



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

ED 1960/05

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Registration for the 2nd World Coffee Conference (23 to 25 September) and credentials for the 94th Session of the Council and other ICO meetings (26 to 29 September 2005), Salvador, Brazil

1. The Executive Director presents his compliments and, on behalf of the Chairman of the 2nd World Coffee Conference, wishes to remind Members about the need to register for the Conference and the field visit and to make the necessary arrangements, as indicated below.

Registration for 2nd World Coffee Conference (23 to 25 September 2005)

2. As indicated in the convocation (document ED-1954/05), registration for the 2nd World Coffee Conference should be completed preferably online at www.worldcoffeeconference.com or by completing and faxing the form provided in the Convocation (attached to this document as Annex I) to RD Eventos, the conference organizers in Brazil, **no later than 29 July 2005**. Each delegation is entitled to **two** free places, and the registration fee for additional places is US\$550. The preliminary programme and other information about the Conference was circulated as document ICC-93-6.

Field visit to coffee-growing areas (Friday 30 September)

3. Members are requested to reserve a place on the field visit to coffee-growing areas in Bahia as soon as possible, to enable the organizers to make the necessary arrangements. There is a fee of US\$200 for the tour, and places can be reserved either online or by faxing the attached form to RD Eventos in Brazil.

Hotel and travel arrangements

4. In view of the considerable demand for hotel rooms in Salvador at this time of year, and the limited number of rooms reserved for ICO delegates, Members are requested to book

their hotel accommodation either online or by faxing the attached form to RD Eventos in Brazil. Likewise, travel arrangements should be made as soon as possible, as flights from Brazil can get very full in September.

Credentials for ICO meetings (26 to 29 September 2005)

5. Rule 3 of the *Rules of the Organization* requires Members to inform the Executive Director, in writing, of the composition of their delegations. In view of the need to finalise the arrangements for the 94th Session of the International Coffee Council and other ICO meetings from 26 to 29 September 2005, Members are requested to send their credentials with details of designated participants to the Executive Director **by 15 August 2005**.

6. Credentials should be issued in writing by the relevant Ministry or government agency of the Member 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.

7. The Secretariat will examine the credentials of delegations and report to the Council on 29 September 2005. An example of a credential is attached as Annex II for the information of Members.

REGISTRATION FORM

(one form to be completed per person)

2nd WORLD COFFEE CONFERENCE (23 – 25 SEPTEMBER 2005)

ICO MEETINGS (26 – 29 SEPTEMBER 2005)

Please return by 29 July 2005 to:**RD Eventos, Salvador, Brazil****Tel: +55 71 2102 6615/16****Fax: +55 71 2102 6611****E-mail: lea@rdeventos.com.br****Delegation category** (please tick one box):

ICO Member country PSCB association Other
 International organization Invited observer

I will attend as a member of the Delegation of (ICO country/Association)

Name Surname

Name on registration badge

Title or official position

Organization/company

Address Country

Telephone Fax

Email Passport number

Date/time of arrival in Salvador Flight number

Date/time of departure from Salvador Flight number

Registration for the World Coffee Conference – ICO MembersI am an ICO Member and am registering for one of the two free places for my country **YES** **NO** This registration has been confirmed with the designated person for my country (please give name) **YES** **NO**

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**Registration for the World Coffee Conference – Non-ICO Members
(or if additional places required by Members):**I am registering by 30 June 2005 (Fee: US\$450) **YES** **NO** I am registering after 30 June 2005 (Fee: US\$550) **YES** **NO**

Field visit on 30 September

I wish to book a place on the field visit on 30 September 2005
(cost: US\$200) **YES** **NO**

Shuttle bus

I wish to book the shuttle service transfer to and from the airport and hotel
(cost: US\$50) **YES** **NO**

Hotel reservation

I will make my own hotel arrangements **YES** **NO**

Please make a hotel reservation for me **YES** **NO**

Date of arrival

Date of departure

Number of nights required

Pestana Bahia – Single room/Double room **Single** **Double**

Hotel Mercure – Single room/Double room **Single** **Double**

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

Payment method:

Credit card: AMEX/VISA/MC/Other:

Name of cardholder

Expiry date

Credit card number

Security code number

Signature

MODEL ONLY

**CREDENTIAL LETTER TO BE ISSUED ON HEADED PAPER
OF DIPLOMATIC MISSION/MINISTRY**

[Date]

Mr. Néstor Osorio
Executive Director
International Coffee Organization
22 Berners Street
London W1T 3DD

Dear Mr. Osorio,

**94th Session of the International Coffee Council, Executive Board
and other ICO meetings (26 to 29 September 2005, Salvador, Brazil)**

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 94th Session of the International Coffee Council and other ICO meetings from 26 to 29 September 2005 in Salvador, Brazil:

[Name]	Representative
[Title]	
[Organization]	

[Name]	Alternate(s)
[Title]	
[Organization]	

[Name]	Adviser(s)
[Title]	
[Organization]	

Yours sincerely,

[Signature]*
[Name]
[Title]

* To be signed by a representative of the relevant Ministry or government agency of the Member 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.