



- **World Coffee Conference**
- **International Coffee Council**
- **Private Sector Consultative Board**
- **Promotion Committee**
- **Executive Board**
- **Finance Committee**

Convocation of the World Coffee Conference (26 to 28 February 2010) and ICO meetings (1 to 4 March 2010), Guatemala City, Guatemala

Introduction

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the World Coffee Conference from 26 to 28 February 2010, followed by the 104th Session of the International Coffee Council and other ICO meetings which will take place from 1 to 4 March. A preliminary schedule of meetings is attached as Annex I. A manual with background information about Guatemala will be circulated separately.

Conference venue

2. The meetings are being arranged on the assumption that the 2001 Agreement will still be in force at the time of the 104th Council Session. If the 2007 Agreement enters into force before that date, the necessary changes will be made to the schedule to accommodate this and ensure a smooth transition between the two Agreements.

3. The World Coffee Conference will take place at the Convention Centre of the Westin Camino Real Hotel, 14 Calle 0-20, Zona 10, Guatemala City, Guatemala.

ICO meetings venue

4. Sessions of the Council and other ICO meetings will take place at the headquarters of the National Coffee Association (Anacafé), 5a Calle 0-50, Zona 14, Guatemala City, Guatemala (Tel.: +(502) 2324 3700 Ext. 125 / 2362 3211 / 2333 6730, website: www.anacafe.org).

5. The following Annexes are included in this document:

- | | |
|-----------|--|
| Annex I | Preliminary schedule of meetings (Conference and ICO meetings) |
| Annex II | Hotels and rates |
| Annex III | Registration form (World Coffee Conference) |
| Annex IV | Attendance form (ICO meetings) |
| Annex V | Transportation request form (arrivals and departures) |

WORLD COFFEE CONFERENCE (26 – 28 FEBRUARY 2010)

1. Information about the World Coffee Conference, including the preliminary programme, venue and other arrangements, has been circulated in ICC-103-3 and is available on the official Conference website (www.wcc2010guatemala.com). An updated programme will be circulated closer to the date of the Conference. Members are requested to inform representatives of the coffee sector in their country about the 2010 World Coffee Conference and to encourage their participation and contribution to this important event.

For information about the Conference and registration:

Blanca Castro
Marketing Coordinator
National Coffee Association (Anacafé)
5a Calle 0-50, Zona 14
Guatemala City
Guatemala
Tel.: +(502) 5510 8426
Fax: +(502) 2366 5776
Email: Blanca.MCG@anacafe.org
Website: www.wcc2010guatemala.com

OR Stephanie Cariñes
Anacafé
Tel.: +(502) 2421 3759

For information / reservations for hotels / tours: info@wcc2010guatemala.com

Registration for the Conference

2. Each ICO Member country is entitled to **three** free places. Members are requested to consult the designated person for their country before registering for the free places, to avoid any overlap or duplication. For additional delegates the registration fees (payable by credit card) are as follows:

International	US\$450
Central America	US\$350
Guatemala	US\$150

3. The registration fee includes passes to the Opening Ceremony, the Conference, exhibition area, social events in the Conference Programme. It also includes lunch and coffee breaks during the Conference as well as transportation (arrival, departure, to and from the Conference Centre and social events in the Conference Programme).

4. Delegates are requested to register as soon as possible. Registration should be completed online at www.wcc2010guatemala.com. Once you have registered online, a confirmation message will be sent with your registration password which can be used to make hotel, transportation or tour reservations. If Internet access is not available, delegates can complete and return the registration form (Annex III) to the Conference organizers in Guatemala no later than **30 November 2009** to Blanca Castro, Anacafé, Tel.: +(502) 5510 8426, Fax: +(502) 2366 5776, email: Blanca.MCG@anacafe.org.

Hotel reservations

5. Delegates are responsible for booking their hotel accommodation. A list of hotels and rates is attached as Annex II. Delegates can reserve their accommodation online on the Conference website (www.wcc2010guatemala.com). After requesting hotel accommodation, a representative will then contact you with further information and payment instructions. Alternatively, if Internet access is not available, contact Stephanie Cariñes at Anacafé on +(502) 2421 3759 or the hotels directly by phone, fax or email (see Annex II for contact details of hotels).

