



24 APR 2001

19

INTERNATIONAL COFFEE ORGANIZATION  
**WORLD COFFEE CONFERENCE**

17 - 19 May 2001, Hilton Park Lane, London

Mr C.P.R. Dubois ✓  
Head of Operations  
ICO  
22 Berners Street  
London  
W1T 3DD

23 April, 2001

Dear Mr Dubois

Thank you for your registration.

**REGISTRATION DESK:** The registration desk is open from 15.00 to 17.30 on Thursday 17 May and from 08.00 on Friday 18 May. When you register you will receive your badge and delegate folder. **PLEASE NOTE: Badges must be worn** at all times at the Conference. Only badge holders are permitted to enter Conference sessions, cocktail, lunches and Conference banquet.

**WELCOME ADDRESS & COCKTAIL:** The Welcome Address and Cocktail take place in the Crystal Palace Suite, Hilton Park Lane on Thursday 17 May. The Welcome Address starts at 18.30, followed by the Conference Cocktail at 19.00.

**CONFERENCE SESSIONS:** The main Conference Sessions begin at 08.30 on Friday 18 May in the Main Ballroom, Hilton Park Lane.

**ACCOMMODATION:** We have arranged special room rates at the Conference Hotel. Please contact the Hilton Park Lane direct to reserve your room, by telephone on: +44 (0)20 7493 8000 or fax on +44 (0)20 7208 4142. To obtain the special Conference room rate you must use the reference "World Coffee Conference" when booking your room. Alternative hotels are listed on the enclosed form.

If you have any questions regarding your registration, please contact me on telephone: +44 (0) 1892 511807 or by fax: +44 (0) 1892 527758, email: [stephanie.harding@informa.com](mailto:stephanie.harding@informa.com)

**IMPORTANT:** If you have any special dietary requirements, you must notify us in writing no later than Tuesday 1 May.

We look forward to meeting you at the World Coffee Conference.

