



## GENERAL INFORMATION NOTE ON LOGISTICS

### Regional Seed Security Workshop Kopanong Hotel Johannesburg 20-21 May 2010

#### 1. Venue

The Meetings will be held at:  
**Kopanong Hotel and Conference Centre**  
243 Glen Gory Road  
Norton Estate, Benoni 1501  
South Africa  
Tel: +27 (11) 749-0000

#### 2. Airport Transfers

Delegates will be met at OR Tambo International Airport by our airport travel pickup agents, ESC and taken to the Kopanong Hotel and Conference Centre.

#### 3. Hotel Accommodation

You have been booked at the Kopanong Hotel and Conference Centre on a conference package, which covers bed, breakfast, lunch and teas for the conference days. Delegates should settle all extras (e.g. telephone calls, internet, fax, laundry, room service) directly with the hotel staff.

#### 4. Per Diem Allowances for Sponsored Delegates

Per diems will be paid to cover dinners and incidentals during the conference days, and all other meals for your approved stay. Delegates will be required to submit their **ticket** (copy) and **in-bound boarding passes** to the FANRPAN Regional Secretariat. **Please keep your boarding passes safe, as no per diems will be paid without submission of a boarding pass.**

#### 5. Meeting Registration

Registration for all delegates will take place at the Kopanong Hotel and Conference Centre on Thursday, May 20, 2010 from 8:30 am.

#### 6. Insurance

Participants are advised to ensure that they have own travel, medical, life or other insurance.

**ALL ENQUIRIES REGARDING THE LOGISTICS AND ARRANGEMENTS SHOULD BE REFERRED TO:**

#### **Sharon Alfred or Lufingo Mwamakamba**

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