



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

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- 2nd World Coffee Conference
- International Coffee Council
- Executive Board
- Private Sector Consultative Board
- Promotion Committee
- Steering Group on Promotion

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

I. ICO Meetings and venue

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the 2nd World Coffee Conference from 23 to 25 September 2005, followed by the 94th Session of the International Coffee Council and other ICO meetings which will take place from 26 to 29 September.

2. The Conference and ICO meetings will all take place at the Pestana Bahia Hotel, Rua Fonte do Boi no. 216, Rio Vermelho, Salvador, Bahia, Brazil (Tel: +55 71 2103 8000, website: www.pestana.com).

Contact persons:

For information about the Conference:

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Email: lea@rdeventos.com.br

For information about travel and hotel reservations:

Luis Enrique
Top Tours (official travelagency)
Phone: + 55 71 2102 6622
Fax: + 55 71 2102 6633
Email: tours@worldcoffeeconference.com

II. 2nd World Coffee Conference

3. Information about the 2nd World Coffee Conference, including the preliminary programme, venue and other arrangements, has been circulated in ICC-93-6 and is available on the official Conference website (www.worldcoffeeconference.com). An updated programme will be circulated closer to the date of the Conference.

4. Each ICO Member country is entitled to **two** 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 or non-ICO members, the registration fee is US\$450 if registration is completed by 30 June 2005, or US\$550 thereafter.

5. Members are requested to inform representatives of the coffee sector in their country about the 2nd World Coffee Conference and to encourage their participation and contribution to this important event.

III. Registration

6. Delegates are requested to register as soon as possible.

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

7. Registration should be completed online at www.worldcoffeeconference.com or by completing and returning the attached form (Annex III) by fax or email to the Conference organizers in Brazil no later than **29 July 2005** (RD Eventos, telephone: +55 (71) 2102 6615/16, fax: +55 (71) 2102 6611, email: lea@rdeventos.com.br).

Credentials for ICO meetings (26 to 29 September 2005)

8. Credentials should be sent to the Executive Director by **15 August 2005** as indicated in section X below.

IV. Hotel reservations

9. Delegates are responsible for booking their hotel accommodation, and can do this through the official travel agency Top Tours by **29 July 2005** preferably by registering online on the Conference website (www.worldcoffeeconference.com) or by faxing the attached hotel reservation form directly to the fax number shown on the form. A list of hotels and rates is attached as Annex I. Please note that there is considerable demand for hotel rooms in Salvador at this time of year and delegates are advised to make their reservations as early as possible.

V. Travel arrangements

10. Delegates are advised to make their travel arrangements as soon as possible, as flights to and from Brazil can get very full at this time of year. Travel arrangements can be made online on the Conference website or by contacting Top Tours (telephone: +55 (71) 2102 6622, fax: +55 (71) 2102 6633, email: tours@worldcoffeeconference.com).

11. There are direct international flights from Amsterdam, Lisbon, Madrid, Munich, Paris Tokyo, Vienna, and Zurich to the international airport in Salvador. The Pestana Bahia hotel is around 20 – 30 minutes by taxi or shuttle bus from the airport. The main international airports in Brazil are in São Paulo and Rio de Janeiro where participants can make flight connections to Salvador. Flights between São Paulo or Rio de Janeiro and Salvador take just under two and a half hours.

VI. Field visit to coffee-growing areas

12. Brazil has arranged a field visit to the coffee-growing areas in Bahia on Friday, 30 September 2005. The cost of the tour, which includes flights, is being subsidized by the State of Bahia and a fee of US\$200 is payable by delegates.

13. To reserve a place on the tour, please register online or fax the form (included in Annex III) no later than **29 July 2005** to the fax number shown on the form.

VII. Visas and passports

14. Delegates are advised to check with their authorities whether they require a visa for entry into Brazil. We understand that visas are not required by nationals of the following ICO Member countries:

Austria, Belgium, Bolivia, Colombia, Costa Rica, Denmark, Ecuador, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Luxembourg, Netherlands, Norway, Paraguay, Philippines, Poland, Portugal, Slovenia, Spain, Sweden, Switzerland, Thailand, United Kingdom and Venezuela.

15. 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 Brazilian Embassy or Consulate, or websites such as www.brazil.org.uk.

