



### 1. Introduction:

We are seeking a suitable venue to host the ASEAN-EU Coffee Summit, a one-day conference aimed at fostering collaboration and dialogue among stakeholders in the coffee industry. The venue should provide a conducive environment for keynote addresses and panel discussions.

### 2. Event Overview:

The ASEAN-EU Coffee Summit will bring together government representatives, policymakers, industry associations, exporters, and importers to address critical issues such as EU regulations and living & prosperous income in the coffee sector. The conference is expected to co-locate with the International Café and Beverage Show at Kuala Lumpur Convention Centre on 24<sup>th</sup> May 2024.

### 3. Venue Specifications:

- Capacity: The venue should accommodate ~100 participants comfortably.
- Layout: Hollow square meeting set up with approximately 60 participants seated within the square configuration, while the remaining attendees act as observers seated on the sides.
- Location and accessibility: Proximity to Kuala Lumpur Convention Centre (within 200-300m radius).
- Facilities: Equipped with modern audiovisual equipment, including microphones, projectors, screens, and sound systems.
- Networking Areas: Dedicated spaces for networking and informal discussions.
- Sustainability: The venue should promote sustainability goals such as energy efficiency, waste reduction, and eco-friendly practices. This may include features such as energy-efficient lighting, recycling facilities, reusable or biodegradable serving materials, among others. Additionally, preference will be given to venues that demonstrate a commitment to environmental stewardship through their policies and initiatives.
- Catering: Ability to provide catering services for coffee breaks and lunch.
- Proximity to hotels and accommodations for international participants (walking distance is preferred)

### 4. Event Date:

- Availability for the event date: 24<sup>th</sup> May 2024 (full day)

### 5. Evaluation Criteria:

Venues will be evaluated based on:

- Capacity and suitability for the event format.
- Accessibility and location convenience.
- Amenities and technical capabilities.
- Cost-effectiveness and value for money.

### 6. Submission Guidelines:

Interested venues are requested to provide the following **by 8 April 2024**:

- Venue specifications and layout.
- Availability for the event date.
- Pricing details and any additional services offered.

### 7. Contact Information:

For inquiries and proposal submissions, please contact [karmen@aseancoffee.org](mailto:karmen@aseancoffee.org) and [vinnie@aseancoffee.org](mailto:vinnie@aseancoffee.org)

We look forward to finding a suitable venue to host the ASEAN-EU Coffee Summit and create an engaging and productive environment for all participants.