

ELAINE - RECORDING OF DELEGATE RESPONSES TO INVITATIONS1. INVITATIONS

- 1.1 Determine FULL lists of invitees - Refer Janet Love
- 1.2 Determine total number of invitees
- 1.3 Check if all invitations sent
- 1.4 Arrange follow up calls to those not responding

2. RESPONSES

## 2.1 Receipt of responses - delegates

- ALL responses to be received on fax. Any responses taken telephonically MUST be backed by a fax.
- All faxes must be photocopied immediately and one copy filed as a master. The second copy is to be attached to the form which will be drawn up for each delegation, onto which will be all the information regarding back-up staff.
- All responses must have the following information
  - name
  - initials
  - title
  - organisation
  - address
  - telephone
  - fax

## 2.2 Receipt of responses - others

- Once the names of the delegates are received, each delegate must be contacted personally and the form which has been drawn up, completed with them.
- The form must include the following information. Names of:
  - security = name, initials, organisation
  - personal assistants = name, initial, org
  - drivers = name, initial, org
  - body guards = name, initial, org
  - secretarial / support = name, initial, org
- The people receiving this information must try to ensure that the names they are receiving are accurate, and that the people will actually be present at the convention. The questions can be phrased, that we need to know for catering purposes - so that we get an accurate indication of the number of people attending the event. eg a driver driving his delegate to the event and then leaving is not to be recorded - only the driver who drops his delegate and then is to remain here for the rest of the day.

3. DELEGATE LISTS

- 3.1 Lists of delegates, observers, and functionaries must be drawn up in two formats
  - Alphabetical = surname, initial, organisation
  - Organisational = org, surname, initial
- 3.2 Please ensure that these lists are 100% accurate with regard to spelling of names, initials, title, and organisation. Also guard against those who respond and who have not been officially invited.
- 3.3 All requests for invitation from those who have not been officially invited, must be referred to Theuns for authorization. Nobody will be permitted to attend who does not have an official invitation.

4. OTHER PARTICIPANTS LISTS

- 4.1 Lists of support staff to be drawn up also in the two formats of alphabetical and organisation
- 4.1 Separate lists for all others are required ie. Security, PA's, drivers, bodyguards, secretarial/support

5. LIST OF APOLOGIES

- 5.1 Delegates - name, initial, organisation

SYLVIA BRIGGS - CATERING MANAGER - INITIAL PLANS

Please establish the following:

1. Who within the centre is in charge of catering?  
Where are her offices and where can she be contacted?
2. What catering arrangements have been made thus far for the time prior to the convention on Friday. In other words for the working staff that have offices here and the delegates attending the preparatory meetings. Establish the arrangements for teas, lunches and bar facilities.
3. Ask for a copy of their menus. We need a full indication of what they produce as far as set menu's, buffets, cocktail menus, banquet menus, drinks etc. From this we will make our selections for the convention. Please ask for her recommendations as often they have some excellent suggestions as to what will be enjoyed by most people.
4. Check whether they have the facilities for producing Kosher and Halaal meals.
5. How far in advance do they need to know our details ie our menu selection, the numbers of people, and numbers of special menus?
6. Establish what instructions if any, they have been given with regard to the rooms that are to be used for meals. If none, please ask for their recommendations as to where they would like them to be. This refers to lunch venues for delegates, media and all back-up staff, tea stations for all, and if there is to be a banquet or cocktails where that will be.
7. Ask them if they have any floor plans either the same or different to the ones I have, and to please mark the plans with these rooms they have recommended.

Please try to establish all of the above before 2:00 pm on Wednesday 11th Dec.

ITEMS FOR DISCUSSION AT SECRETARIAT MEETING - FOR GLENDA

1. Room allocation
  - Registration - delegates
  - registration - support staff
  - registration - media
  - Convention
  - committee/ break-away rooms
  - press conference
  - Media viewing
  - Media working - including place for pay faxes
  - Lunch - delegates
  - lunch - media
  - lunch - support staff
  - refreshments - delegates
  - refreshments - media
  - refreshments - support staff
  - bar facilities - delegates
  - bar facilities - media
  - bar facilities - support staff
  - courtesy room
  - drivers and bodyguards
  - first aid
  - parking
  
2. With regard to room allocated for the convention we need to know:
  - Numbers of delegates
  - Numbers of back-up
  - Seating arrangements
  - arrangements for surround on both floors ie are curtains to remain on ground floor, are partitions or screens to be erected on first floor or is it remaining open etc
  
3. With regard to allocation of rooms for back-up staff :
  - How many delegations are being allocated offices?
  - where?
  - how many people per office?
  
4. With regard to media
  - how many?
  - accreditation?