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REQUESTS FROM THE MEDIA COMMITTEE

1. MEDIA LIAISON OFFICE

To be established latest by Wednesday 06.05.92.

1.1 Equipment - desks, tables, chairs, filing cabinets waste paper baskets, ashtrays and two heavy duty photo copy machines, telephones (two lines incoming only and two outgoing only) and a fax for media.

1.2 Notice board, chair and desk at media office entrance.

1.3 Stationery

1.4 Computer

2. MEDIA ROOM

To be available by the 14.05.92.

2.1 Equipment - tables, chairs, ashtrays, wastepaper baskets, pay phones, direct telephone lines for hire, pay faxes, power points, audio feed points, video monitors with loud speakers.

2.2 Notice board, desk and chairs at the entrance of media room.

3. CODESA II DOCUMENTATION AND REPORTS

Request to receive these at least a day before presentation to facilitate timeous copying and distribution to press.

4. MEDIA CONFERENCE ROOM

To be equipped and available from the 11.05.92.

4.1 Equipment - chairs, a platform with a table and chairs, water carafers and glasses, a backdrop, audio and lighting equipment.

5. MEDIA INTERVIEW ROOM

To be available on the 14.05.92.

5.1 Equipment - chairs, tables, backdrop audio and lighting equipment, ashtrays and wastepaper baskets.

6. MEDIA GALLERY

Placed above the Convention floor.

6.1 Equipment - tables, chairs, ashtrays, wastepaper baskets, special attention on lighting of media area

and signage.

7. **PHOTO POINT ON OUTSIDE - FOR DELEGATE ARRIVALS**

Close to front door of Convention Centre.

8. **TRADITIONAL LEADERS**

A list of delegations of traditional leaders needed by the 08.05.92 latest.

9. **CODESA 1 COMPUTER DISK**

Request disk on which CODESA 1 accreditation was stored - immediately.

10. **MEDIA PHOTOGRAPHER**

A special media photographer not needed for CODESA II.

11. **DELEGATE LIST, PROGRAMME**

A complete list of CODESA II delegates list needed latest by the 11.05.92. A draft programme urgently needed by the Press Liaison sub-group 4.

12. **SIMULTANEOUS TRANSLATIONS**

The practicalities of the simultaneous translations to be discussed with the Press Liaison and management urgently (by the 08/05/92).

13. **PODIUM TO BE USED BY ALL PRESENTERS WITH SPECIAL AND ACCURATE ATTENTION TO IDENTIFICATION**

14. **SECURITY TO PROVIDE MEDIA RESTRICTIONS AND FACILITIES BY THE 11.05.92**

15. **EMERGENCY PROCEDURES FOR CODESA II NEEDED.**

16. **SPECIAL COLOUR FOR MEDIA AND PRESS NAME TAGS.**

17. **A MEETING BETWEEN ACCREDITATION SUB-GROUP AND SECURITY REQUESTED NOT LATER THAN 08.05.92.**

Agenda to include:

- 17.1 Media entrance gates.
- 17.2 Offices/Place for reporters
- 17.3 Seating arrangements
- 17.4 Media restrictions and available facilities

04.05.92
CODESA