

18/12/91

Request for tables, chairs,  
more lighting in Cateza  
Media Liaison room

TO: Billy Cobbett  
FROM: Caroline Knott

The Media Liaison office on the  
first floor desperately needs at  
least two (2) more tables and  
eight (8) more chairs

In addition the lighting is quite  
inadequate, especially in the evening  
when we lose the supplementary  
daylight. In particular, our secretary  
is straining her eyes working  
long hours in the gloom.

Please could you assist this

C Knott

**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, ahstrays, 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

*OK*

and signage.

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

M E M O R A N D U M

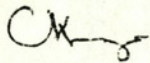
To : William Cobbett  
From : Jackson Mthembu

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Please arrange for the following to be placed in the "Media Registration Area":

- 7 tables with white tablecloths
- 12 chairs
- plugs for 2 PC's
- 3 wastepaper baskets
- 2 standing ashtrays
- 1 water cooler and cups/glasses

Thank you



Jackson Mthembu

## M E M O R A N D U M

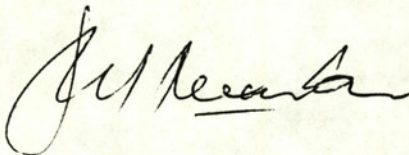
To : Mr W. Cobbett  
From : Jackson Mthembu

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Please arrange for the following to be placed in the "Interview Room":

- 1 water jug and 6 glasses
- 2 sofas
- curtains
- 1 coffee table
- 2 ashtrays
- 1 waste paper basket
- banners/flags
- 2 chairs outside the I.V.

Thank you.



Jackson Mthembu

## M E M O R A N D U M

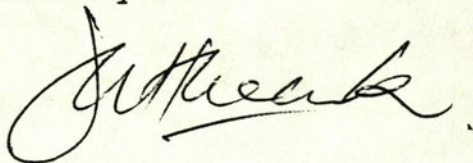
To : William Cobbett  
From : Jackson Mthembu

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Please arrange for the following to be placed in the "Gallery":

- 45 ashtrays
- 6 wastepaper baskets
- 2 or 4 water coolers
- 54 white tablecloths

Thank you



Jackson Mthembu

## M E M O R A N D U M

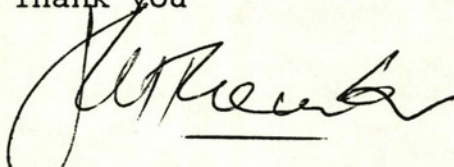
To : William Cobbett  
From : Jackson Mthembu

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Please arrange for the following to be placed in the "Press Working" room:

- 42 ashtrays
- 20 wastepaper baskets
- 4 water coolers
- 88 white tablecloths
- banners/flags

Thank you



Jackson Mthembu

M E M O R A N D U M

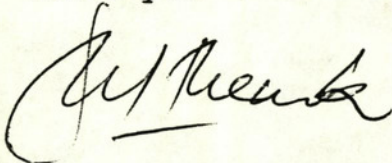
To : William Cobbett  
From : Jackson Mthembu

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Please arrange for the following to be placed in the "Press Conference" room:

- 4 ashtrays
- 2 wastepaper baskets
- 5 water jugs
- 22 glasses
- 8 white tablecloths
- ~~papers, pens~~

Thank you



Jackson Mthembu



(B7f19)

# **CODESA**

## ***Convention for a Democratic South Africa***

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PO Box 307 ISANDO 1600 South Africa \*\* Telephone (011) 397-1198/99 Fax (011) 397-2211

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### **INTERVIEW PROCEDURES**

#### **FOR THE INFORMATION OF PARTY/ORGANIZATION MEDIA OFFICERS**

As was the procedure yesterday, the Media Information Centre will immediately call your office as soon as we receive requests for interviews with members of your delegation.

To speed up the procedure as far as possible, it would also be appreciated if you could visit the Media Information Centre from time to time to see if requests for interviews with your party have been received as your phone lines are often engaged.

We would appreciate, once a request has been communicated to you, that a response by the party be made either directly to the person concerned or via the Media Information Centre, as soon as possible.

Your co-operation is appreciated.