

REPORT FOR SECRETARIAT MEETING
CONFERENCE MANAGEMENT

INVITATIONS:

Status: Under full control

SECURITY:

- Status: 1) Full deadlock on policy issue as who is to take full control of security. Request for mediation by Steering Committee
- 2) Intelligence office to be set up in the Centre on Monday. Security plan has been provided and details will continue while awaiting decision from Steering Committee.

COMMUNICATION AND MEDIA:

Status: see report from Colin Coleman

PROTOCOL:

Status: see report from Andrew Feinstein

FACILITIES :

Status: under full control

- 1) Allocation of office and venues for other personnel have been done and was presented to Extended Secretariat this morning for approval.
- 2) A decision was taken that the offices would be available from Monday, only as indicated by the facsimile sent to all invited parties.
- 3) The parties that have extra office space allocated are paying for it at the Centre's established rate.
- 4) I need a definite decision as to whether the proposed Banquet or Cocktail Party will be here or at another venue. If possible to make decision and let me know when made as I need to advise WTC today (with seating plans). I need an indication of how many people on the platform, at the Chairman's table and if a podium is required, for the Convention.

Stage Backdrops: under control

Lighting: under control

Seating Plan: there are four options for presentation (see drawings)

Decoration and flowers: have been decided upon

Colour scheme: has been decided upon

Finances: under control

Secretariat Admin: under control

Supplies: under control

Printing and Compilation of Documentation: under control as far as can be done at this stage

Reception: under control for the present time. Allocation and positioning of registration desks and separation of media from delegates has been decided. Arrangements of final details to be done next week.

Catering: Suggested menus to be presented. Venues for catering all arranged.

Transport and Accommodation: under control

Clearing up: will be under control next week.