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MULTI-PARTY NEGOTIATING PROCESS
PLENARY SESSION
17 NOVEMBER 1993

Telephone (011) 397-1198/99 - Fax (011) 397-2211

FACT SHEET NO 1
OBSERVERS
(DIPLOMATIC AND ORGANISATIONS)

1. VENUE

A Plenary Session of the Multi-Party Negotiating Process is held at the World Trade Centre, Jetpark, Kempton Park at 14:30 until 18:00 on Wednesday, 17 November 1993.

2. MEALS AND REFRESHMENTS

A lunch will be provided in the dining-room on the upper level from 13:00. A cash bar will be available.

Tea/coffee will be available in the courtesy lounge on the upper level.

3. SEATING ARRANGEMENTS

Special seating arrangements have been made on the Conference Floor for observers to view the proceedings.

4. COURTESY LOUNGE

A courtesy lounge and telephones for observers (diplomatic and organisations) are available on the upper level.

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PLENARY SESSION
17 NOVEMBER 1993

FACT SHEET NO 2

**DELEGATES, ADVISERS AND SUPPORT STAFF TO
DELEGATIONS**

1. MEALS AND REFRESHMENTS

DELEGATES (INCLUDING ADVISERS)

A lunch will be served in the dining room on the upper level from 13:00. A cash bar will be available.

Tea/coffee will only be provided during official breaks.

SUPPORT STAFF

A lunch will be served in the restaurant on the lower level from 12:30. A cash bar will be available.

Tea/coffee will only be provided during official breaks.

2. TRANSPORT

Transport will be available to and from the World Trade Centre to the Jan Smuts Holiday Inn and Airport on Wednesday. Transport will leave directly after conclusion of the proceedings.

3. CLAIMS

A claim form is attached and can be submitted to the Claims Office or posted to PO Box 307, Isando, 1600. Attention is drawn to the fact that claims may only be submitted in respect of 10 delegates (including) advisers.

4. MISCELLANEOUS

4.1 Evacuation plan

Please refer to the attached evacuation plan.

4.2 Seating plan

Please refer to the attached plan.

4.3 Floor plan

A floor plan indicating the different facilities is displayed at the main entrance, as well as at strategic places throughout the complex.

4.4 Medical services

Should the need arise, arrangements can be made through Security in the foyer.

4.5 Drivers/bodyguards

Drivers and bodyguards are accommodated in the offices of Delegations and take their lunch in the Restaurant at 12:30.

4.5 Safe keeping of luggage

Safe keeping of luggage can be arranged through Security in the foyer.

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MEMBERS OF TECHNICAL COMMITTEES

1. VENUE

The Plenary Session of the Multi-Party Negotiating Process will be held at the World Trade Centre (WTC), Jetpark, Kempton Park at 14:30 until 18:00 on Wednesday, 17 November 1993.

2. TRAVEL AND ACCOMMODATION ARRANGEMENTS

2.1 Members of Technical Committees are to make their own travel and accommodation arrangements. Should any difficulty be experienced please phone (011) 397 2452 for assistance.

2.2 Expenses may be reclaimed at the Plenary. Claim forms will be available at registration on 17 November.

2.3 The maximum amounts that may be reclaimed are as follows:

TRANSPORT

- Return air transport in economy class.
- Transport by road - kilometres at applicable government rate over shortest route.
- Air transport passengers to utilize courtesy buses of hotels from airport.
- Transport from Jan Smuts Holiday Inn to be provided only to WTC and only on the day of the Plenary.

If accommodation is arranged in any other hotels or privately, transport between hotel or place of residence and WTC for own account.

ACCOMMODATION

- Claims for accommodation limited to dinner, bed and breakfast tariffs of Holiday Inn. Accommodation in any other hotels limited to dinner, bed and breakfast with a maximum of R310 per day.
- Lunch will be provided at the WTC from 13:00 on the day of the Plenary. (Liquor for own account - cash bar available.)

Reasonable claims for private accommodation will be considered on submission of proof.

The following hotel services are excluded and cannot be claimed:

*Room service charges
Liquor and soft drinks
Telephone calls
Valet service
Newspapers*

Dry cleaning and laundry
Meals (excluding dinner and breakfast)

- All claims for accommodation will be restricted to a maximum of one night.

REMUNERATION

Please note that this is an invitation to attend an event and that no remuneration for attending may be claimed.

3. FACILITIES AND OTHER ARRANGEMENTS

- 3.1 Lunch will be served from 13:00.
- 3.2 Special seating arrangements have been made for you on the Conference Floor to observe the proceedings of the Plenary.

4. GENERAL

All enquiries in respect of the arrangements for the Plenary to be directed to telephone (011) 397 1198 or fax (011) 397 2211.

MULTI-PARTY NEGOTIATING PROCESS

P O Box 307 Isando 1600

Telephone : 011-397-1198 Fax : 011-397-2211

TECHNICAL COMMITTEE AND COMMISSION MEMBERS TO THE MULTI-PARTY
NEGOTIATING PROCESS PLENARY SESSION - WEDNESDAY 17 NOVEMBER 1993

Kindly complete the attached form and return it to the Administration offices of the Multi-Party Negotiating Process - **as a matter of urgency** and no later than 18h00 on 16 November 1993, on fax 011 397-2211.

NAME :

CONTACT NUMBER :

FAX NUMBER:

POSTAL ADDRESS:

PHYSICAL ADDRESS:

.....

1. TITLE:..... INITIALS:..... SURNAME:

DESIGNATION:

Your name is urgently required for the purposes of registration, catering and security arrangements.

The submission of this list does not serve as notification of request for travel and accommodation. These requests are to dealt directly with the Travel Office at the World Trade Centre.