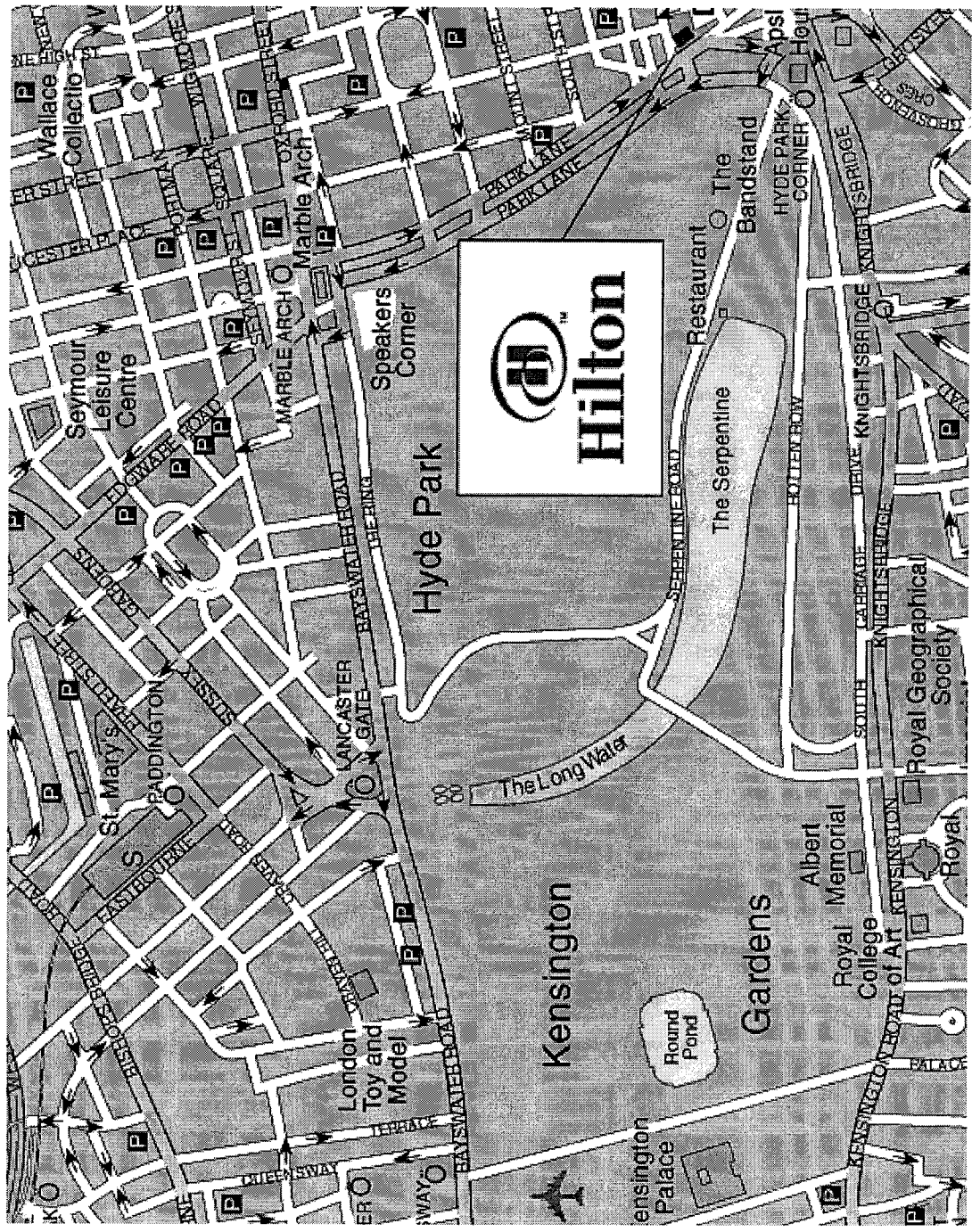
Yours sincerely

Stephanie Harding  
Conference Assistant

**FO.LIGHTS**

F.O.Licht, 80 Calverley Road, Tunbridge Wells, Kent, TN1 2UN, England  
Phone + 44 (0) 1892 511807 Fax + 44 (0) 1892 527758  
Email: [conferences@fo-licht.com](mailto:conferences@fo-licht.com) [www.world-coffee-conference.com](http://www.world-coffee-conference.com)

**London Hilton**  
22 Park Lane, London, W1K 4BE United Kingdom  
Tel:44/(0)20/74938000, Fax:44/(0)20/72084140



click on map to return.



# London Hilton

LONDON W1K 4BE TEL. 020-7493 8000 FAX 020-7208 4142

Superb luxury in the heart of Mayfair overlooking Hyde Park, with a wide choice of restaurants and bars

World Coffee Conference  
Thursday 17th May 2001  
Friday 18th May 2001  
Saturday 19th May 2001

May we invite you to take advantage of our "Privilege Reservation" Service? Special rates are available for guests attending functions.

London Hilton  
£215.00 per room per night (single or double)  
Exclusive of all meals and VAT.

PLEASE CHECK with our Reservations Supervisor, on Free Phone-0800 282 493 that accommodation is available.

PLEASE BOOK EARLY. Complete and return the card in the pre-paid envelope as soon as possible, these rates are available until 10 days prior to the event. Subject to availability, your privilege reservation will be confirmed immediately. Please add your credit card details in order to guarantee your reservation.

These rates are only applicable on reservations made and confirmed prior to arrival.

Any details concerning your account should be notified by letter. We can offer Rapid Checkout and No Stop Checkout by credit card to avoid waiting to settle your account on departure.

Accommodation might not be available prior to 14.00 hours and will not be held after 16.00 hours unless guaranteed payment is confirmed in advance.