VIII. Programme of principal meetings from 26 to 29 September (provisional)

Meeting	Date (time of first meeting)	Open to
Private Sector Consultative Board (PSCB)	26 September 2005 (09.30)	PSCB representatives and observers from private sector associations
Steering Group on Promotion	26 September 2005 (14.00)	Steering Group on Promotion Members, Members and observers
Executive Board	27 – 29 September 2005 (09.30)	Members
International Coffee Council (94th Session)	27 – 29 September 2005 (16.30)	Members and observers from non-member countries, international organizations and private sector associations
Promotion Committee	29 September 2005 (14.30)	Members, private sector representatives, and observers from non-member countries and other organizations
Field visit to the coffee-growing areas in Bahia	30 September 2005	Optional – open to interested participants

IX. Agendas and arrangements

16. A draft schedule of meetings is attached together with draft Agendas and some general information (Annex II). Members wishing to suggest any additional matters for consideration or decision at these meetings are requested to advise the Executive Director in writing no later than **15 August 2005**. Any documents for circulation or consideration at the meetings should also reach the Secretariat (info@ico.org) no later than **15 August 2005**, 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.

17. One team of interpreters will be available from 24 to 29 September 2005.

X. Credentials of Members

18. 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 15 August 2005 to facilitate preparation of the credentials report and List of Delegations in advance of the meetings.

19. 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.

20. 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

21. 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 **15 August 2005** of the specific meetings they wish to attend.

Badges

22. 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 listed above.

HOTELS AND RATES

Reservations should be made as soon as possible preferably online at www.worldcoffeeconference.com or by phone or fax to the fax number shown on the form.

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

Hotel	Single room (with breakfast)	Double room (with breakfast)
Pestana Bahia Hotel ***** (151 rooms) Rua Fonte do Boi No. 216 Rio Vermelho Salvador, Brazil Tel: (+55 71) 2103 8000 Website: www.pestana.com	3 nights (23 - 26 September): US\$231.00 + 10% tax Additional nights: US\$77.00 + 10% tax	3 nights (23 - 26 September): US\$231.00 + 10% tax Additional nights: US\$77.00 + 10% tax
Hotel Mercure ***** (100 rooms) Rua Fonte do Boi No. 215 Rio Vermelho Salvador, Brazil Tel: (+55 71) 3330 8200 Website: www.accorhotels.com.br	3 nights (23 - 26 September): US\$158.40 + 10% tax Additional nights: US\$52.80 + 10% tax	3 nights (23 - 26 September): US\$174.90 + 10% tax Additional nights: US\$58.30 + 10% tax

GENERAL INFORMATION

Population	Brazil: 176 million Bahia: 13 million
Area	Brazil: 8,547,403 km ²
Language	Portuguese
Local time	GMT – 3 (Salvador), between -3-5 elsewhere in the country
Electricity	220V AC 60Hz in Brasilia 110VAC in the rest of the country
International direct dialing code	+55 (Brazil) +71 (Salvador)
Currency	The local currency is the Real (1 Real = 100 Centavos). A universal currency converter can be found at www.xe.com/ucc
Climate	The average temperature of Salvador is 25.3°C (77 F). Information about the current weather forecast in Salvador 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 Brazil	<p>Compulsory vaccinations: Yellow fever certificate if arriving, within 3 months, from or in transit through the following countries: Angola, Benin, Bolivia, Burundi, Cameroon, Central African Rep., Colombia, Congo (both), Côte d’Ivoire, Ecuador, Ethiopia, Gabon, Ghana, Guinea, Kenya, Nigeria, Peru, Rwanda, Tanzania, Togo, Trinidad & Tobago, Uganda and Venezuela.</p> <p>Recommended immunisations: Diphtheria, hepatitis A and B, malaria, polio, TB, tetanus and typhoid. Yellow fever is also recommended for travellers to rural areas. Please note that yellow fever vaccinations take approximately 10 days to become effective.</p> <p>If there is any doubt about the need for vaccinations, please contact the local Consulate General or Embassy of Brazil.</p>
Useful links	<p>World Coffee Conference: www.worldcoffeeconference.com RD Eventos (Executive Secretary): www.rdeventos.com.br Top Tours (official travel agency): www.toptours.com.br City of Salvador: www.pms.ba.gov.br Bahiatursa: www.bahiatursa.ba.gov.br Official City of Salvador Tourism Site: www.emtursa.ba.gov.br General information: www.brazil.org.uk</p>

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)

NameSurname

Name on registration badge

Title or official position

Organization/company

AddressCountry

TelephoneFax

EmailPassport number

Date/time of arrival in SalvadorFlight number

Date/time of departure from SalvadorFlight 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