

CODESA

Convention for a Democratic South Africa

PO Box 307 ISANDO 1600 South Africa ** Telephone (011) 397-1198/99 Fax (011) 397-2211

PRACTICAL INFORMATION FOR CODESA 1 CONFERENCE:

VENUE: WORLD TRADE CENTRE (see attached map).

REGISTRATION:

Registration will take place in the foyer at the main entrance of the Centre from 08h00 on Friday 20 December 1991.

Delegates and Advisors: Proceed to the tables marked 'Delegates and Advisors', choose the table marked with the letter of the alphabet corresponding with the first letter of your surname/family name.

Support Staff: Proceed to the tables marked 'Support Staff', choose the table marked with the letter of the alphabet corresponding with the first letter of your surname/family name.

INFORMATION:

On arrival delegates and advisers will be given a briefcase containing: an information sheet (similar to this one); a map of the conference venue indicating facilities, party offices, and areas of restricted access; indication of emergency exits; a registration form for you to fill in so you may be sent follow-up information and documentation; a claim form for approved expenses; an agenda; pen and paper.

NAMETAGS/ACCESS:

Communication and security at the conference will be a priority; it is, therefore, essential that everyone - delegates, staff, observers, caterers, etc. - wears their name tag at all times on both Friday and Saturday. *No person will be allowed into the conference venue without the nametag they receive at registration.*

Nametags will be printed in different colours: one colour for delegates, another colour for support staff, etc. Your colour will determine where you may have access to within the conference venue. (The press, for example, will not be allowed onto the meeting floor; their colour cards will indicate to the security staff which areas they are allowed into.)

Support staff may communicate with delegates and advisers when the conference is in session *only* by means of runners who will convey messages between party offices and the meeting floor.

CONFERENCE OPENING:

Participants are requested to be seated by 09h30. The proceedings will begin at 09h30 with a photographic session of delegates and advisers seated in the hall. Persons who are late will not be allowed into the meeting until after the opening prayers.

We anticipate that traffic around the conference venue will be congested, so please leave for the conference in good time.

ASSISTANCE:

An information office in the foyer will be staffed throughout the conference. ALL queries regarding venues, facilities, meals, first-aid, travel, etc. will be given attention in this office.

TELEPHONES:

Several call boxes/pay-phones are available around the conference centre. Direct lines are available in Party offices.

MEDIA:

The media liaison office is your contact with the press who will primarily be stationed between the press gallery and press room on the upper level. The media liaison office can be used as a contact point for political parties/delegates with the press and vice versa, where appropriate. Otherwise direct contact cannot be made between the party delegates and the press. An interview room will be available for interviews with the electronic media on request through the media liaison office. Press conferences will be held in the press room as required on request to the media liaison office.

EXPENSES:

Accommodation and travel are being reimbursed or arranged for you in accordance with earlier information. If you have any outstanding queries, please contact Ms Elize Strumpfer on 011 397 2189.

Claims for approved expenses must be made on the appropriate form (a copy of which will be found in your briefcase at registration) can be returned with the necessary receipts, etc. at the information office. Queries regarding claims can should also be directed to Information Office staff.

PARKING:

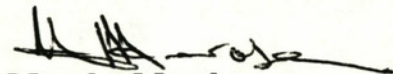
Marshalls will direct you on arrival to the relevant section of the parking lot.

SPECIAL REQUIREMENTS:

Any person requiring particular food types such as Halaal, Kosher, Vegetarian, etc. must notify the Codesa Administration Office in writing (by fax.) immediately in order to give catering staff an opportunity to meet their needs.

We trust that these arrangements will be convenient for you. Please contact Yvonne Nkosi or Cindy Cupido at the Administration Office at the conference venue if you have any queries by telephone on 011 397 1198 or by fax. on 011 397 2211.