6. Please note that there is considerable demand for hotel rooms in Guatemala City at this time of year and delegates are advised to make their reservations as early as possible.

Travel arrangements

7. Delegates are advised to make their travel arrangements to Guatemala as soon as possible, as flights to and from Guatemala can get very full at this time of year.

8. There are direct international flights to La Aurora International Airport in Guatemala City from Bogotá, Havana, Madrid, Managua, Mexico City, Panama City, San José, San Pedro Sula, San Salvador, Tegucigalpa and from 10 cities in the USA (including Los Angeles, Miami, New York and Washington). The following airlines fly to Guatemala City:

- American Airlines (www.aa.com)
- Continental Airlines (www.continental.com)
- Copa Airlines (www.copaair.com)
- Delta (www.delta.com)
- Iberia (www.iberia.com)
- Mexicana (www.mexicana.com)
- TACA (www.taca.com)

Visas and passports

9. Delegates are advised to check with their authorities whether they require a visa for entry into Guatemala. According to the information currently in our possession, visas are not required by nationals of the following ICO Member countries:

Austria, Belgium, Brazil, Bulgaria, Costa Rica, Cyprus, Czech Republic, Denmark, Dominican Republic, El Salvador, Estonia, Finland, France, Germany, Greece, Honduras, Hungary, India, Ireland, Italy, Japan, Latvia, Lithuania, Luxembourg, Madagascar, Malta, Mexico, Netherlands, Nicaragua, Norway, Panama, Paraguay, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom, United States of America and Venezuela (Bolivarian Republic of).

10. Passports must be valid for six months beyond the intended length of stay. Further information about visas and passport requirements can be obtained from the local Guatemalan Embassy or Consulate, or websites such as: www.guatemala.embassyhomepage.com.

11. In the case of delegates with travel connections or transfers via the USA, visas will be required. Further information can be obtained through the US Embassies in individual countries (www.usembassy.gov/).

Assistance with visas

12. Information about visas for Guatemala is available from the Ministry of Foreign Affairs of Guatemala at the following website: <http://www.minex.gob.gt>. A list of Guatemalan Embassies is also available on the same website.

13. A special visa form is provided in the link of Foreign Affairs Service of the Conference website. ICO delegates requiring a visa have the option of receiving an electronic version. Once the visa has been approved and sent electronically, it should be printed and shown on arrival in Guatemala to immigration officials.

Transportation: airport arrivals and departures

14. La Aurora International airport is located four miles south of the city, around 20 minutes by taxi from the Zona Viva (Zone 10) where the Conference Centre is located. Special transportation will be available on arrival and departure for ICO delegates. Delegates should complete the transportation form with details of the dates, times and flight numbers of their arrival and departure online (www.wcc2010guatemala.com) or (if Internet access is not available) by completing and returning the transportation form attached to this document.

15. There is a departure tax of US\$30 (usually included in the fare). A security tax of US\$3 is payable at the airport.

Transportation: between hotels and meeting venues

16. Transportation will be available to and from the hotels and meeting venues. Routes will be published in the Conference dossier and a Conference information desk will be available in every hotel listed. Buses and bus stops at the hotels will be clearly identified.

17. Transportation will also be available during ICO meetings to and from hotels and Anacafé headquarters and at lunch-time to and from restaurants in the area.

Tours

18. The following special pre and post-event tours are available for Conference participants:

Tours for companions (free)

	Date
Popol Vuh and Ixchel museums	26 February
Handicrafts market	27 February
Guatemala city tour	28 February

One-day tours

	Cost
Antigua	US\$54
Pacaya Volcano	US\$49
Lake Atitlán (Santiago Atitlán and Santa Catarina Palopó)	US\$63
Chichicastenango Indigenous market	US\$60
Tikal National Park	US\$303

Two-day tours (two days, one night)

	Cost
Lake Atitlán and Chichicastenango indigenous market	Single: US\$224
	Double: US\$166
	Triple: US\$157
Tikal and Yaxhá archaeological sites	Single: US\$438
	Double: US\$391
	Triple: US\$384
Antigua	Single: US\$246
	Double: US\$183
	Triple: US\$178

19. For further information or to reserve a place on a tour, please go to the tours section of the Conference website (www.wcc2010guatemala.com).

