

**Leslie Amissah**  
**Chief Executive Officer**  
**Portobello & Company Ltd.**  
**52 Garden Street,**  
**East Legon,**  
**Accra**  
**Ghana**

**February 19, 2019**

**Dear Leslie,**

**RE: APPOINTMENT AS EVENT ORGANIZER FOR “RSVW 2019” CONFERENCE 2019**

The Board of Directors of the **ReSViNET Foundation** are pleased to inform you that **PORTOBELLO & COMPANY LTD.** has been appointed as the **EVENT ORGANIZER** for its **“RSVW 2019”** - a global conference on **Novel RSV Preventive and Therapeutic Interventions**, to be held from **November 12-14, 2019** at **Mövenpick Ambassador Accra Hotel, Ghana**.

Portobello will be our local representative from today February 19, 2019 to November 29, 2019 when your contract ends. Part of your remit will be to advise us on the requirements needed as well as acquiring all the endorsements and relevant approvals needed for us to produce a successful and memorable conference in Ghana.

We are expecting **300-350** people to attend. This conference will mark the 5<sup>th</sup> Global Conference on Novel RSV Therapeutic and Preventive Interventions. The main goal is to bring together scientific data, expertise (focusing on vaccine and antiviral developments), and stakeholders involved in RSV research (e.g. scientists, physicians, pharmaceutical companies, regulators and representatives from **FDA, PATH, WHO, EMA, NIH, and BMGF**). Researchers and physicians from all over the world are invited to join the discussion and share their knowledge.

Your twenty-year track record in executing world class events in Ghana and your commitment to help us succeed from our very first interaction is what the board felt was essential to your appointment. We are certain that we will enjoy a successful relationship.

Please accept our congratulations and best wishes.

**Yours sincerely,**



**Leyla Kragten-Tabatabaie PhD**  
**Board of Directors, ReSViNET Foundation**  
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In case of reply the  
number and date of this  
letter should be quoted  
Email:communication@mfa.gov.gh



MINISTRY OF FOREIGN AFFAIRS  
AND REGIONAL INTEGRATION

P. O . Box M53  
Digital Address: GA-05 Accra, Ghana

Our Ref.: LE/ME/CONF


REPUBLIC OF GHANA

19<sup>TH</sup> AUGUST, 2019

**RE: INVITATION AND OFFICIAL ENDORSEMENT OF "RSVVW 2019"**

This is to acknowledge the receipt of your letter referenced MOH/DM/07/19/05 dated 26<sup>th</sup> July, 2019 conveying an invitation for the global conference on Novel RSV Preventive and Therapeutic Interventions.

2. The information has been duly noted and transmitted to all our Missions.
3. Please accept, the assurances of my highest consideration

  
For: MINISTER FOR FOREIGN AFFAIRS  
AND REGIONAL INTEGRATION  
AUDREY N. ABAYENA (MRS.)  
DIRECTOR  
LEGAL AND CONSULAR BUREAU

THE DIRECTOR  
PORTOBELLO AND COMPANY LTD  
5<sup>TH</sup> GLOBAL CONFERENCE ON NOVEL RSV THERAPEUTICS  
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