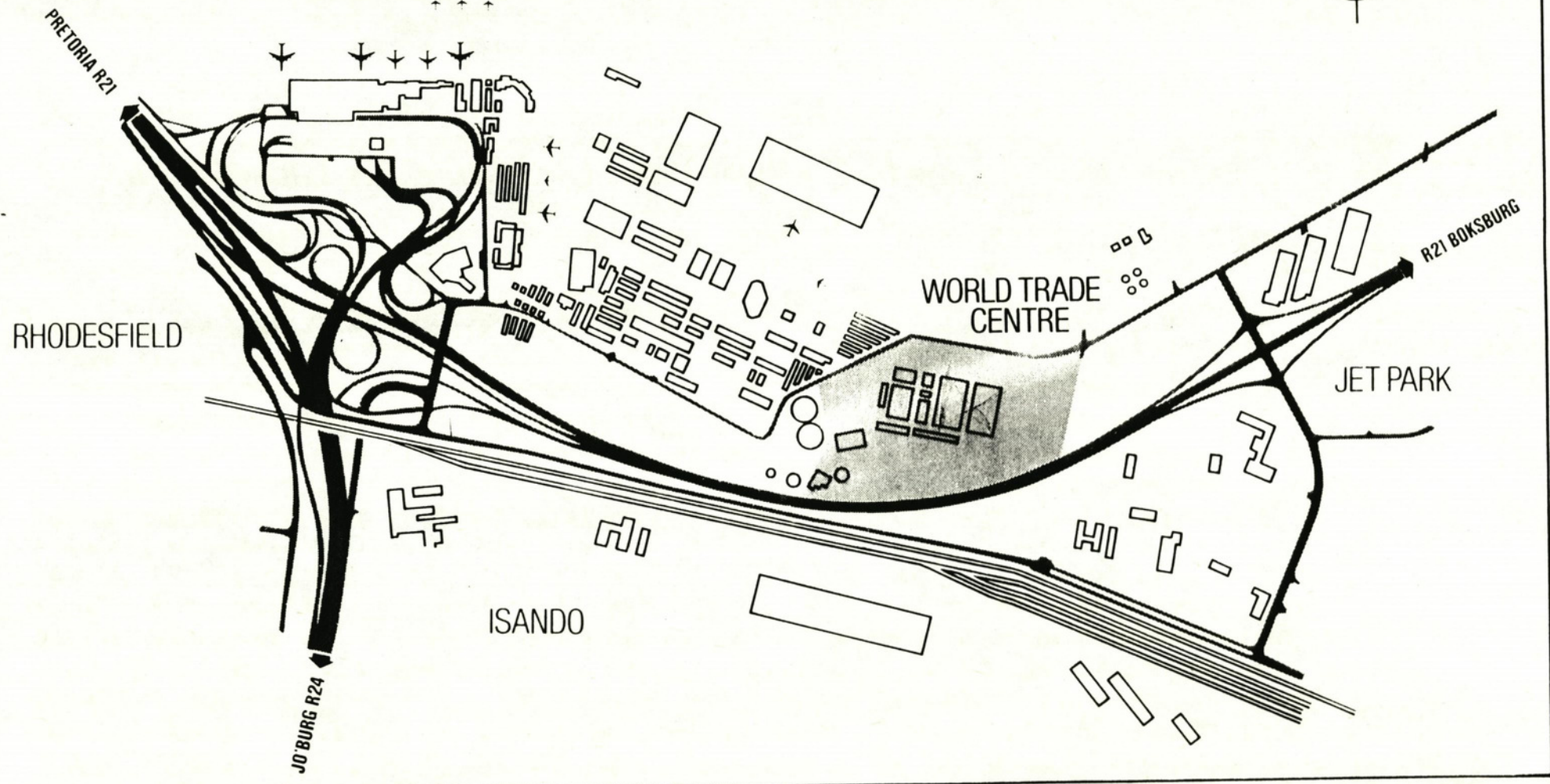
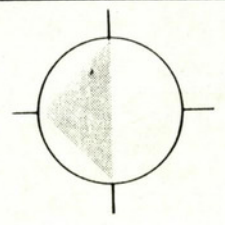
We look forward to meeting you.



Murphy Morobe
Office Manager

JAN SMUTS
INTERNATIONAL
AIRPORT

SITE LOCATION MAP



RHODESFIELD

WORLD TRADE
CENTRE

ISANDO

JET PARK

PRETORIA R21

JO'BURG R24

R21 BOKSBURG