

Lausanne, 29 October 2015

To: the Members of ICF Executive Committee and the Board of Directors

Dear Board Member,

We would like to confirm that the next meeting of the ICF Executive Committee and Board of Directors will be held in Cape Town (South Africa) from **Wednesday 9th to Saturday 12th December 2015**

We will stay at the following hotel:

Southern Sun The Cullinan

Tel: +27 21 415 4000

1 Cullinan Street

Cape Town Waterfront

Cape Town

8001

The meetings and commissions will be organized in the same location as follows:

- Wednesday 9th: ExCo Meeting 12h - 18h (including a lunch)
- Thursday 10th: Development Program Commission 9h - 13h
Women's Commission 14h - 15h
- Friday 11th / Saturday 12th : 9h - 18h Board of Directors Meeting

Please note that an official dinner will be organized on Thursday 10th December 7pm.

We are looking forward to meeting you in Cape Town.

With my best regards,

Yours Sincerely,



Simon Toulson
ICF Secretary General