

**TO: ALL INTERNATIONAL ORGANISATIONS INVITED TO ATTEND
CODESA 2**

**PRACTICAL ARRANGEMENTS AND INFORMATION FOR THE SECOND
PLENARY SESSION OF CODESA TO BE HELD ON FRIDAY 15 AND SATURDAY
16 MAY 1992**

As a follow-up to the invitation sent to you earlier, we wish to bring the following to your attention:

1. For us to ensure necessary facilities are available, and to ensure that you will be met upon arrival, it is necessary for you to complete the attached form "Travel and Accommodation Arrangements for CODESA 2" and to fax it to CODESA immediately. On receipt of the completed form, Elise Strumpfer will arrange your transport and accommodation. If you have any queries, please direct them to her on telephone number 27+11-397-2452 or fax number 27+11-397-2844.
2. CODESA will be unable to cover the costs of your air travel, but your accommodation and meals will be provided by CODESA.
3. You will be met by officials at Jan Smuts Airport, Johannesburg. Chauffeur-driven transport will be provided by CODESA to your hotel, between your hotel and the Convention Centre, and from your hotel to the airport on your departure. CODESA officials will be on hand throughout the Convention to assist you.
4. Please provide us with the total number, names and positions/ranks of your delegation at the earliest opportunity, preferably before 13h00 on Friday 8 May 1992.
5. Please inform us of any specific dietary requirements of any member of your delegation, and of any other special requirements, if necessary.
6. The language of the Convention will be English.
7. At the Convention Centre, a VIP room will be available for your delegation. It will contain telephones, a fax machine, a work area and a leisure area. Refreshments and snacks will be available.
8. A meeting room will be provided where you will be able to conduct discussions with delegates and observers. You will be supplied with a list of the contact numbers of the protocol official of each organisation participating in CODESA. Setting up of meetings will be facilitated by contacting these officials.
9. Please complete the attached forms (Contact Details/Travel & Accommodation Arrangements) and return them to us immediately or no later than 13h00 on Friday 8 May 1992.

INTERNATIONAL ORGANISATIONS: DELEGATIONS TO CODESA 2: CONTACT DETAILS

Please complete the attached form and return it to the CODESA offices as a matter of urgency, and no later than 13h00 on Friday 8 May 1992, on fax number 27+11-397-2211.

NAME OF ORGANISATION:

TELEPHONE NUMBER:

FAX NUMBER:

POSTAL ADDRESS

PHYSICAL ADDRESS:

NAMES OF MEMBERS OF DELEGATION (please include rank/title and correct name spelling):

1.

2.

3.

4.

5.

ANY SPECIAL DIETARY REQUIREMENTS OR OTHER SPECIAL REQUIREMENTS OF MEMBERS OF THE DELEGATION (please state name of delegate and nature of requirement):

1.

2.

PLEASE APPOINT ONE MEMBER OF YOUR DELEGATION AS CODESA CO-ORDINATOR AND PROVIDE CONTACT DETAILS (so that we have a point of contact, in case of any difficulty in conveying information to your delegation):

Name:

Phone:

Fax:

Physical Address:

Postal Address:

If any changes need to be made to the details given above, please notify CODESA no later than 17h00 on Tuesday 12 May 1992.

THANK YOU FOR YOUR CO-OPERATION

**INTERNATIONAL ORGANISATIONS: DELEGATIONS TO CODESA 2: TRAVEL
AND ACCOMMODATION ARRANGEMENTS FOR CODESA 2**

I. TRAVEL

CARRIER (AIRLINE):

FLIGHT NO:

DATE OF DEPARTURE:

TIME OF DEPARTURE:

TIME OF ARRIVAL:

II. ACCOMMODATION

NIGHTS ACCOMMODATION REQUIRED:

(Your required accommodation will be arranged by CODESA at The Carlton Hotel in Johannesburg)