

TO: ALL HEADS OF MISSION INVITED TO ATTEND CODESA 2

**PRACTICAL ARRANGEMENTS AND INFORMATION FOR THE SECOND
PLENARY SESSION OF CODESA TO BE HELD ON FRIDAY 15 AND SATURDAY
16 MAY 1992**

As a follow-up to the invitation sent to you earlier, we wish to bring the following to your attention:

1. Unfortunately, CODESA is not in a position to provide for costs incurred by your travel and accommodation arrangements. However, if you should require any assistance in making such arrangements, or if you should need transport from Jan Smuts Airport to the World Trade Centre, you are welcome to contact Elise Strumpfer of CODESA Travel on telephone 011-397-2452 or fax 011-397-2844, who will make any necessary arrangements on your behalf.
2. Parking will be provided for the vehicles of heads of mission at the World Trade Centre on 15 and 16 May. Signage and directive staff will be on site to assist you.
3. You will be required to register at the main entrance of the World Trade Centre building, upon arrival on 15 May.
4. Owing to space constraints, only heads of mission will be permitted into the centre court at the Convention Centre.
5. Lunch will be served to you in the main delegate dining room on both days of the CODESA 2 meeting.
6. At the Convention Centre, a VIP room will be available for your use. It will contain telephones, a fax machine, a work area and a leisure area. Refreshments and snacks will be available.
7. A meeting room will be provided where you will be able to conduct discussions with delegates and observers. You will be supplied with a list of the contact numbers of the protocol liaison officer of each organisation participating in CODESA. Setting up of meetings will be facilitated by contacting these officials.