

TO: ELISE STRÜMPFEN  
FAX: 012 - 323 - 1353



Hi Elise

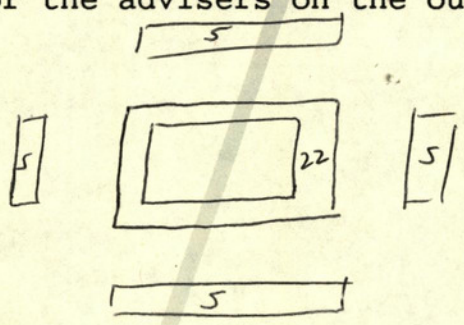
I'm sure you received my message earlier, but just to confirm: numbers for 20 January are 400, as for 6 February.

Deon and Theuns have asked me to let you know the following, regarding Monday 13 January meeting of the Management Committee:

- 1. Re accommodation: block off only 20 rooms. In our fax to Committee Members we have stated that we don't feel that accommodation will be necessary to the majority of delegates, because of the timing of the meeting. However, if they have queries, we have referred them to you (and of course to you for travel arrangements).

We have also stated that accommodation and catering for support staff is not provided for. Queries to Theuns.

- 2. Re Seating Arrangements at Holiday Inn on Monday: please see my diagram below. It means: 22 seats at main table ("no more, no less", says Theuns!), and then 20 extra seats - at tables - for the advisers on the outer rim.



- 3. Re food and beverage:
  - 10h00 Coffee, Tea & Pastries
  - 10h30 Meeting starts
  - 13h00 Buffet lunch
  - 15h45 Coffee, Tea & Biscuits

If you need anything further, just contact me on 011-397-1198.

*Ashley*