednesday 12 September. The Minister for Foreign Affairs and his Japanese ministerial colleagues intend to give a reception for all participants on Thursday 13 September. No formal evening dress will be required.