



International Coffee Organization
Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

ED 1969/05

22 August 2005
Original: English

E

**2nd World Coffee Conference
(23 to 25 September) and ICO meetings
(26 to 29 September 2005), Salvador, Brazil**

Reminder

1. The Executive Director presents his compliments and wishes to inform Members about the following matters. Information about registration and arrangements for the Conference, the programme and ICO meetings has previously been circulated in documents ED-1954/05, ED-1960/05 and ED-1965/05. These documents can be consulted on the Documents section of the ICO website (www.ico.org) and information about the Conference may be found on the website www.worldcoffeeconference.com

Hotels

2. RD Eventos, the Conference organizers in Salvador, have advised the ICO that two of the Conference hotels (the Hotel Pestana Bahia and Hotel Mercure) are now fully booked. A limited number of places are available at the Hotel Blue Tree Towers, and also the Catussaba Resort Hotel (the latter will operate a shuttle service between the hotel and the Conference Centre operating in the morning and returning after the Conference). Members who have not already booked their accommodation should do so as soon as possible through RD Eventos, the Conference organizers.

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

3. As previously advised, each delegation is entitled to **two** free places and Ministers from ICO Member countries may also attend the Conference free of charge. When registering, Members should confirm to the Conference organizers the names of the two delegates who will receive the free places.

4. Additional delegates from ICO Member countries, the PSCB and observer organizations are requested to note that there is a registration fee of US\$550.

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

5. The deadline for registering for the field visit is **1 September** 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.

Confirmation of attendance at ICO meetings (26 to 29 September 2005)

6. The Executive Director requested Members to send their credentials with details of designated participants to ICO meetings from 26 to 29 September by mid-August. Members are requested to send credentials no later than **1 September** to enable the Secretariat to finalize the arrangements for the meetings.

7. Representatives of the private sector and observers from non-member countries and international organizations who have not already done so are requested to confirm their attendance at these meetings by **1 September**.

Documents/badges

8. Documentation and badges for the 2nd World Coffee Conference will be available from the afternoon of Friday 23 September.

9. Documents and badges for all ICO meetings from 26 – 29 September will be available from the morning of Monday 26 September only.