

ED(MEM)949

Original: ENGLISH

Commonwealth House
1-19, New Oxford Street
London, WC1A 1NU, England

Tel: +44 (0)20 7400 5050
Fax: +44 (0)20 7421 5500
E-mail: exec.dir@icco.org

To: Members and Observers

From: The Executive Director

Subject: International Cocoa Organization - Meetings of the International Cocoa Council and its subsidiary bodies, 18-22 March 2013, Bali, Indonesia

The Executive Director presents his compliments and has the honour to inform all members and observers of the arrangements for the above-mentioned meetings.

MEETING VENUE

The meetings of the Council and subsidiary bodies will take place from 18 to 22 March 2013 at the Discovery Kartika Plaza Hotel, Jalan Kartika Plaza, Kuta, Bali, Indonesia.

The contact persons for the Discovery Kartika Plaza Hotel are Ms. Ayu Sylvia (Director of Sales, Bali), Ms. Imani Nalasari (Senior Sales Manager, Jakarta) and Ms. Melinda (Jakarta). The contact numbers and email addresses are as follows:

Tel: +62-21-3835138 or 39 (Jakarta), +62-361-751067 (Bali)

Fax: +62-21-383-5140 (Jakarta), +62-361753988 (Bali)

E-mail: reservation@discoverykartikaplaza.com, ayu@discoverykartikaplaza.com and melinda@discoverykartikaplaza.com

The detailed timetable of the meetings is provided in ED(MEM) 948.

CREDENTIALS

All members and observers are requested to submit their credentials by fax or email for the attention of Miss Sophia Petros, Administrative Officer at the Secretariat, on [\(44\)-207-421-5500](tel:(44)2074215500) or at admin@icco.org by **Friday, 15 February 2013** at the very latest.

HOTEL RESERVATIONS

The host country has kindly arranged preferential rates at the following hotels in Bali. Delegates are requested to make their own hotel reservations directly with the Hotels, quoting the following special rates for “ICCO” meetings. Please note that further information on the Hotel venue is provided on the ICCO website (www.icco.org).

HOTEL	ADDRESS	ROOM RATE
<i>Discovery Kartika Plaza Hotel</i>	<p>Jalan Kartika Plaza, Kuta, Bali, 80361, Indonesia</p> <p>Tel: +62-361-751067 Fax: +62-361-753988</p> <p>Contact: Ms. Ayu Sylvia (Director of Sales, Bali), Ms. Imani Nalasari (Senior Sales Manager, Jakarta) and Ms. Melinda (Jakarta).</p> <p>Tel: +62-21-3835138 or 39 (Jakarta) and +62-361-751067 (Bali) Fax: +62-21-383-5140 (Jakarta), +62-361-753988 (Bali)</p> <p>Email: reservation@discoverykartikaplaza.com, ayu@discoverykartikaplaza.com and melinda@discoverykartikaplaza.com</p>	<p>Deluxe (Standard): US\$150.00 Room with side view of Ocean: US\$160.00 Room with full view of Ocean: US\$300.00 Extra Bed: US\$40.00</p> <p>Rates are net and inclusive of breakfast. Airport Transfers are charged at US\$8.00 one way</p>
<i>Ramada Bintang Bali Resort Hotel (located next to the Discovery Kartika Plaza Hotel)</i>	<p>Jalan Kartika Plaza, Kuta, Bali 80361, Indonesia</p> <p>Tel: +62-361-753292 or 753293 Fax: +62-361-753288 or 752015</p> <p>Contact: Ms. Trefi Cahayawati (Sales Executive) /Mr. Paul (Sales Executive) on above telephone numbers or by mobile on 6281338310135 or 628155762455 Email: sls_mgr@bintang-bali-hotel.com</p>	<p>Superior Deluxe (Standard): US\$125.00 Deluxe Suite: US\$240.00 Extra Bed: US\$50.00</p> <p>Rates are net and inclusive of breakfast and hotel/airport transfers</p>

TRANSFERS

The Bali Ngurah Rai International Airport in Denpasar is situated 13 kilometres South of Denpasar. Delegates requiring transfers from the airport to should make arrangements direct with the above-mentioned hotels.

FLIGHTS

Bali Ngurah Rai International Airport is served by Garuda, Cathay Pacific, KLM, Singapore Airlines, Thai Airlines, Malaysian Airlines, Airasia, China Airlines, Jetstar Airways, Hongkong Express, Eva Airways, Korean Air, Merpati Nusantara Airlines, Transaero Airlines, Valuair, Lion Air, China Eastern Airlines, OzJet Airlines, Qatar Airways, Skywest Airlines, Virgin Blue and Strategic.

