

CODESA

Convention for a Democratic South Africa

PO Box 307 ISANDO 1600 South Africa ** Telephone (011) 397-2181/82 Fax (011) 397-2193

*** MEDIA * MEDIA * MEDIA * MEDIA ***

PARTY FACT SHEET : MEDIA ARRANGEMENTS

MEDIA AREAS

The following areas have been set aside for use by the media:

- i. Media working area - on the ground floor to the left of the main entrance with separate access.
- ii. Media gallery - on the first floor overlooking the convention floor (left side only).
- iii. Media lounge - first floor.
- iv. Media conference room - first floor, behind the media lounge
- v. Electronic media interview room - first floor, next to the media liaison office

PARTY ACCESS TO MEDIA AREAS

Party representatives will have access to the media working area, the media gallery and media lounge but are requested not to use the media's facilities, i.e working surfaces, phones and faxes, in these areas.

MEDIA ACCESS TO PARTY AREAS

- i. Members of the media are not permitted onto the Convention floor or into the delegates' dining area.
- ii. Only members of the media who have special lobby accreditation will be allowed into the area immediately in front of the Convention floor.
- iii. Members of the media will only be permitted into party offices to conduct interviews if they are accompanied by a representative of the party concerned.

REQUESTS BY MEDIA REPRESENTATIVES FOR INTERVIEWS WITH PARTY REPRESENTATIVES

During CODESA II, members of the media will be requested to contact parties direct with requests for interviews with party representatives. The media have been supplied with a list of party telephone numbers. For your convenience, a list of media representatives with their Codesa telephone numbers and

representatives with their Codesa telephone numbers and electronic pager numbers is attached.

MEDIA CONFERENCE ROOM

A media conference room for use by CODESA and all participating parties has been set up on the first floor of the World Trade Centre.

To ensure its orderly use the following procedures have been established.

- i. A roster for the use of the media conference room will be kept just outside the media liaison office. Parties wishing to book this facility should complete the application forms (an example of which is attached) and submit them to the booking clerk stationed outside the media liaison office.
- ii. Parties will be allowed to book 30 minute sessions from 09:00 to 20:00 every day. Bookings will only open at 08:00 on the same day.
- iii. Only one booking at a time and only one session every two hours will be allowed.
- iv. CODESA bookings will have preference over all other bookings
- v. Parties may negotiate among themselves about swapping sessions but have to inform the booking clerk jointly when they come to an agreement.

MEDIA INTERVIEW ROOM

A special media interview room where the media (particularly the radio and television) can interview parties in relative peace and quiet has been set up next to the media liaison office. Bookings for this venue, which can be made either by the party or media representative, should be made on the prescribed form (an example of which is attached) and handed to the booking clerk. The same procedures as set out above i.r.o the media conference room apply to the media interview room. Bookings for the interview room will open on Friday, 15 May 1992 at 08:00.

PHOTO POINT AND PHOTO OPPORTUNITIES

An area in front of the main entrance to the World Trade Centre will be roped off for still photographers and camera crew to enable the media the photograph the delegates arriving at the convention.

In addition, between 08:45 and 09:15 on Friday 15 May, after the delegates have been seated, and again on Saturday 16 May, there will be a photo-opportunity for the media on the convention floor. Only still photographers and camera crews will be allowed onto the convention floor for the photo-opportunity.

PARTY DOCUMENTATION

Speeches by party representatives and party documentation issued during CODESA II must be copied and delivered to the media liaison room. Liaison staff will only assist in the distribution of the documentation to the media.

TRANSCRIPTION AND TRANSLATION SERVICES

Parties must provide their own transcription and translation facilities as they will not be provided by the Media Committee.

MEDIA LIAISON OFFICE PHONE NUMBERS

397 2058/9
fax 397 2060