



Invitation to Bid

for hosting the 5th edition of the World Cocoa Conference, 2020

The International Cocoa Organization (ICCO) is soliciting offers to host the 5th edition of the World Cocoa Conference (WCC) in the first semester of the year 2020, at a date yet to be decided.

The WCC is the world's premier cocoa gathering, bringing together government officials, the trade and industry, as well as civil society and the NGO sector, to discuss and deal with the current issues involved in producing, trading, processing and marketing cocoa and its products, including chocolate. It is held on a biennial basis, having been launched in Abidjan, Côte d'Ivoire in November 2012, before moving to Amsterdam, The Netherlands in June 2014, to Bávaro, Dominican Republic in May 2016, and to Berlin, Germany in April 2018.

A number of venues have already applied informally to host the event, but we would like to ask that all applicants draft a submission that contains the responses to the following points. Preference will be given to formal bids from ICCO Asian exporting Member countries:

1. **THE CONFERENCE:** The Conference attracts a very high level of attendance, across the whole range of the cocoa sector, including government Ministers from producing and consuming nations, corporate CEOs, senior company officials and renowned experts in the field. It also includes cocoa farmers themselves, representing all of the significant cocoa producing regions.

The four-day Conference in 2020 is currently expected to attract around 1,500 delegates, and will include both plenary and simultaneous multitrack breakout sessions. As a result, the facilities housing the event would have to include at least one auditorium capable of seating 1,500, as well as up to four (4) nearby breakout rooms to seat audiences from 200 to 400. Because of the international nature of the Conference, all of the rooms involved would either have to incorporate four (4) soundproofed translation booths, or else have the space within the rooms to build these without reducing the numbers mentioned above.

A number of other nearby rooms would also be required, to fulfil the functions of Organizer / Secretariat office, Executive Director's office, VIP speaker room, Speaker ready room, Press room etc. At the moment we believe that at least six (6) rooms of various sizes would be required for this purpose.

2. **THE EXHIBITION:** An Exhibition contiguous to the Conference is also planned, with space for up to 100 3m x 3m (9 square metre) stands. This would require another large room or rooms, close to the Conference but separated from it by at least one soundproofed wall.
3. **CATERING:** Lunches are planned to be provided for all Conference delegates and will therefore be required to be served, probably buffet style, in a nearby room or rooms with an expandable number of seating places. The same or alternative spaces could be used for Cocoa Breaks, when cocoa, coffee and tea would be offered to delegates mid-morning and mid-afternoon.

4. **GALA DINNER:** A formal Conference Dinner is to be held, normally at an appropriate offsite venue (with transportation provided). We expect that attendance at this Dinner would be of the order of 600 of our delegates.
5. **ACCOMMODATION:** We would require to be able to block book an appropriate number of rooms across a range of hotels covering budgets from three-star to five-star, near to the Conference venue. These rooms would be made available to registered delegates at discounted rates.
6. **ACCESSIBILITY BY AIR:** As the Conference attracts many international delegates, there would also be a requirement for a nearby international airport serving the venue, or at the very least an airport that has good connections and accessibility for international flights, especially from Africa, Asia and Latin America.
7. **LOCAL, REGIONAL AND NATIONAL ASSISTANCE:** Crucial to the bid will be strong evidence of support by government (local, regional or national) and/or by the cocoa sector (trade associations or groupings rather than individual companies). This support would be expected to be demonstrated either in a significant financial contribution to the overall Conference budget, or as a major contribution in kind, or by taking responsibility for coverage of the some of the costs of running the Conference (e.g. rental of the venue, subsidising delegates unable to afford the costs of attending, the Gala Dinner, catering or other major budgeted costs).

The ICCO would respectfully ask that proposing venues and prospective hosts address each of these points, 1-7, in their formal presentations. Any other supporting information that you feel we may require would be welcome as well. The deadline for the ICCO to receive a formal bid to host the World Cocoa Conference is close of business, GMT time, Thursday, 28 February 2019.

Bids should be sent in digital format to Mrs 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 World Cocoa Conference 2020, please contact Mrs Berenice Grace Bah, Editorial and Conference Officer, International Cocoa Organization; tel +225 22 51 49 73; email: BereniceGrace.Bah@icco.org