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Circular letter No.2778
1 March 2007

To: IMO Members and other Governments
United Nations and specialized agencies
Intergovernmental organizations
Non-governmental organizations in consultative status
IMO Permanent Representatives

Subject: **Revised location and dates for the planned meetings of the:**
(a) twenty-fourth extraordinary session of the IMO Council;
(b) twenty-fifth regular session of the IMO Assembly; and
(c) ninety-ninth regular session of the IMO Council;
during the refurbishment of the IMO Headquarters building.

1 The Secretary-General has the honour to advise that, during the extended period of refurbishment of the IMO Headquarters building, arrangements have been made by the Host Government for meetings of the twenty-fourth extraordinary session of the IMO Council (C/ES.24) which precedes the Assembly; the twenty-fifth regular session of the IMO Assembly (A 25); and the ninety-ninth regular session of the IMO Council (C 99), which follows the Assembly, to take place at:

The Royal Lancaster Hotel
Lancaster Terrace
London
W2 2TY
United Kingdom

Telephone: 020 7262 6737
Fax: 020 7724 3191
Email: book@royallancaster.com
Website: www.royallancaster.com

A map of the location of the hotel is at annex 1.

2 In order to secure this location for the meetings of the Assembly and Council, it has become necessary to **bring forward** the planned dates of the meetings from those originally promulgated in IMO Circular PROG/115 to the new dates as given below:

New dates	Meeting
15 and 16 November 2007	24th extraordinary session of the IMO Council (C/ES.24)
19 to 30 November 2007	25th regular session of the IMO Assembly (A 25)
30 November 2007	99th regular session of the IMO Council (C 99)

3 The Host Government has secured 300 hotel rooms for delegates to these meetings at the Royal Lancaster Hotel at a preferential rate of £110 (plus VAT). In addition, a further 100 hotel rooms at the same preferential rates of £110 (plus VAT) have been secured at the immediately neighbouring Corus Hotel.

4 Reservations for both hotels may be made directly via the Royal Lancaster Hotel, quoting reference 151107UNCO – IMO Assembly 25. **The UK/IMO preferential rates are dependent upon quoting the above reference number and will expire on 28 September 2007.** A booking form for both the Royal Lancaster Hotel and the Corus Hotel is attached at annex 2. For the information of delegates, details of other hotels in the area and their representative costs are attached at annex 3.

5 Facilities within the Royal Lancaster hotel will be available for Member States to host receptions during the Assembly and enquiries should be made, in the first instance, through the IMO Catering Manager.

6 As is normal practice, a Note Verbale will be issued in due course inviting representation to the twenty-fifth regular session of the Assembly and providing information on such matters as the timing of meetings of Heads of Delegations, credentials requirements, building security and registration.

7 The information in this circular is also available on the IMO public website: www.imo.org.

ANNEX 1

Royal Lancaster Hotel
Lancaster Terrace
Hyde Park
London W2 2TY



ANNEX 2

RESERVATION FORM
SPECIAL ACCOMMODATION RATES

INTERNATIONAL MARITIME ORGANIZATION ASSEMBLY 25

Wednesday, 14 November 2007
ACCOMMODATION RATES

Standard Single Room £130.00

(The above rates are inclusive of [English Breakfast](#), Service and [VAT @ 17.5%](#))

Date of Arrival: _____ Time of Arrival: _____

No. of Nights: _____ Rqst Non Smoking: _____

Name: _____

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

All reservations are held until 16:00 hrs on the day of arrival unless previously guaranteed in writing or by Credit Card. To guarantee your reservation, please quote your credit card number. In the event of non-arrival, you will be charged for the first nights accommodation if you have not previously cancelled the room. Check-in times are from 14:00 hrs and checkout times are until 12:00 noon. Should you anticipate to arrive after 4:00pm, please guarantee your room for late arrival with a credit card number.

Please tick appropriate box:

Visa American Express MasterCard Diners Club Other

My Credit Card number is:

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Cardholders Signature: _____ Expiry Date: _____

Name: _____

Invoice address: _____

Telephone Number: _____

We are holding an allocation of rooms for the above function on a first come first served basis. All Reservations are strictly subject to availability and completion of this booking form will not automatically mean confirmation of your Reservation until a completed Reservation Form has been returned directly to you.

PLEASE SEND YOUR BOOKINGS TO OUR RESERVATION DEPARTMENT

Direct Facsimile: +44 20 7551 6387 – E-mail Address: book@royallancaster.com

FOR HOTEL USE ONLY

Reservation No: _____ confirmed: Unavailable: Date: _____

Hotel Ref: _____

ANNEX 3

HOTELS IN THE VICINITY OF THE ROYAL LANCASTER HOTEL¹

	Three star		Four star		Five star
1	Kensington Close Hotel Wrights Lane London W8 5SP Tel: 0870 751 7770 Website: www.kensingtonclosehotel.com Email: sales@kensingtonclosehotel.com Representative price: £139	1	The Cumberland Great Cumberland Place London W1A 4RF Tel: 0870 333 9280 Website: www.guoman.com Email: enquiries@thecumberland.co.uk Representative price: £140	1	London Hilton on Park Lane 22 Park Lane London W1K 1BE Tel: 020 7493 8000 Website: www.hilton.co.uk Email: reservations.parklane@hilton.com Representative price: £207(+VAT)
2	Commodore Hotel 50 Lancaster Gate London W2 3NA Tel: 020 7402 5291 Website: www.thecommodorehotel.co.uk Email: reservations@commodore-hotel.com Representative price: £95	2	Hilton London Metropole 225 Edgware Road London W2 1JU Tel: 020 7402 4141 Website: www.hiltonlondonmet.com Email: reservations.londonmet@hilton.com Representative price: £149(+VAT)	2	The May Fair Hotel Stratton St London W1J 8LT Tel: 020 7629 7777 Website: www.radissonedwardian.co.uk/mayfair.html Email: resmayf@radisson.com Representative price: £149(+VAT)
		3	Thistle Marble Arch Bryanston Street Marble Arch London W1H 7EH Tel: 0870 333 9116 Website: www.thistlehotels.com Email: MarbleArch@Thistle.co.uk Representative price: £150		

¹ In addition, there is a wide variety of more economically priced accommodation in the area.