

June 15, 2004

Request for Visitors to Consultation

Pharmaceuticals and Medical Devices Agency

Thank you for using the consultation system of Pharmaceuticals and Medical Devices Agency (PMDA). We understand that participants of consultations wait at the general reception of PMDA on the day of their consultation until the preparation for the consultation is completed. We are sorry for the inconvenience you may experience while waiting because of the limited space at the general reception, which is full of many visitors to PMDA for other purposes than consultations.

To ease the congestion at the general reception and to shorten the waiting time, we would like to take the following measures for the time before the consultation starts. Your understanding and cooperation are highly appreciated.

- 1 If you need to prepare for the consultation (for presentations and interpreters etc.), only the person in charge should come to the general reception 30 minutes before the start of the consultation. Then the person in charge may prepare for the consultation in the presence of the PMDA officer in charge of the consultation.
- 2 Participants who do not need to prepare for the consultation, or those who do not participate in the preparation for the consultation as in point 1, may come to the general reception approximately 15 minutes before the start of the consultation. Then the PMDA officer in charge of the consultation will guide you to the conference room. Please kindly do not visit the reception earlier than 15 minutes. Please also do not wait in the lobby of PMDA's building for a long time. Your kind understanding is highly appreciated.

(End)