



Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

ED 1766/00

30 November 2000
Original: English

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**World Coffee Conference
17 - 19 May 2001**

1. The Executive Director presents his compliments and, on behalf of the Chairman of the World Coffee Conference, wishes to inform Members that the initial programme for the World Coffee Conference is now available and is attached to this document.

Free place for Members

2. Each Member country may register one representative free of charge by completing and returning details of the designated participant on the attached Form A to Agra Europe not later than **1 March 2001**. Members are requested to consult the designated person for their country before sending this form to avoid any overlap or duplication.

Reduced rate for Members

3. In addition, a further 50 places are available to representatives of Member countries at a reduced rate of US\$400. Members may register one participant at this reduced rate by completing and returning Form B to Agra Europe not later than **1 March 2001**. Members are requested to note that these additional 50 places will be allocated on a first come, first served basis.

Additional participants

4. For all other participants there is a registration fee of £895 plus VAT of £156.63, with an 'early-bird' fee of £795 plus VAT of £139.13 for participants who register by 30 January 2001. All other participants should complete and return the form provided on the attached programme.

Early registration is highly recommended and Members are requested to note that no unregistered participants will be allowed to attend. Simultaneous interpretation will be provided in English, French, Spanish and Portuguese.

Members are requested to inform representatives of the coffee sector in their country of the World Coffee Conference and encourage their participation and contribution to this important event.

Please note that registration is being organized by Agra Europe, not the International Coffee Organization. Registration forms should therefore be returned to Agra Europe at the address shown, and not to the ICO.

WORLD COFFEE CONFERENCE (17 – 19 MAY 2001)

REGISTRATION FORM A

**FREE DELEGATE PLACE
(ONE PER ICO MEMBER COUNTRY)**

Please use block capitals

Name of ICO Member country.....

Name:

Position:

Organization/company:

Address:

Country:.....

Phone:

Fax:.....

Email:

Business type:

I will attend the World Coffee Conference as the designated representative for my country.

Signature

Please return to:

**World Coffee Conference
80 Calverley Road
Tunbridge Wells
Kent
TN1 2UN
UK
Fax: (+44) (0) 1892 527758/ 544895
Tel: (+44) (0) 1892 511807**

WORLD COFFEE CONFERENCE (17 – 19 MAY 2001)

REGISTRATION FORM B

**REDUCED REGISTRATION FEE
(ONE PER MEMBER)**

Please use block capitals

Name of Member country.....

Name:

Position:

Organization/company:

Address:

Country:

Phone: Fax.....

Email:

Business type:

Signature

I wish to register for the World Coffee Conference at the reduced rate of US\$400 available to ICO Members and enclose a registration fee of US\$400 as follows (please tick as appropriate)..

Cheque made payable to: AGRA EUROPE

Bank Transfer (see note below)

Barclays Bank Plc, Pall Mall Corporate Banking Centre
P.O. Box 15161, 50 Pall Mall, London, SW1A 1QA, UK
Sort Code: 20-65-82 Account: Agra Europe
US Dollar Account Number: 85307711

Amex

Mastercard

Visa

Eurocard

Credit Card Number:..... Expiry date:

Name of Cardholder (if different from above)

Signature

Please return to:

**World Coffee Conference
80 Calverley Road
Tunbridge Wells
Kent, TN1 2UN
UK**

**Fax: +44 (0) 1892 527758/ 544895
Tel: +44 (0)1892 511807/533813 (credit card reservations)
Email: conferences@fo-licht.com**