

NJG/JAC/29146

1 February 2002

CIRCULAR COMMUNICATION TO COMMISSIONERS  
AND CONTRACTING GOVERNMENTS  
IWC.CCG.218

**Delegation Rooms**

Further to the Circular Communication of 9 January 2002 (IWC.ALL.49) the Government of Japan has now provided the attached information on availability and reservation of delegation rooms at Kaikyo Messe in Shimonoseki.

Dr. Nicky Grandy  
Secretary to the Commission

c.c. Non-member Government Observers (for information)

**KAIKYO MESSE, SHIMONOSEKI**  
**DELEGATION ROOMS AND TELECOMMUNICATIONS FACILITIES**

The Government of Japan has made a block reservation of a number of rooms at Kaikyo Messe, the conference centre in Shimonoseki, which are suitable for use by delegations and observers as offices/small meeting rooms/hospitality rooms. Details of the rooms available are given below together with the arrangements for making bookings.

**ROOMS AVAILABLE**

Room	Floor area m <sup>2</sup>	Cost per day (yen) (08:00 – 22:00 hours)	Facilities		
Conference Room <b>612</b>	41	6,400	Round table style 12 seats	White board	Extension phone
Conference Room <b>705</b>	57	8,900	Round table style 18 seats	White board	Extension phone
Conference Room <b>803</b>	55	8,800	Round table style 22 seats	White board	Extension phone
Conference Room <b>804</b>	103	16,400	Round table style 36 seats	White board	Extension phone
Conference Room <b>806</b>	39	6,200	Round table style 14 seats	White board	Extension phone

**TELECOMMUNICATIONS**

Installation of Direct lines, Fax and internet facilities can be arranged as an additional option. Please order in advance because it involves extra work, cost and fee:

**Costs (yen)**

An installation fee and user fee are all necessary to use direct lines, fax or the Internet.

	Direct line (INS64)	Per fax machine connected to direct line	Fax machine rental	Internet provider
Installation	9,800	-	-	-
User fee	1,200 per day	50 per day	3,200 per day	2,100 per month

**Typical telecommunications charges \* (yen per minute)**

	08:00-19:00	19:00-2300 and weekends
Shimonoseki City	4 yen per minute	
Brazil	230	180
China	140	113
France	150	130
Germany	150	130
UK	140	120
USA	53	50

\* approximate cost for calling from Japan in yen per minute (source: NTT)  
The above costs include tax.

## RESERVING ROOMS & TELECOMMUNICATIONS FACILITIES

### ■ How to Reserve

Reservation will be possible between 1<sup>st</sup> February and 15<sup>th</sup> April 2002. Bookings will be accepted made **by E-mail or fax**. Please note that reservations cannot be accepted by other means e.g. telephone.

**The deadline for making reservations is April 15<sup>th</sup>.** No new reservation or change of reservation can be accepted after that date.

The following information is necessary to make a reservation:

- Name of a country or organisation which uses a conference room
- Name, address, email address, phone and fax number of a person in charge who uses the conference room
- Approximate number in delegation
- Period of reservation (NB. Rooms 804 and 806 are available from 12<sup>th</sup> May)
- Whether optional facilities such as direct line are needed.

### Deposit

Bookings will be secured with a deposit of 20%, to be paid no later than 30th April and the balance to be paid before final departure from Kaikyo Messe.

### ■ Payment

Users are asked to pay the fee (by Japanese Yen) directly into the following bank account:

Bank of Yamaguchi (head office)  
ordinary account 6359974  
(Zaidanhoujin) Yamaguchi-ken kokusai sougou center

**Payment by credit card is not possible.  
If there is no payment by the due date the reservation will be cancelled.**

## CONTACT POINT FOR ENQUIRIES AND BOOKINGS

KAIKYO MESSE SHIMONOSEKI  
3 -3 - 1, Buzendacho, Shimonoseki, Yamaguchi-ken  
Japan (Postal code 750-0018)

◆ E-mail address: [messe@joho-yamaguchi.or.jp](mailto:messe@joho-yamaguchi.or.jp)

◆ TEL: 0832-31-5600

◆ FAX: 0832-31-5598