## PRIVILEGE RESERVATIONS

World Coffee Conference  
Thursday 17th May 2001  
Friday 18th May 2001  
Saturday 19th May 2001

London Hilton  
£215.00 per room per night (single or double)  
Exclusive of meals and VAT

PLEASE RESERVE  
THE FOLLOWING ACCOMMODATION AT  
LONDON HILTON

SINGLE \_\_\_\_\_

TWINS \_\_\_\_\_

ARRIVAL DATE \_\_\_\_\_ TIME \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

POST CODE \_\_\_\_\_

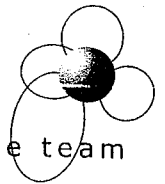
TELEPHONE \_\_\_\_\_

CREDIT CARD \_\_\_\_\_

CREDIT CARD NUMBER

EXPIRY DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_



The Corporate Team in association with Agra Europe has arranged special discounted rates at selected hotels for the delegates attending the above event in London.

Recommended Hotels		EVENT SINGLE	NORMAL SINGLE	EVENT DOUBLE	NORMAL DOUBLE	Nearest Underground
Le Meridien Grosvenor House	5 Star	£230.00 <b>CB</b>	£364.25	£240.00 <b>CB</b>	£387.75	Green Park
The Cumberland	3 Star	£160.00 <b>EB</b>	£176.00	£190.00 <b>EB</b>	£223.25	Marble Arch
Thistle Marble Arch	3 Star	£150.00 <b>EB</b>	£226.00	£160.00 <b>EB</b>	£226.00	Marble Arch
Thistle Victoria	4 Star	£136.00	£168.00	£176.00	£217.00	Victoria
Grange Fitzrovia	4 Star	£135.00 <b>CB</b>	£175.00	£155.00 <b>CB</b>	£190.00	Great Portland St
Holiday Inn Victoria	4 Star	£133.00	£200.00	£139.00	£210.00	Victoria
Grange Rochester	4 Star	£109.00	£159.00	£129.00	£175.00	Victoria
Grange Langham Court	4 Star	£104.00	£139.00	£119.00	£159.00	Oxford Circus
Thistle Westminster	4 Star	£95.00	£209.00	£110.00	£209.00	Victoria
Holiday Inn Express	3 Star	*£88.00	*£93.00	*£88.00	*£93.00	Victoria
St Giles	3 Star	£79.00	£99.00	£99.00	£140.00	Tottenham Court
Comfort Inn Westminster	2 Star	£79.00	£92.00	£88.00	£102.00	Victoria

For a wider choice of hotels in different locations and price ranges, please contact us.

All rates include VAT & Service. **CB**= Continental breakfast included. **EB**= English breakfast included. Rates are subject to change without prior notice. \*Subject to changes.

**Please quote ID Number 10033 WC when you contact us**

Kindly complete the form below and return by either:

Tel: INT +44 (020) 7828 1075 E-Mail: [Events@corporateteam.com](mailto:Events@corporateteam.com)  
 Fax: INT +44 (020) 7828 6439 Post: 13, Grosvenor Gardens, London SW1W 0BD

Or Visit our website at <http://www.corporateteam.com/events/10033WC> for an online booking from.

### Priority Reservation Form – 10033 WC

If you are booking more than one room, please ensure all names are advised.

Name:	First Hotel Choice:		
Company:	Second Hotel Choice:		
Address:	Arrival Date:	Approx. Time:	
	No. Of Nights:	Smoking Room:	Y/N
Postcode:	Room Type:	No of Rooms:	
Telephone:	Credit Card Type:	Exp:	
Facsimile:	Number:		
E-Mail:	Card Holder:		

**Please note:** Reservations will only be held until 1200 on the day of arrival unless guaranteed by a credit card. If you expect to arrive after 1200 hours credit card details must be given above. No charge is made by TCT. Guests should settle their account at the hotel upon departure, unless otherwise arranged. There is no charge if the room is cancelled up to 24 hours before the arrival date. Non arrival or cancellation after this time may result in a charge being incurred.

To: Mr C.P.R. Dubois  
ICO



**INTERNATIONAL COFFEE ORGANIZATION  
WORLD COFFEE CONFERENCE**

*17 - 19 May 2001, Hilton Park Lane, London*

Jorge Cárdenas, Conference Chairman

Dear Colleague

Thank you for registering for the ICO World Coffee Conference. We are looking forward to an exciting and influential meeting with an expected attendance of more than 400 senior coffee industry representatives.