ICO MEETINGS (1 – 4 MARCH 2010)

Agendas and arrangements

20. The agendas will be circulated separately. Members wishing to suggest matters for consideration or decision at these meetings are requested to advise the Executive Director in writing no later than **30 November 2009**. Any documents for circulation or consideration at the meetings should also reach the Secretariat (info@ico.org) no later than **30 November 2009**, to ensure that they can be translated and circulated to Members in advance. Delegates are also requested to inform the Secretariat by the same date if they wish to make a presentation, so that the necessary arrangements can be made.

21. One team of interpreters will be available from 26 February to 4 March 2010.

22. Information about hotels, airlines, transportation, visas, tours, etc. is provided in paragraphs 5 to 19 above.

Credentials for ICO Members

23. Credentials for the 104th Session of the International Coffee Council should be sent to the Executive Director at the ICO headquarters in London (22 Berners Street, London W1T 3DD) as outlined below.

24. Members are reminded that Rule 3 of the Rules of the Organization (document EB-3820/02) requires them to inform the Executive Director, in writing, as soon as possible after receiving this communication, of the composition of their delegations. **Members are requested to ensure that their credentials reach the Organization no later than 29 January 2010 to facilitate preparation of the credentials report and List of Delegations in advance of the meetings.**

25. Credentials should be issued in writing by a relevant Ministry or government agency of that country or by a representative of the Diplomatic Mission of the Member concerned either in the country where the seat of the Organization is located or where a session takes place. Faxed credentials may be accepted; however, Members are requested to provide original credentials after the session for record purposes.

26. The credentials of delegations will be examined by the Chairman, with the assistance of the Secretariat, who will report to the Council. The List of Delegations will be based on credentials received from Members and responses received from observers.

Observers – notification of attendance

27. Observers invited from non-member countries, international organizations and private sector associations wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director by **30 November 2009** of the specific meetings they wish to attend.

Badges

28. For the purposes of identification and security all participants attending the meetings are required to register on arrival at the Registration desk, and to wear the badges issued to them during all meetings.

GENERAL INFORMATION

Population	Guatemala: 13 million Guatemala City: 2.5 million
Area	108,000 km ²
Language	Spanish and ethnic languages
Local time	GMT -6 hours
Electricity	110VAC 60 Hz
International direct dialing code	+502 (Guatemala) +2 (Guatemala City)
Currency	The local currency is the Quetzal (1 quetzal = 100 centavos). A universal currency converter can be found at www.xe.com/ucc
Climate	The average temperature in Guatemala City in February/March is 25° – 27° C (maximum) and 12° – 14° C (minimum). Information about the current weather forecast in Guatemala can be found on www.cnn.com or www.weather.com
Travel/medical insurance	Delegates should ensure that they are covered by travel and medical insurance.
Health requirements for entry into Guatemala	Compulsory vaccinations: Yellow fever certificate if arriving from infected areas. Recommended immunisations: Rabies, diphtheria, hepatitis A and B, malaria, polio, TB, tetanus, typhoid and cholera. If there is any doubt about the need for vaccinations, please contact the local Consulate General or Embassy of Guatemala.
Useful links	World Coffee Conference: www.wcc2010guatemala.com Embassy of Guatemala: www.Guatemala.embassyhomepage.com Guatemala Tourism Commission (INGUAT): www.visitguatemala.com Anacafé: www.anacafe.org Ministry for Foreign Affairs, Guatemala: http://www.minex.gob.gt

