



Invitation to Bid

for hosting the 2nd International Symposium on Cocoa Research

Following the success of the first International Symposium on Cocoa Research (ISCR) in Lima, Peru, in November 2017, the International Cocoa Organization (ICCO) is soliciting bids for hosting the 2nd ISCR, to be held during the second semester of 2020 at a date yet to be decided. This 5-day event will provide cocoa stakeholders and scientists with a platform to exchange the latest scientific findings and to agree on priorities for collective action.

Interested countries and institutions are kindly requested to express their interest by submitting their bids to the ICCO Secretariat, outlining their in-kind contribution towards this event, in line with following requirements:

1. **LOCATION.** The venue should be in a city with easy access to an international airport.
2. **ACCOMMODATION.** A number of hotels should be identified with preferential rates negotiated for participants. The hotels should include two to five-star hotels to cater for different budgets for participants.
3. **CONFERENCE ROOMS.** The main conference room should have a capacity of up to 500 participants. Two additional rooms are needed to hold breakout or parallel sessions. As an alternative, the main conference room could be partitioned into three conference rooms.
4. **RESEARCH DISPLAY/EXHIBITION SPACE.** A Poster exhibition and another exhibition will take place during the conference. The conference venue should have enough space, adjacent to the conference rooms, to allow up to 50 standard 9 square metre exhibition stands.
5. **AUDIO-VISUAL AND OFFICE EQUIPMENT.** AV, IT and office equipment (microphones, projectors, screens, laptops, printers, office supplies, etc.) are required for the three conference rooms.
6. **SIMULTANEOUS INTERPRETATION.** Simultaneous interpretation into English, French and Spanish should be available throughout the symposium in all conference rooms. Relevant interpretation personnel and equipment (headphones and translation booths) are required.
7. **SMALL ROOMS.** Three small rooms should be available at the conference venue. One room should serve as an office for the ICCO Secretariat and, therefore, be equipped with a number of computers, printers and a good internet connection. The other two should be available to allow for group meetings whenever these are required during the Symposium.
8. **REGISTRATION BOOTH STANDS AND SIGNAGE.** Booths set up in order for participants to register and signage in the Symposium venue should be available.

9. **STAFF FOR REGISTRATION, HOSTESSES AND RAPPORTEURS.** Under the guidance of the ICCO Secretariat, an adequate number of staff to handle Symposium registration and to direct delegates at all events throughout the period of the Symposium should be available. Rapporteurs should be available to assist the ICCO Secretariat in drafting the reports for each session.
10. **CATERING SERVICES.** Participants at the Symposium will be provided with daily lunch at the Symposium venue. In addition, participants will be provided with cocoa drinks, coffee, tea and snacks during breaks. Arrangements should be made within the Symposium venue for an appropriate nearby space where participants can have their lunches and cocoa breaks.
11. **CONFERENCE DINNER.** A formal Symposium dinner would be provided to participants, to be held either at the Symposium venue, or at an appropriate offsite venue with transportation provided.
12. **CULTURAL/COCOA-RELATED EVENTS OR VISITS.** Part of the hospitality to be provided by the host could include cultural events to showcase the rich culture of the host country and/or a cocoa/chocolate-related visit.
13. **VISA.** Assistance to obtain entry visas for Symposium participants should be provided. This could include a personal invitation letter from the Host Government to be sent - on request - to participants following registration, information on visa procedures, etc.

The deadline for the ICCO to receive a formal bid to host the International Symposium on Cocoa Research is close of business, GMT time, Thursday, 28 February 2019.

Bids should be sent in digital format to Ms Berenice BAH, Editorial and Conference Officer, International Cocoa Organization, BereniceGrace.Bah@icco.org

The International Cocoa Council will consider all formal bids at its 99th regular session in April 2019.

For further information or enquiries about bidding for the 2nd International Symposium on Cocoa Research, please contact Ms Berenice Grace Bah, Editorial and Conference Officer, International Cocoa Organization; tel +225 22 51 49 73; email: BereniceGrace.Bah@icco.org