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Draft Presentation Framework on Summit Preparations for GEO EXCO meeting

WASHINGTON DC, USA

Cabinet approval was granted for DST to host the Summit

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1. Invitations

(a) Member countries

- 70 Invitations were prepared
- GEO Secretariat supplied 35 contact names and addresses
- 70 Invitations sent via diplomatic channel
- Enquiries have been received from Chile, Egypt, France, Israel, Japan and Sweden
- Confirmation received from Denmark and China.

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(b) Participating Organizations

- A list of 46 names of organizations was provided
- GEO Secretariat provided 20 contact names and addresses
- The secretariat was used to distribute the rest

(C) Southern African Development Community (SADC)

- 13 Invitations have been sent to SADC ministers

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2. Venues

- The EXCO Meeting on 27 Nov 2007, will take place at the Roof Terrace Room, ICC
- The Plenary will be held at the Auditorium 2 ICC 28-29 November
- The Ministerial Summit will take place at the Arabella Sheraton Ballroom on 30 November 2007
- 5 Offices have been secured for Secretariat, OPS Room, Press Room, and for Bilaterals

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3. Exhibitions

- The Secretariat invited members to participate in the exhibitions
- Venue will be at the ICC: Auditorium foyer and Roof Terrace room, and the Sheraton Hotel
- There will be electronic displays (plasma screens) and stalls & tables

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4. Logistics

- For the Summit registration for ministers and all other delegates will be done by the SA National Intelligence Agency
- For the EXCO and Plenary the GEO Secretariat will register all delegates on-line
- Information will be posted on the GEO website regarding accommodation; taxis/busses; weather; visa requirement; currency; tourism, yellow fever cert, etc
- Telephone numbers of support personnel will be provided to assist in distress or for emergency.

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Logistics Continued

- DST Officers will be deployed at the Cape Town Airport, in both the international and domestic arrivals halls;
- A desk may also be set up at the OR Tambo Airport (Joburg), both at international and domestic terminals
- A special VIP facility for Ministers will be provided at the Cape Town and OR Tambo (Jhb) International Airports

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Roof Terrace Room for EXCO 27/11/07, sits up to 200 delegates classroom style. Refreshments at the foyer

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Auditorium 2 for Plenary 28-29 November. Sits up to 600 without tables and 320 with tables

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Entrance to the auditorium (foyer/Strelitzia Conservatory) to be used for exhibitions and refreshments

Dimensions: 285m2 = 19x 15 (height +17m)

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Strelitzia Conservatory (outside auditorium) for exhibitions and refreshments

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Left entrance to the auditorium

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Strelitzia Conservatory and Strelitzia Restaurant, dimensions: 315m² = 21 x 15 (height 4.3m)

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Strelitzia view from the top

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The Arabella Sheraton Hotel

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Staircase to the Grand Ball room, meeting rooms on the left and front. Ballroom on the right.

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The Grand Ballroom, venue for Ministerial Summit 30 November 2007, sits up to 420 classroom style

Dimensions: 21m x 26m = 584 m²

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