VISAS

Nationals of Ecuador, Malaysia and Peru do not require visas to enter Indonesia.

Nationals of the European Union as well as those of Brazil, the People's Republic of China, Mexico, the Russian Federation, Switzerland and the United States of America will be able to obtain visas on arrival at a cost of US\$10 for 7 days or US\$25 for 30 days.

All other nationals will be required to obtain visas prior to travelling. A list of the Indonesian Embassies and Honorary Consulates based in Africa, in South America and in the Caribbean is available to view on the ICCO website (www.icco.org). **The ICCO will do its utmost to facilitate the issuing of visas and delegates attending the International Coffee Organization's meetings from 4 to 8 March 2013 in London may wish to secure their visas during this period.**

VACCINATIONS

The following vaccinations are required to enter Indonesia.

Yellow Fever	Louse borne Typhus
Small Pox	Louse borne Relapsing Fever

Delegates are also kindly asked to consult with medical services in their respective countries regarding any other vaccinations they may require.

EVENTS

Monday, 18 March 2013

An evening dinner is being kindly hosted by the Government of Indonesia to welcome all delegates and their partners to the meetings.

Thursday, 21 March 2013

The Executive Director of the International Cocoa Organization will host a dinner for all delegates and their partners.

Saturday, 23 March 2013

There will be a field trip kindly organized by the Government of Indonesia (the Ministry of Agriculture and P.T. Bumi Tangerang).



17 January 2013

HOTEL RESERVATION FORM

Please fill this reservation hotel or print legibly. A separate form should be used for each delegate attending the meeting.

The completed reservation form should be sent not later than **15th February 2013** to :

- Ms. Ayu Sylvia (Director of Sales, Bali)
- Ms. Imani Nalasari (Senior Sales Manager, Jakarta Office)
- Ms. Melinda (Jakarta Office)

The Discovery Kartika Plaza Hotel
 Jl Kartika Plaza, PO. Box 1012, South Kuta
 Bali, Indonesia 80361

Phone : 62-21-3835138, 39 (Jakarta Office), 62-361-751067 (Bali)

Fax : 62-21-3835140 (Jakarta Office), 62-361-753988 (Bali)

E-mail : reservation@discoverykartikaplaza.com
ayu@discoverykartikaplaza.com
melinda@discoverykartikaplaza.com

Copy to be sent to :

- Ms. Destialisma

-

Section Accommodation, Indonesian Secretariat of ICCO

Fax : +62-21-7813191

Email : icco.indonesia@gmail.com

Personal Information

Guest Name : _____

Accompanied Person : _____

Institution : _____

Country : _____

Telephone : _____

Facsimilie : _____

Email : _____

Intended length of stay : _____ nights

Check in date: _____ Check out date: _____

Booking Details

(Please tick as appropriate)

Room rate USD		
BED REQUEST (subject to availability)	<input type="checkbox"/> SINGLE BED	<input type="checkbox"/> TWIN BED
DELUXE ROOM	<input type="checkbox"/> USD 150,-	
OCEAN FACING ROOM	<input type="checkbox"/> USD 160,-	
OCEAN FRONT ROOM	<input type="checkbox"/> USD 300,-	
EXTRA BED	<input type="checkbox"/> USD 40,-	

Other room requirements : Smoking Non-smoking

Flight Details : Arrival by _____ ETA: Depart by _____ ETD :

TRANSFER ARRANGEMENT FROM/TO AIRPORT, USD 8 NETT/PERSON/WAY (PLEASE PROVIDE THE FLIGHT DETAILS BY THE LATEST 14 DAYS PRIOR TO THE ARRIVAL)

Payment Details

I will guarantee the hotel reservation by credit card

Card Type	<input type="checkbox"/> AMEX <input type="checkbox"/> Diners Club <input type="checkbox"/> Master Card <input type="checkbox"/> Visa																		
Card No.	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																		
Expiration Date			Signature																
Cardholder's Name																			

**REGISTRATION FORM
FIELD TRIP – 23 MARCH 2013
MEMBERS & OBSERVERS**

Country : _____

Title : Mr./Ms./Prof /Dr.

Name : _____

Delegate's Status : Leader Member

Number of : _____
accompanying person

Organization : _____

Designation : _____

Office Address : _____

Telephone No. : _____

Fax No. : _____

Mobile Phone : _____

E-Mail : _____

Please tick the following:

I will participate in field trip

I will not participate in field trip

Kindly return the registration form by 15 February 2013 to the Meeting Secretariat in Indonesia at fax +62-21-7813191 or email at: icco.indonesia@gmail.com and commodity.cooperation@yahoo.com