

**TO ALL PARTICIPANT ORGANISATIONS IN CODESA 2
PRACTICAL ARRANGEMENTS FOR THE MEETING OF CODESA ON FRIDAY 15
MAY AND SATURDAY 16 MAY 1992**

As a follow-up to the invitation sent to you earlier, we wish to supply the following important information for your urgent attention:

1. The names, titles, fax and telephone numbers of all twelve (12) delegates and five (5) advisers should reach us by fax no later than Friday 8 May 1992, at 13h00. A fax form is attached for your convenience. At the same time, we need to receive the names of your support staff (maximum 9). Please note, your complement of support staff should include:
 - + 1 appointed protocol liaison officer (name to be indicated on attached form)
 - + 1 appointed runner for communicating with your delegation during the plenary session (name to be indicated on attached form)

NB:

 - (i) Drivers and bodyguards will be accommodated during the plenary session in a building adjacent to the Convention Centre. These persons may not accompany their principals beyond the reception area of the World Trade Centre.
 - (ii) If delegates wish their PAs/PSs to be available in their party offices, they must be included in the support staff complement of 9 members. Unfortunately, no other PAs/PSs will be permitted beyond the reception area of the World Trade Centre.

2. Five travel agencies have been appointed to make travel and accommodation arrangements for participants to CODESA and you are free to make use of any one of them to assist you and/or your delegation (a request form which could be used to facilitate your arrangements with the relevant agency is attached). They are as follows:

CODESA TRAVEL: Contact Elise Strumpfer
Tel: 011-397-2452
Fax: 011-397-2844

CLUB TRAVEL: Contact Lynn
Tel: 021-439-9062
Fax: 021-439-0704

FLYWELL TRAVEL: Contact Mr Bobat
Tel: 031-305-5263
Fax: 031-304-4112

NEDTRAVEL: Contact Jennifer
Tel: 012-323-3506
Fax: 012-323-1353

ORIOLE TRAVEL: Contact Fancinette Zeederburg
Tel: 011-838-6541/5
Fax: 011-838-7906

3. CODESA only refunds airfares in the Economy Class. Bookings made through one of our accredited agencies may also only be made in the Economy Class.
4. Should you experience any difficulty, please phone or fax Elise Strumpfer who coordinates travel and accommodation arrangements at CODESA Travel (contact numbers as given above). Please note that these numbers only apply to travel and accommodation arrangements.
5. In accordance with a decision by the Management Committee, CODESA accepts responsibility for the travel and accommodation expenses in respect of the 12 delegates and 5 advisers of each delegation only. Delegations accept responsibility for the travel and accommodation expenses of their support staff (maximum 9). Arrangements for the payment of these expenses must be made with the respective agencies.
6. Accommodation for delegates and their advisers only includes dinner, bed and breakfast for 14/15 May (should that be required); bed and breakfast for 15/16 May; and bed and breakfast for 16/17 May (should that be required). All meals on 15 and 16 May are supplied at the World Trade Centre, also in respect of support staff (maximum 9).
7. Please note that telephone calls, valet services, bar charges, cigarettes, room service or any meals taken at hotels instead of those provided at the World Trade Centre on 15 and 16 May are for the account of delegates and advisers. Should delegates and advisers avail themselves of these services, the cost thereof must be settled with the hotel on departure. This also includes costs in respect of any private meetings organised at any of the hotels.
8. Delegates and advisers not availing themselves of the accommodation secured by CODESA will have to settle their own accounts and may only claim an amount of R180 for bed and breakfast per night. Hotel accommodation booked through CODESA must please be booked at least 48 hours prior to the day of arrival. Should delegates or advisers not take up the accommodation booked for them, they will be held personally responsible for the "no-show" fee charged to CODESA. This also applies in respect of accommodation not utilised for the full period booked.
9. Provision has been made for a baggage room at the World Trade Centre for those delegates and advisers who wish to book out of hotels on the morning of 16 May and leave immediately after the close of proceedings of CODESA 2.
10. Please note that CODESA only accepts responsibility for transport arrangements made between hotels, airports and the World Trade Centre for the plenary session of CODESA on 15 and 16 May, as well as on arrival and departure of delegates and advisers. CODESA will not accept claims for private transport, car hire or taxis between the airports and hotels, or the hotels and the World Trade Centre. Transport arrangements are made through our CODESA Travel office at the World Trade Centre. Should delegates and advisers experience difficulty in locating CODESA transport upon their arrival at airports, they can approach any one of the car rental agencies who will assist them in locating the driver/s and the transport.

PARTICIPANT ORGANISATIONS: DELEGATIONS TO CODESA 2: CONTACT DETAILS

Kindly 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 011-397-2211.

NAME OF ORGANISATION:

TELEPHONE NUMBER:

FAX NUMBER:

POSTAL ADDRESS

PHYSICAL ADDRESS:

NAMES OF MEMBERS OF DELEGATION (verified name spelling):

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

NAMES OF ADVISERS (verified name spelling):

1. _____
2. _____
3. _____
4. _____
5. _____

NAMES OF SUPPORT STAFF (verified name spelling):

1. _____
(Protocol liaison officer)
2. _____
(Runner)
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

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

1. _____
2. _____
3. _____
4. _____
5. _____

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

Name:

Phone:

Fax:

Address Postal:

Address Physical:

These names are urgently required for the purposes of travel and accommodation requirements, registration, catering and security arrangements. **If it is necessary to change any of the names, please notify CODESA at the above fax number no later than Tuesday 12 May at 17h00.**

THANK YOU



TRAVEL AND ACCOMMODATION ARRANGEMENTS

DONE BY CODESA TRAVEL: TEL: 011-397 2452
FAX: 011-397 2844

MEETING:.....

NAME OF POLITICAL PARTY:

VENUE:..... DATE:.....

NAME OF DELEGATE:.....

TELEPHONE NO:(W).....(H)

FAX NUMBERS:.....(W).....(H)

TRAVEL BY: PRIVATE AIRCRAFT / OWN / CAR / AIR TRANSPORT

DETAILS FOR TRAVELLING BY AIR:

<u>DATE</u>	<u>FLIGHT NO</u>	<u>FROM</u>	<u>TO</u>	<u>DEPART</u>	<u>ARRIVE</u>

REQUEST CONFIRMED:.....**PNR NUMBER:**.....

TRANSPORT REQUIRED:.....

<u>RETURN DATE</u>	<u>FLIGHT NO</u>	<u>FROM</u>	<u>TO</u>	<u>DEPART</u>	<u>ARRIVE</u>

TRANSPORT REQUIRED:.....

ARRANGEMENTS FOR ACCOMMODATION:

HOTEL:

ROOMS REQUIRED:.....

ARRIVAL TIME:.....DEPARTURE TIME:.....

ARRANGEMENTS CONFIRMED BY:.....DATE:.....

FURTHER INFORMATION: ELISE STRUMPFER