As at 1 October 2009				
WORLD COFFEE CONFERENCE Convention Centre of the Westin Camino Real Hotel 14 Calle 0-20, Zone 10, Guatemala City, Guatemala 26 – 28 February 2010				
Thursday, 25 February		Room	Open to	Note
10:00	Press conference	Press Room Las Ceibas	Press	
Friday, 26 February		Room	Open to	Note
09:00 – 13:30	Registration	Registration Area La Ronda	Conference participants	
10:00	Inauguration of exhibition	Los Lagos		
10:30 – 11:30	Briefing with Executive Director, Anacafé, speakers and moderators	Las Ceibas II	Restricted: Conference speakers and moderators	
13:00 – 14:00	Lunch break	Los Lagos y Jardines		
14:00 – 16:00	Opening Ceremony/ Welcome speeches	Gran Salón Real (Westin Camino Real hotel)	Conference participants	
16:00 – 17:30	Keynote speeches	Gran Salón Real	Conference participants	
18:00	Reception hosted by President Colom	Palacio de la Cultura	Conference participants/invited guests	
Saturday, 27 February		Room	Open to	Note
09:00 – 10:15	Session 1: Economic sustainability – the economics of production	Gran Salón Real	Conference participants	
10:15 – 10:30	Coffee break	Los Lagos		
10:30 – 12:30	Session 1 cont.	Gran Salón Real	Conference participants	
12:30 – 14:00	Lunch break	Los Lagos y Jardines (Westin Camino)		
14:00 – 15:15	Session 2: Economic sustainability – the economics of demand	Gran Salón Real	Conference participants	
15:15 – 15:30	Coffee break	Los Lagos		
15:30 – 17:30	Session 2 cont.	Gran Salón Real	Conference participants	
19:00 -	Gala party (50 th anniversary of Anacafé)	Anacafé headquarters	Conference participants/ invited guests	
Sunday, 28 February		Room	Open to	Note
09:00 – 10:40	Session 3: Environmental sustainability	Gran Salón Real	Conference participants	
10:40 – 11:00	Coffee break	Los Lagos		
11:00 – 12:30	Session 4: Social sustainability	Gran Salón Real	Conference participants	
12:30 – 14:00	Lunch break	Los Lagos y Jardines		
14:00 – 15:20	Session 4: Social sustainability cont.	Gran Salón Real	Conference participants	
15:20 – 15:40	Coffee break	Los Lagos		
15:40 – 17:00	Closing ceremony and Conference conclusions	Gran Salón Real	Conference participants	

As at 1 October 2009				
ICO MEETINGS (1 – 4 MARCH 2010) PROVISIONAL PROGRAMME				
Monday, 1 March		Room	Open to	Note
08:45 onwards	Registration	La Ronda Camino Real	ICO Members and observers	Accreditation/registration of ICO delegates throughout the day
09:30 – 13:00	PSCB	Salón Presidentes Anacafe	Restricted	Without interpretation
13:00 – 14:00	Lunch break	Shuttle service		
13:15 – 15:30	Finance Committee	Salón Junta Directiva	Restricted: ICO Members only	
Tuesday, 2 March		Room	Open to	Note
08:30 – 09:30	Briefing meeting	Aroma de Café	Restricted	Chairmen and invited Members only
09:30 – 11:30	Executive Board	Pergamino	Members	
11:30 – 13:00	Promotion Committee	Los Presidentes	ICO Members and observers	
13:00 – 14:30	Lunch break	Shuttle service		
14:30 – 17:00	Council	Los Presidentes	ICO Members and observers	
Wednesday, 3 March		Room	Open to	Note
09:30 – 13:00	Council	Los Presidentes	ICO Members and observers	
13:00 – 14:30	Lunch break	Shuttle service		
14:30 – 17:30	Council	Los Presidentes	ICO Members and observers	
Thursday, 4 March		Room	Open to	Note
09:00 – 10:00	Press conference	Tbc	Press	The Executive Director and Chairmen will brief the press on the outcome of meetings during the week (to be confirmed)
10:00 – 13:00	Council	Los Presidentes	ICO Members and observers	
13:00 – 14:30	Lunch break	Shuttle service		
13:00 – 17:00	Council	Los Presidentes	ICO Members and observers	

Notes:

1. A shuttle service will be provided at lunchtime to take delegates to hotels and restaurants 10 minutes away from Anacafé headquarters.
2. There will be one team of interpreters from 1 to 4 March.

