

CODESA

Convention for a Democratic South Africa

SS96005CA(201)

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

DRAFT

PRACTICAL INFORMATION FOR CODESA MEETING ON 20 AND 21 DECEMBER 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 At registration nametags will be issued.

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

No person will be allowed access to the conference venue without an official nametag. These will be issued at the Codesa office at any time. Nametags must be worn at all times on both days. Nametags must be kept for checking and re-registration on Saturday morning.

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). They may sit in on the sessions. Without the coloured nametag advisers will not have access to delegates or to certain areas of the conference area.
- 3.3 **Support Staff:** will have no access to the conference area (not even by runner). Access to certain areas of the conference venue will be restricted for support staff.
- 3.4 All caucusing will take place in party offices.
- 3.5 Advisers and support staff are entitled to meals and softdrinks on 20 and 21 December only. Before receiving meals, meal tickets must be obtained from (????).
4. **Requests** from delegates and others in regard to emergency attention, i.e. doctors, family problems, taxis, travel etc, should be directed to the Codesa Administrative offices.
5. **Messages** received by the Codesa Administrative Office will be attached to a large board in the foyer of The World Trade Centre in confidential envelopes. It is the responsibility all persons attending the conference people to check that board for messages.
6. **Claim forms** should be completed and placed in the box at the Codesa Administrative Office. Queries can be referred to in the Codesa offices. (See attached floorplan).
7. **Telephones**
There are call boxes in various areas of the conference area (see floor plan attached) and private lines will be available in party offices.
8. **Dry cleaning, laundry, liquor and telephone calls** are for the personal account of each individual.
9. **Travel arrangements**

As already advised delegates may contact Elize Strumpfer on 011 397-2189 in regard to travel and accommodation arrangements. Parking and a shuttle service between the venue and the hotel will be available.

10. **Toilet facilities**
Toilet facilities are available in the building (see floorplan attached). Additional portable toilets will also be available in the ??????????????
11. Any person requiring special arrangements in regard to food, i.e. Halaal, Kosher, special dietary or any other, should fax the Codesa Administrative Office as a matter of urgency to enable the office to inform the catering service of their requirements.
12. **Parking access tickets** will be handed out on arrival at the venue. These should be kept for the duration of your stay.

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

Enquiries may be directed to Cindy Cupido or Yvonne Nkosi at the Codesa Administrative Offices at The World Trade Centre, Telephone 011 397-1198 or fax 011 397-2211.

We look forward to meeting you.

file

cc. Murphy
Kens
glenda

draft
please give ammendments to Elaine by 3pm today

PRACTICAL INFORMATION FOR CODESA 1 CONFERENCE:

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(4)

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 Dec 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; 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; an evacuation plan; and a pen.

indication of
Emergency
exits;
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 ~~meetings are~~ in session *only* by means of runners who will convey messages between party offices and the meeting floor.

CONFERENCE OPENING: The meeting will begin at 09h45 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,

bold

the conference

under security supervision

x

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.

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

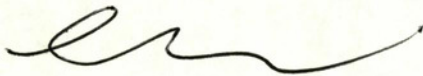
Claims for approved expenses must be made on the appropriate form (a copy of which will be found in your briefcase at registration) can be returned with the necessary receipts, etc. at the information office. Queries regarding claims can should also be directed to Information Office staff.

PARKING: Marshals 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 the Yvonne Nkosi or Cindy Kupido 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.



SECRETARIAL OFFICE MANAGER

cc. Murphy
Klus
glenda

draft
please give ammendments to Elaine by 3pm today

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 26 Decmber 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.

Foreign Digs:
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; 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; ~~an evacuation plan~~; and a pen. *emergency exits*

NAMETAGS/ACCESS: Communication and security at the conference will be a priority; it is, therefore, essential that everyone - delegates, staff, observers, caterers, etc. - wear 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. *under security supervision*

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.)

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

CONFERENCE OPENING: The meeting will begin at 09h45 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.

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

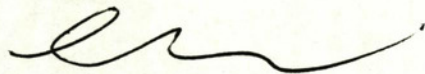
Claims for approved expenses must be made on the appropriate form (a copy of which will be found in your briefcase at registration) can be returned with the necessary receipts, etc. at the information office. Queries regarding claims can (should) also be directed to Information Office staff.

PARKING: Marshals 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 the Yvonne Nkosi or Cindy Kupido 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.



SECRETARIAL OFFICE MANAGER

Maharaj.

CODESA

Convention for a Democratic South Africa

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

TO: ALL DELEGATES, ADVISERS AND SUPPORT STAFF IN ALL
ORGANISATIONS at WORLD TRADE CENTRE

The Head of Department

Kindly sign for the attached document and distribute it to your
delegation, advisers and support staff.

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 22 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; an evacuation plan; 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:

The meeting will begin at 09h45 with a photographic session of delegates and advisers seated in the hall. Participants are requested to be seated by 09h30. 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 party/delegates with the press and vice versa, where appropriate. Otherwise direct contact can be made between the party delegates and the press. An interview room will be available for press interviews on request through the media liaison office. Press conferences will be held in the press room as required.

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