

Global Conferences

Head Administration
Multi-Party Negotiating Forum
P O Box 307
ISANDO
1600

1 July 1993

FOR ATTENTION : MR THEUNS ELOFF

Dear Mr Eloff

Thank you for agreeing to speak at the forthcoming "Election Countdown" Conference, and I am now writing to bring you up to date with the latest developments concerning your presentation. It is my responsibility to see to all your arrangements regarding your speaking requirements, and to ensure that you have the minimum hassles in formulating your plans, making your participation at the conference as pleasant and memorable as possible.

This conference will take place at the World Trade Centre, Kempton Park on 11, 12 and 13 August 1993. Already there is tremendous interest in the event, and there will be top level international representation. (There may be a change of venue, which will be advised.)

I am also taking this opportunity to include a few copies of the brochure and would appreciate it if you would kindly distribute them.

Please will you be so kind as to assist me by faxing back the form confirming that all the details are correct. This is of vital importance to help us in timeously promoting the event. In order to make your task as easy as possible, I attach a simple FAX BACK form, and I would ask you to fill in the answers to various questions raised.

Thank you for your cooperation, and I look forward to working with you to make this event a great success. Please do not hesitate to contact me on Johannesburg 884-5417 should you have any comments or questions.

Kind Regards

Sally Garside
PROJECT COORDINATOR

PUTTING THE WORLD TOGETHER

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ELECTION COUNTDOWN

PLEASE COMPLETE AND FAX BACK INFORMATION BY FRIDAY 9 JULY 1993

TO : SALLY GARSIDE
FAX : (011) 884-5418
FROM : MR T ELOFF, MULTI-PARTY NEGOTIATING FORUM

I confirm the following dates and times as requested:

TOPIC: NEGOTIATED ISSUES AND SETTLEMENTS

DATE : WEDNESDAY 11 AUGUST 1993

TIME : 10:10 - 10:30

1. PROGRAMME

I have included a brochure which outlines the programme for the three days. Please confirm that this is correct.

YES / NO - PLEASE MAKE THE FOLLOWING CHANGES

2. SPEAKER'S PAPERS

Delegates prefer that we supply them with a copy of our speakers' presentation papers. At the same time, we require the notes ourselves for PR purposes prior to the Conference.

Please confirm that you will supply us with some sort of notes, be it in draft, summary or full presentation format. We will require this by 30 July 1993.

I will/will not be supplying you with a synopsis of my presentation.

3. ITINERARY

We will be contacting you under separate cover with regards to your travel itinerary and accommodation details.

- 2. -

4. EQUIPMENT

Please indicate below what equipment you will require for your presentation.

I will require the following:

Video : NTSC / PAL / VHS / 3/4 U Matic

1 x 35mm Projector (No vertical slides please) ___

Carousel(s) for assembling my slides ___

Podium Mic ___ or Radio Lapel Mic ___

Laser Pointer ___

Audio Cassette Deck ___

Any other special requests : _____

5. VENUE AND EQUIPMENT CHECK

It is always advisable that you come to the venue the day before your presentation to familiarise yourself with the location of your presentation and check that the equipment is in running order. A Technician will be available to assist you, and we will inform you in the near future of times and dates.

6. SPEAKERS' DINNER

We cordially invite you to attend the speakers dinner on the evening of Tuesday 10 August.

Time : 19:30 for 20:00

Venue: Inanda Club, Sandton (map attached)

I will/will not be attending the speakers' dinner on Tuesday 10 August.

Thank you for your assistance in helping us make this event a success. We look forward to hearing from you in reply to our questions.