



INTERNATIONAL COCOA ORGANIZATION
ORGANISATION INTERNATIONALE DU CACA
МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО КАКАО
ORGANIZACION INTERNACIONAL DEL CACA

ED(MEM)965

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To: All Members and Observers

From: The Executive Director

Subject: Meetings of the International Cocoa Council and its Subsidiary Bodies:
10-14 March 2014, Radisson Blu Hotel Zurich Airport, Zurich, Switzerland

The Executive Director presents his compliments and has the honour to inform all members and observers of the arrangements for the above-mentioned meetings. In this respect, he would first draw the attention of delegates to a letter he has received from the Embassy of Switzerland in the United Kingdom dated 14 January 2014 in which it is advised that there has been a change of venue for the meetings from Bern to Zurich.

MEETING VENUE

The meetings of the Council and subsidiary bodies, and the Consultative Board on the World Cocoa Economy will now take place from 10-14 March 2014 at the Radisson Blu Hotel in Zurich Airport, Zurich, Switzerland.

PO Box 295, CH 8058 Tel: +41 44 800 4040 <http://www.radissonblu.com/hotel-zurichairport>

CREDENTIALS

All members and observers are requested to kindly submit their credentials for the attention of Miss Sophia Petros, Administrative Officer at the Secretariat, either by fax on +44 208-997-4372 or e-mail: admin@icco.org by **Friday, 14 February 2014** at the very latest.

HOTEL RESERVATIONS

The host country has kindly arranged preferential rates at the following hotels in Zurich Airport. Delegates are requested to make their own hotel reservations directly with the Hotels, quoting the following special rates for “ICCO” meetings. Please note that the agendas, timetable and logistical information for the meetings can also be accessed from the ICCO website (www.icco.org).

HOTEL	ADDRESS	ROOM RATE
Radisson Blu Hotel	PO Box 295, CH 8058 Zurich Airport Tel: +41 44 800 4040 www.radissonblu.com http://www.radissonblu.com/hotel-zurichairport	CHF 285 (£193 approx), based on a standard room for single occupancy, including breakfast buffet, but excluding city tax of CHF 2, 50 per day
Park Inn Hotel	Flughofstrasse 75 - CH-8153 Rümlang (about 4 km from Zurich Airport) Tel: 0800 056 0591 (worldwide reservations) www.parkinn.com http://www.parkinn.com/airporthotel-zurich	CHF 180 (£121 approx), based on a standard room for single occupancy, not including breakfast or city tax

TRANSFERS

The Radisson Blu Hotel is situated within the Zurich Airport terminal, within a short walking distance on arrival. There is also easy access from the airport to downtown Zurich by public transport.

There is a regular free shuttle service from the Park Inn Hotel to Zurich Airport (approximately 5 km) as well as easy access to downtown Zurich by public transport.

FLIGHTS

There are regular daily flights to and from Zurich, and among the many airlines that operate are Swissair, Aerogal, Air France, Alitalia, British Airways, Lufthansa, KLM, TAP, SAS, Singapore Airlines, Qatar Airways and United Airlines. Train connections to and from Zurich are also excellent, and delegates are advised to check on the attached link for more details: (<http://www.sbb.ch/en/home.html>)

VISAS

Delegates are kindly advised to check with their local Swiss embassies in relation to visa requirements for entry to Switzerland. In this respect, a list of Swiss missions around the world can be accessed from the following link: <http://www.eda.admin.ch/eda/en/home/rebs.html>

To assist delegates who do require a visa, the Swiss State Secretariat for Economic Affairs has kindly written to the Swiss Embassies and Consulates around the world in support of the visa process, and a copy letter to this effect is attached. Delegates are asked to kindly ensure that they obtain any necessary visas well in advance of the meetings.

VACCINATIONS

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

A handwritten signature in blue ink, appearing to be 'James', with a long horizontal flourish extending to the right.

17 January 2014



**MEETINGS OF THE INTERNATIONAL COCOA COUNCIL AND SUBSIDIARY BODIES
RADISSON BLU HOTEL ZURICH AIRPORT, ZURICH, SWITZERLAND 10-14 MARCH 2014**

**PLEASE FAX THIS FORM TO THE ICCO SECRETARIAT
BY FAX: +44-0208-997-4372 or scan and send by e-mail to: translations@icco.org**

ATTENDANCE FORM

Title: Dr Mr. Mrs. Ms.

Name: _____
(Please use capital letters for family name)

Delegate's Status: Head Alternate Observer

Country: _____

Organization: _____

Office Address: _____

Tel: _____ Fax: _____

E-mail: _____

Name of partner attending: _____
(Please underline surname)

Name of Hotel in Zurich: _____

Date of Arrival:

Date : Flight No: Time:

Date of Departure:

Date : Flight No. : Time:



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

Federal Department of Economic Affairs,
Education and Research EAER

State Secretariat for Economic Affairs SECO
Economic Cooperation and Development
Trade Promotion

To Visa Sections of Swiss Embassies and Consulates

Document ID: 2013-12-09/283

Your reference:

Our reference: skn

Bern, 9 December 2013

Council Meeting of the International Cocoa Organisation in Switzerland

The State Secretariat for Economic Affairs is honored to host the 89th Council Meeting of the International Cocoa Organisation (ICCO) from 10 to 14 March 2014 in Switzerland.

ICCO is in charge of the agenda of the Council Meeting as well as the registration of participants. Therefore, ICCO is also issuing personalized invitation letters in order to facilitate visa requests where necessary. With this letter we would like to endorse the ICCO invitation letters and invite you to give visa applications of persons wishing to attend the ICCO meeting favorable consideration.

Kind regards,

State Secretariat for Economic Affairs SECO

Hans-Peter Egler

Head Trade Promotion

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