

draft

PARTICULARS OF PREPARATORY MEETING ON 29 NOVEMBER 1991

Logistical Plan

Venue: World Trade Centre

Welcome to the meeting.

1. Registration

Registration is to take place in the foyer of The World Trade Centre at on

1.1 Delegates

Delegates should proceed to table .. in the corner of the foyer (see floor plan attached) to the table marked 'Delegates'.

1.2 Advisers

Advisers should proceed to the table .. in the corner of the foyer (see floor plan attached).

1.3 Support Staff

Support should proceed to table ... in the corner of the foyer (see floor plan attached)

The meeting commences at On registration delegates will be handed briefcases which will contain:

- a fact sheet (this), pen, a floorplan of the conference centre, seating plan, a registration form and a claim form and an agenda.

Delegates are requested to complete their registration form and hand it in at registration. Claim forms may be handed in at the Codesa Administrative offices (see floor plan attached).

3. Nametag

3.1 Delegates: Without the colour coded nametag, delegates will not be allowed access to the conference area. Nametags must be kept for checking and re-registration (???) on Saturday morning.

3.2 Advisers: Advisers will have access to delegates by way of runners (as in Parliament). Without the coloured nametage advisers will not have access to delegates or to certain areas of the conference area.

DRAFT

PREPARATORY MEETING: 29 NOVEMBER 1991

Logistical Plan

Welcome to the conference.

1. Registration

Registration is to take place from in the foyer of the Jan Smuts Holiday Inn. 18h00 on Thursday 28 November and 08h00 on Friday 29 November. The conference commences at 10h00. By this time, delegates will have checked in at the hotel. On registration delegates will be handed briefcases which will contain:

- an agenda, a fact sheet (this), pen, pad, seating plan a floorplan, registration form and a claim form.

Delegates are requested to complete their registration form and hand it in at the registration desk upon which they will receive a nametage.

2. Nametag

Without the nametag delegates will not be allowed access to the conference room. Nametags must be kept for checking and re-registration on Friday morning.

3. Aids, Support Staff and Media

Should report to the registration desk to register and receive a nametag.

3.1 Aids and Support Staff

Are entitled to meals and softdrinks. Any alcohol, phone calls are for their own account. Before receiving meals, meal tickets must be obtained from the on-site office (Boardroom 1).

3.2 Only delegates and cleaning staff (under security supervision) will be allowed access to the conference area.

4. An on-site (Boardroom 1) office is available for delegates and for emergency attention, ie. doctors, family problems, taxis, etc???

5. Messages will be received and relayed via...?

6. Claim forms should be completed by delegates and handed to TaylorMade at Boardroom 1.

7. Meal tickets for 'aids' (think of a better word!!) will be available at Boardroom.

8. Two direct line telephones will be available for delegates in the hall outside the conference room.

9. Dry cleaning and laundry are to be the account of the individual and are not the responsibility of the ...?

10. Lunches

10.1 Friday 29 November - in Orly Room 3

10.2 Saturday 30 November - in the Restaurant

11. Toilet Facilities

Toilet facilities are available throughout the public area of the hotel.

We trust that these arrangements will meet your approval. Should you require any assistance please do not hesitate to ask.

DRAFT REGISTRATION FORM

Name:

Party/Organisation:

Address (physical):
.....
.....
.....

(required to enable administrative team to forward verbatim report to delegates by not later than 3/4 December 1991.)

Food preference:

- Halaal
- Vegetarian
- Other