



UNITED NATIONS CONFERENCE ON DISARMAMENT ISSUES IN SAPPORO

**“Mounting challenges to peace and security and disarmament today”
Sapporo, Japan**

26 – 29 July 2004

AIDE MEMOIRE

I DATE AND VENUE

1. The United Nations Conference on Disarmament Issues will be held in Sapporo, Japan from 26 – 29 July 2004 at Sapporo Convention Center with accommodation provided at Renaissance Sapporo Hotel. The contact details are as follows:

Sapporo Convention Center
6-jo 1-chome, Higashi-Sapporo
Shiroishi-ku, Sapporo 003-0006
Japan

Tel: 81 11 817 1010
Fax: 81 11 820 4300

<http://www.sora-scc.jp/english/>

Renaissance Sapporo Hotel
1-1, Toyohira 4-jo 1-chome
Toyohira-ku, Sapporo 062-0940
Japan

Tel: 81 11 821 1111
Fax: 81 11 832 5880/842 6191

<http://marriott.com/property/propertyPage/SPKRN>

II ADMINISTRATIVE/FINANCIAL ARRANGEMENTS

2. Travel

a) The United Nations will provide a round-trip airline ticket via the most direct and economical route from city of residence to Sapporo. Entitlement will be established by the United Nations Travel Unit and will be based on authorized travel dates and in accordance with existing United Nations regulations and rules. The traveller will bear any additional cost resulting from deviations from the authorized itinerary and travel dates. In view of the unprecedented shortage of available funds this year, we would welcome, where possible, and as a way of financial contribution, the