

PRACTICAL INFORMATION FOR CODESA 2 CONFERENCE:

VENUE: WORLD TRADE CENTRE

REGISTRATION

Registration will take place in the foyer at the main entrance of the World Trade Centre from 07h45 on Friday 15 May 1992.

Delegates, Advisers and Support Staff: Proceed to the tables marked by name of your party/organisation/administration.

INFORMATION

On arrival, delegates and advisers will be given a briefcase containing: working documents for CODESA 2; an agenda for the days' proceedings; a list of delegates; a pack of fact sheets containing practical information of relevance to participating organisations and delegates; a map of the conference venue indicating facilities, party offices, and areas of restricted access; indication of emergency exits; a claim form for approved expenses; pen and paper.

NAME TAGS/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 name tag he or she has received at registration. Delegates who have registered on Friday must bring their registration card with them to the Centre on Saturday. It will be marked by Security to indicate re-entry.

Name tags 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 within the conference venue.

When the conference is in session, delegates and advisers may communicate with their support staff by means of their appointed runners. The runners will be seated behind their delegations in the centre well and will convey messages between the meeting floor and their offices at the World Trade Centre.

Please note, runners will be briefed regarding their duties by the administration at a meeting at the World Trade Centre at 15h30 on Thursday 14 May. It is important that all runners be present at the briefing.

●
CONVENTION FOR A DEMOCRATIC SOUTH AFRICA

●
PO Box 507, Isando, 1600, South Africa.
Telephone (011) 597-1198/99. Fax (011) 597-2211
●

CONFERENCE OPENING

Participants should arrive for registration from 07h45 onwards and are requested to be seated by 08h45. The proceedings will begin 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 centre in the CODESA Administration offices 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 lower level. The media liaison office can be used as a contact point for political parties/delegates with the press and vice versa, where appropriate. A fact sheet regarding media liaison is included in the delegate briefcase.

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.

SECURITY

Delegates, advisers and support staff may speak to the media in their party offices. However, media access to the party offices is restricted. Thus, members of the media must be escorted at all times by a delegate, adviser or member of support staff.

PROTOCOL

Each organisation has been requested to appoint a Protocol Liaison Officer from its complement of support staff in order to facilitate liaison between participating organisations and VIP guests.

Please note, protocol liaison officers will be briefed regarding their duties by the administration at a meeting at the World Trade Centre at 15h30 on Thursday 14 May. It is important that all protocol liaison officers be present at the briefing.

EXPENSES

Accommodation and travel are being reimbursed or arranged for you in accordance with earlier information. If you have any outstanding queries, please contact Elise Strumpfer on telephone 011-397-2452 or fax 011-397-2844.

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

PARKING

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

SPECIAL REQUIREMENTS

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

We trust that these arrangements will be convenient for you. Please contact Lorraine Magooa or Lovedalia Letsoalo 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