HOTELS AND RATES

1. Reservations should be made by participants as soon as possible online at the accommodation section of the official conference website (www.wcc2010guatemala.com). After requesting hotel accommodation, a representative will then contact you with further information and payment instructions. Alternatively, delegates can contact info@wcc2010guatemala.com or if Internet access is not available, phone Stephanie Cariñes at +(502) 2421 3759.

2. In view of the large number of events in Guatemala City during February and March, hotels have restricted accommodation and it is suggested that hotel reservations should be made as early as possible.

The locations of the hotels, Conference Centre and Anacafé headquarters are shown below.



HOTEL**Westin Camino Real *******

Avenida la Reforma y 14 Calle, Zona 10
Guatemala City
Tel.: +(502) 2337 2500 ext. 5589
Email: reservaciones@caminoreal.com.gt
Website: www.starwoodhotels.com/westin

Best Western Hotel Stofella ****

2 Avenida 12-28, Zona 10
Guatemala City
Tel.: +(502) 2410 8600 / 2410 8620
Email: info@stofella.com
Website: www.stofella.com/

Holiday Inn ***

1 Avenida 13-22, Zona 10
Guatemala City
Tel.: +(502) 2421 0001
Website: www.guatemala.holiday-inn.com

Biltmore Express ***

15 Calle 0-31, Zona 10
Guatemala City
Tel.: +(502) 2337 2500 Ext. 5589/5583
Website: same as Camino Real

Radisson Hotel & Suites ****

1 Avenida 12-46, Zona 10
Guatemala City
Tel.: +(502) 2421 5151 / 4018 8098
Email: reservas@radissonguatemala.com
Website: www.radisson.com/guatemalacitygt

Barceló Guatemala City ****

7 Avenida 15-45, Zona 9
Guatemala City
Tel.: +(502) 2320 4038
E-mail: guatemalacity@barcelo.com
Website: www.barcelo.com

Intercontinental

14 Calle 2-51, Zona 10
Guatemala City
Tel.: +(502) 2413 4557 / 5826 1006
Website: www.intercontinental.com

Hotel Viva Clarion Suites *****

14 Calle 3-08, Zona 10
Guatemala City
Tel.: +(502) 2421 3333 / 5502 9923
Email: reservas@clarionguatemala.com
Website: www.clarionguatemala.com

Hotel Vista Real Guatemala *****

Prolongación Blvd. Los Próceres Km 9, Zona 15
Guatemala City
Tel.: +(502) 2427 0000 Ext. 1031
Email: info@vistareal.com
Website : www.vistareal.com

DAILY RATES (EXCLUDING BREAKFAST)

Deluxe single or double : US\$260 +22% tax
Executive Club: US\$290 +22% tax
Single or double: US\$165 +22% tax

Note: The Westin Camino Real is the venue for the 2010 World Coffee Conference

Single or double: US\$65 +22% tax
Triple: US\$75 +22% tax

Single or double: US\$165 +22% tax

Single or double: US\$150 +22% tax

Deluxe suite single or double: US\$200 +22% tax
Premier suite single or double: US\$180 +22% tax
Junior suite single or double: US\$180 +22% tax

Junior suite single: US\$350 +22% tax
Club premium single: US\$300 +22% tax
Superior deluxe single: US\$270 +22% tax
Superior standard single: US\$250 +22% tax

Deluxe double: US\$304 + 22% tax
Deluxe single: US\$289 + 22% tax

Suite elite double: US\$250 +22% tax
Suite elite single: US\$225 +22% tax
Suite deluxe triple: US\$250 +22% tax
Suite deluxe double: US\$200 +22% tax
Suite deluxe single: US\$180 +22% tax

Business class floor gran clase: US\$295 +22% tax
Business class floor master: US\$285 +22% tax
Gran clase: US\$265 +22% tax
Master suite: US\$250 +22% tax

Crowne Plaza *****

Avenida las Americas 9-08, Zona 13
Guatemala City
Tel.: +(502) 2422 5010
Website: www.CrownePlaza.com

Master suite: US\$250 + 22% tax
Junior suite: US\$135 + 22% tax
Executive floor: US\$125 + 22% tax
Standard single or double: US\$100 + 22% tax

