



Travel International

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TFC Travel International (Pty) Ltd.
Reg. No. 52/02216/87

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Mr Deon du Plooy
CODESA
P O Box 307
ISANDO
1600

23 December 1991

MANAGEMENT COMMITTEE MEETING ARRANGEMENTS FOR CODESA ON 13 JANUARY 1992

Mr Du Plooy,

The following arrangements was done on behalf of CODESA for the management committee meeting scheduled for the 13th January 1992.

Venue secured at the Jan Smuts Holiday Inn as follows:

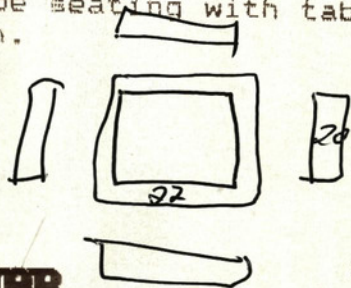
A. DATE: 13 JANUARY 1992.

B. ROOMS BOOKED:

1. Management Committee meeting booked in the ORLY 3 ROOM.
2. BOARDROOM 1 booked as a breakaway or office facility.
3. HEATHROW ROOM booked for lunch.
(Please note that ORLY 1 and ORLY 2 are not available on this day)

C. MANAGEMENT MEETING:

1. DELEGATES : 20 - 25 people
2. SEATING : Horseshoe seating with table for chairman.



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Directors: *R.A. Rutter, *B. Stainforth, *G.H. Young (Managing Director) (*British)
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A Member of the Nedcor group of companies

D. FOOD AND BEVERAGE

Provisionally scheduled times;

~~08H00 - 09H00 COFFEE AND TEA~~

(2)

10H00 COFFEE AND TEA AND PASTRIES

1030 *Meeting Room - set*

13H00 BUFFET LUNCH SERVED IN HEATHROW

15H45 COFFEE AND TEA AND BISCUITS

LUNCH MENU

To discuss and finalise.

BAR

Full bar arranged during lunch time only in the HEATHROW room.

Wine available on the tables.

Please advise requirements in this respect; bar arrangements only provisional.

SUPPORT STAFF/SECURITY

?

I require numbers of support staff/security if any for catering purposes.

ACCOMODATION

No arrangements has been made for accomodation as yet; please advise in this respect.

(20)

I hope that this information will assist you in your planning and meets your requirements. Please do not hesitate to call me if any of the above is incorrect or insufficient.

Yours sincerely

Elise Strumffer

ELISE STRUMFFER
SALES EXECUTIVE
NEDTRAVEL