I am pleased to provide you with some last minute essential information about the conference.

When you arrive at the London Hilton, please report to the registration desk to collect your badge, documentation and tickets for the Welcome Cocktail Reception and Conference Banquet.

Registration desk opening times	Location
Thursday 17 May 3.30pm to 5.30pm	Crystal Palace Suite
Thursday 17 May 6.30pm to 8.30pm	Crystal Palace Suite
Friday 18 May 7.30am to 6.30pm	Entrance - Grand Ballroom
Saturday 19 May 8.00am to 5.30pm	Entrance - Grand Ballroom

The Welcome Cocktail Reception will take place on Thursday 17<sup>th</sup> May from 6.30pm to 8.30pm in the Crystal Palace Suite at the London Hilton. The Conference Banquet will take place on Friday 18 May from 7.30pm in the Grand Ballroom at the London Hilton.

Spouse tickets for the banquet are available, and are priced at £110. If you would like your spouse to accompany you, then please complete the accompanying form and return it with your credit card details. Your spouse's ticket will be available for you to collect at the conference registration desk.

I am also delighted to announce the companies and organisations that are supporting this unique event as official sponsors and exhibitors.

Diamond Sponsor and Host of the Welcome Cocktail Reception	<b>Cafes Do Brasil</b>
Gold Sponsor and Luncheon Host on Friday 18 May	<b>Neumann Cafe Gruppe</b>
Gold sponsor and Luncheon Host on Saturday 19 May	<b>Banco Alemán Platina</b>
Silver Sponsor and Coffee Break Sponsor on Friday 18 May	<b>Nestlé</b>
Silver Sponsor and Coffee Break Sponsor on Saturday 19 May	<b>Tchibo</b>

The Conference Banquet will be hosted by the ICO. Thanks are also due to the key supporting organisations of the ICO World Coffee Conference; **Café De Colombia** and **Fococafe**



# INTERNATIONAL COFFEE ORGANIZATION WORLD COFFEE CONFERENCE

*17 - 19 May 2001, Hilton Park Lane, London*

Jorge Cárdenas, Conference Chairman

The conference exhibition is located in the main networking area of the conference, outside of the Grand Ballroom. Coffee Breaks and the pre-Banquet Champagne Reception will also take place here. The exhibitors are:

**ABN Amro**

**Atlas Stord**

**CAB International**

**F.O. Licht**

**IACO**

**Kraft**

**LIFFE**

**Nestlé**

**O.A.M.CAF**

**Sortex**

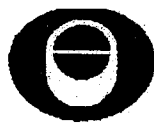
**Tokyo Grain Exchange**

To see the final programme for the conference, please visit [www.world-coffee-conference.com](http://www.world-coffee-conference.com).

I look forward to welcoming you to the conference.

Yours sincerely,

Eleanor Page  
Sponsorship & Exhibitions Manager  
F.O. Licht



# INTERNATIONAL COFFEE ORGANIZATION WORLD COFFEE CONFERENCE

*17 - 19 May 2001, Hilton Park Lane, London*

Jorge Cárdenas, Conference Chairman

---

## SPOUSE TICKET FOR CONFERENCE BANQUET

### BOOKING FORM

**This form must be returned before Monday 14 May 2001 to guarantee your ticket.**

**I would like to purchase a ticket for my spouse to accompany me to the ICO World Coffee Conference Banquet on Friday 18 May starting at 19.30. The price of this ticket is £110.**

My name is \_\_\_\_\_

My company is \_\_\_\_\_

My spouse's name is \_\_\_\_\_

Please take the payment for this from my credit card\*. The details are below

Card Type      VISA       MASTERCARD/EUROCARD       AMEX

Card Number      □□□□ □□□□ □□□□ □□□□

Card Expiry Date \_\_\_\_\_

Name of Cardholder \_\_\_\_\_

Signature \_\_\_\_\_      Date \_\_\_\_\_

\* Banquet tickets for spouses can only be purchased by credit card. Please ensure that you complete all sections of the form before returning it.