

25 – 28 July 2024

# ICOB 2024

Hilton London, Syon Park, Park Rd, Isleworth TW8 8JF

## Thursday

- ✓ Arrival, check-in & registration – 12:00 – 15:00 hours
- ✓ Youth Festival – 16:00 – 20:00 hours
- ✓ Private Dinner – 20:00 – 22:00 hours
- ✓ Youth afterparty – 20:00 – 23:30 hours
- ✓ Board meeting – 18:00 – 20:00 hours

- 100 - 120 residential guests, family groups of diverse age groups.
- Youth and young adults to host the inaugural session.

## Friday Conference Day 1

- ✓ Conference Session (AM) – 08:30 – 10:30 hours
- ✓ Conference Session (Mid) – 11:30 – 13:00 hours
- ✓ Conference Session (PM) – 14:30 – 16:30 hours
- ✓ Evening entertainment – 20:00 – 00:30 hours

- Panell led and topical discussions
- Break-out groups with deliberate actions and discussions.
- Evening light entertainment

## Saturday Conference Day 2

- ✓ Conference Session (AM) – 09:00 – 10:30 hours
- ✓ ICOB 2024 AGM (Mid) – 11:30 – 13:30 hours
- ✓ Outdoor activities (sports, camping, etc) – 14:30 – 17:30 hours
- ✓ Dinner Dance – 19:00 – 21:30 hours
- ✓ Musica Concert – 22:00 – 02:30 hours

- ICOB Business, Strategic planning and business hour
- Business presentations from sponsors and promoters

## Sunday Conference Day 3

- ✓ Sunday service – 10:00 – 11:30 hours
- ✓ Outdoor Tour – 11:30 – 14:30 hours
- ✓ Outdoor activities (BBQ in the woods) – 15:00 – 20:30 hours

- BBQ facilities, park, field or Community centre

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Day	Details	Estimated numbers
Thursday (Arrival)	<p>Youth and young adults to host the inaugural session.</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Conference room for 2-hour session (15:00 – 17:00 hours)</li> <li>• Happy hour – can be hosted in main bar.</li> <li>• Dinner – 60 – 70 delegates</li> </ul>	<p>Registration desk in the lobby accessible to arrivals.</p> <p>1 conference room for 2 hours</p> <p>60 – 70 delegates for a private dinner (can be in the main dining area, no special requirements)</p>
Friday (Main conference)	<p>Panell led and topical discussions</p> <p>Break-out groups with deliberate actions and discussions.</p> <p>Evening light entertainment</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>- Conference room (80-100 delegates capacity)</li> <li>- Conference amenities: flip charts, stationary, Hybrid facilities (can source externally if not available), projector screens,</li> <li>- Audio-visual – sourced externally.</li> <li>- Teas and Coffees throughout the day</li> <li>- Working lunch for 80-100 delegates</li> <li>- 10 Booths for business exhibitions</li> </ul>	<p>2 rooms</p> <ul style="list-style-type: none"> <li>- Main discussion auditorium (8:00 – 18:00 hours)</li> <li>- Break out area.</li> </ul> <p>Lunch can be served in the main conference room.</p> <p>1 Room for evening entertainment with DJ booth setup (19:00 hours – 23:00 hours)</p> <p>*Business exhibitions can be hosted in a lobby if available</p>
Saturday (Half day conference)	<p>Panell led and topical discussions</p> <p>AGM and ICOB Business hour</p> <p>Team bonding sessions (14:00 – 17:00 hours)</p> <p>Fundraising Dinner Dance with performing artist and DJ</p>	<p>9:00 – 13:00 hours</p> <p>Outdoors (can be external or in your grounds)</p> <p>180 - 200 people max</p>
Sunday	<p>Outdoor events and team building</p> <ul style="list-style-type: none"> <li>- Team building</li> <li>- BBQ</li> <li>- Boat and sports activities</li> </ul>	<p>Outdoor events (can be external or in your grounds)</p> <p>Boat tour down the Thames</p> <p>No rooms required.</p>
Monday (Departure)	Delegates Depart	

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