

ADDENDUM D

REPORT FOR SECRETARIAT MEETING
PROGRESS AS ON 13/12/91

TASK SHEET 11 - TRANSPORT AND ACCOMMODATION

RESPONSIBLE PERSON: ELISE STRUMPFER

11.1 Transport

11.1.1 Liaison with travel agencies

- a) Liaised with appointed travel agents. They understand the content of the letter for travel arrangements.

11.1.2 Transport of Guests

- a) Transport arranged for delegates to and from Airport to hotels. Hotel busses and backup.
- b) Hotels assist with transport to World Trade Centre. Shuttle service available on request any time during course of congress (Holiday Inn and Airport Sun). 25 Seater busses available.
- c) Additional transport arranged in form of microbusses - Operated by CODESA staff.
- d) Chauffeur service for VIP guests to be advised by Protocol Committee.
- e) Additional Chauffeur service to shuttle delegates on days of arrival and departure (Elite Chauffeur Services)

11.1.3 Traffic arrangements

- a) SAP assistance

11.1.4 Parking-bay for ambulance

- a) To liaise with Billy Corbett
- b) Plan to allocate parking eg Media - Delegates.

11.2 Accommodation

11.2.1 Booking of Hotel Rooms for Delegates

Block reservations secured at the following hotels:

- a) Holiday Inn Jan Smuts - 300 rooms
- b) Airport Sun Hotel - 200 rooms
- c) City Lodge Jan Smuts - 110 rooms
- d) Carlton Hotel - 75 rooms

11.2.2 Rooming lists sent to hotels as available.