

50  
years



INTERNATIONAL  
COFFEE  
ORGANIZATION

ED 2162/13

14 August 2013

Original: English

E

**50<sup>th</sup> anniversary meetings  
9 to 12 September 2013, Belo Horizonte, Brazil**

**URGENT – REMINDER TO REGISTER**

The Executive Director presents his compliments and wishes to remind Members and observers who have not yet registered for the 50<sup>th</sup> anniversary meetings in Brazil about the importance of registering and reserving their hotel accommodation as soon as possible.

**Please note that online registration should be completed in addition to sending credentials for the meetings. This is required to assist the organizers in Brazil who are making arrangements for free transportation to and from the airport to hotels and need the arrival and departure times of delegates to coordinate this. Registration is also required to enable the organizers to issue electronic badges which will allow access to the Conference Centre and the meeting rooms – badges will only be prepared on the basis of online registration.**

Registration and hotel reservations can be completed online at [www.50ico.com.br](http://www.50ico.com.br). Further information about registration, visas, hotel reservations, tours and other arrangements is available in the [Manual for Delegates](#) and the Convocation. Delegates with limited access to the Internet can complete and return the forms attached to the Convocation ([ED-2153/13](#)).

As advised in the Convocation, delegates are also requested to indicate when they register whether they will require hard copies of documents or will bring their own laptop and access documents electronically.