

WCDDR Important Contact Details

Room Requests / Bilateral Room Request

Contact wcdrr2015@un.org [subject line must indicate room request or bilateral room request]

For IT help desk support for delegates

Contact by email: IT-WCDDR@un.org [subject line must indicate nature of request]

Local telephone Number: 080-8207-4442

Protocol queries for delegations which will be headed by Head of State / Government

Contact by email: Chuaw@un.org.

Accreditation queries for Member states IGO's and Specialized Agencies

Contact by email: Chuaw@un.org, and send accreditation by fax at the Registration Centre: [+81-\(0\)22-212-3266](tel:+81-022-212-3266)

Statements submission for main plenary (statements)

Delegates should send electronic copy one day before delivery of statement or minimum 3 hours before delivery to wcdrr2015@un.org email [subject line should read "statement - name of country"]. Statements can also be given to the conference officer in the main plenary room.

Media

Contact by email: leonib@un.org, or call: 080-2813-1624

Notes on Security within the Sendai International Centre Complex

Security inside the Sendai International Centre Complex is provided by a joint team of UN, Japanese police and private security guards. Our aim is to ensure you all participants have a safe and secure conference.

All participants are kindly requested to wear their conference badges at all times within the premises and to comply with all instructions and security checks. Line-ups for screening and badging are regrettable, but inevitable. Please plan to arrive early for your events.

In case of fire, an alarm will sound. In case of an earthquake requiring evacuation, an announcement will be made over the public address system. In the unlikely case that either of these types of incident occurs, please proceed to the nearest emergency exit (marked by a lighted, green and white sign). Await further instructions before re-entering the premises.

Please keep your belongings with you at all times, or deposit them in the Cloak Room on the first floor of the Conference Building. Do not block aisles in conference rooms with bags or other items.

Security questions, including assistance with filing a police report for lost or stolen items, can be addressed at the Security Office room B-110 in the Conference Building.

A First Aid room is located in room A-104 in the Exhibition Building.

The Security Office can be contacted 24 hrs a day via mobile telephone at 080-8207-4442.

Email is monitored during working hours at Security-WCDRR@un.org. If you have immediate concerns, do not hesitate to contact any UN Security Officer (wearing a blue UN uniform) and they will be happy to assist you.

Notes on Security in Sendai City

Sendai is a safe city, but a common-sense approach and a level of 'street awareness' are advisable. Be cautious when withdrawing money from ATM/bank machines. Read and follow the evacuation information at your hotel and other public venues. Take special care of your belongings in hotel lobbies/restaurants and on public transportation.

If you experience sudden illness or injury; require an ambulance; or need to report a fire: dial 119.

If you have a traffic accident or need emergency police assistance: dial 110.

For further information,

consult: http://www.city.sendai.jp/language/1207832_1999.html#10