Otelito

12 calle 4-51, Zona 10
Guatemala City
Tel.: +(502) 2339 1811 / 5210 8760
Email: reservations@otelito.com / stay@otelito.com
Website: www.otelito.com

Suite: US\$96 + 22% tax
Double: US\$96 + 22% tax
Single: US\$85 + 22% tax

Hotel Princess Guatemala *****

12 calle 7-65, Zona 9
Guatemala City
Tel.: +(502) 2423 0909
Website: www.hotelesprincess.com/en/guatemala

Deluxe single or double: US\$125 + 22% tax

REGISTRATION FORM
WORLD COFFEE CONFERENCE (26 – 28 FEBRUARY 2010)
 (one form to be completed per person)

Registration can also be completed online at www.wcc2010guatemala.com.

Please complete and return to:

Blanca Castro
Asociación Nacional del Café (Anacafé)
Guatemala City, Guatemala
Tel.: +(502) 5510 8426
Fax: +(502) 2366 5776
Email: Blanca.MCG@anacafe.org
Website: www.wcc2010guatemala.com

Registration for the World Coffee Conference – ICO delegates

Prefix: Name: Surname:

Name on registration badge:

Official position: Organization:

Address:

Country: Telephone:

Fax: Email:

I will attend the World Coffee Conference as a member of the delegation of: YES NO

.....
 (Please state name of ICO Member country / PSCB association, etc.)

I am registering for one of the **three free** places for my country YES NO

This registration has been confirmed with the designated person for my country (please give name of designated person so that this can be confirmed/clarified, if necessary) YES NO

Registration for the World Coffee Conference – non-ICO delegates
(or in the case of additional places required by Members):

Registration fee for international delegates (US\$450) YES NO

Registration fee for Central American delegates (US\$350) YES NO

Payment method:

Credit card: AMEX/VISA/MC/Other:

Name of cardholder:

Credit card number:

Security code number: Expiry date:

Signature:

Note: After registering, the total cost including taxes will be sent to you by email or fax for approval.

ATTENDANCE FORM
ICO MEETINGS (1 – 4 MARCH 2010)
 (one form to be completed per person)

In the case of ICO Members attending the Council, letters of credentials are also required.

I will attend the following meetings to be held in Guatemala City:

	Yes*	No*
World Coffee Conference (26 – 28 February)	<input type="checkbox"/>	<input type="checkbox"/> (Please also complete separate form)
Private Sector Consultative Board (1 March)	<input type="checkbox"/>	<input type="checkbox"/> (PSCB)
Finance Committee (1 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
Executive Board (2 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
Promotion Committee (2 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members & observers)
104 th Session of the Council (2 to 4 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members & observers)

* Please tick as appropriate

As a member of the delegation of:

(Please state name of ICO Member country / PSCB association / observer organization, etc.)

Prefix: Name: Surname:

Name on registration badge:

Official position: Organization:

Address:

Country: Telephone:

Fax: Email:

Signature:

Please complete and return to:

Executive Director
 International Coffee Organization
 22 Berners Street
 London W1T 3DD
 United Kingdom
 Tel.: +44 (0) 20 7612 0600
 Fax: +44 (0) 20 7612 0630
 Email: info@ico.org

TRANSPORTATION REQUEST FORM
WORLD COFFEE CONFERENCE (26 – 28 FEBRUARY 2010)
ICO MEETINGS (1 – 4 MARCH 2010)

Please complete the following details to request transportation between La Aurora International Airport in Guatemala City and your hotel (one form to be completed per person). Transportation requests can also be completed online at www.wcc2010guatemala.com.

ICO Member country / PSCB association:

Name: Surname:

Title: Organization:

Country: Telephone:

Fax: Email:

Arrival in Guatemala City:

Date: Time:

Airline: Flight number:

Departure from Guatemala City:

Date: Time:

Airline: Flight number:

Hotel in Guatemala City:

Please return to:

Blanca Castro

Asociación Nacional del Café (Anacafé)

Fax: +(502) 2366 5776

Email: Blanca.MCG@anacafe.org

Website: www.wcc2010guatemala.com