



'Ya Pele' (Sotho)

'Mwamko Mpya' (Swahili)

FIAT/IASA Southern African Workshop
on Film, Video & Sound Archives

Date: 10-14 October 2005

Venue: South African Broadcasting Corporation
RadioPark Ground Floor Auditorium
Henley Road Auckland Park Johannesburg

Organised by the National Film, Video and Sound Archives of South Africa,
the SABC, M-NET Archives and e-tv Archives
on behalf of IASA and FIAT.



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General Information

Banking

There are automatic teller machines and a bank on the premises of the SABC and at most shopping areas.

Business and Shopping Hours

Business hours are generally from 08:00 to 17:00, Monday to Friday. Shopping hours vary. Most shops are open from 09:00 to 17:00, Monday to Friday and from 09:00 to 13:00 on Saturdays. Some shops are open on Saturdays to 17:00 and on Sundays from 09:00 to 15:00.

Climate

Spring (September and October) is usually a mild in-between season, with little wind and almost no rain. Evenings can be a little chilly, but by early October, it is usually warm enough to sit outside until late evening. Temperatures range between 12 degrees at night to 25 degrees during the day.

Clothing

Comfortable and casual clothing is recommended, supplemented by a few warmer clothes and a jacket, especially during the evenings, which are always a bit cooler. Always be prepared for any unpredictable changes in the weather and bring a light, but warm, waterproof jacket along.

Most restaurants and hotels permit smart casual wear; the exceptions being those that are upmarket.

On Safari: Binoculars, warm clothes in subdued colours (brown, khaki or dark green) for morning & evening game drives, and "smart casual" wear for evening meals in the private game reserves. Sun hats & sunscreen are also a necessity

Currency

The South African currency is based on the Rand/Zar (R), made up of 100 cents (c). Bank notes are issued in denominations of R10, R20, R50, R100 and R200. Coins are in denominations of 5c, 10c, 20c, 50c, R1, R2 and R5. There are numerous strategically situated automatic teller machines (ATMs). Most restaurants, stores, hotels, car rental firms and other points of sale and service honour credit cards such as Visa, American Express, Diners Club and MasterCard. Foreign exchange facilities can be found at the airport and in many banks, or at any foreign exchange bureaux such as Rennie's Travel (representing Thomas Cook) and American Express. ATMs will accept many international bank and credit cards.

Electricity

Electricity runs on 220/230V, 50Hz AC. Sockets take unique round-pinned plugs.

Health Issues

There are generally high standards of hygiene and safe drinking water in the tourist areas and good international standard private hospitals.

Sun

Always have sunscreen, sunglasses, a hat and drink plenty of fluids.

Malaria

Most of South Africa is malaria-free. However, there is some risk areas, such as the Kruger National Park and northern KwaZulu-Natal. Highest risk time is in the hot rainy months from November to April. To avoid getting bitten by mosquitoes cover up during the early morning and evening, wear insect repellent, sleep under a mosquito net and burn a mosquito coil. Check with your local doctor or pharmacist about the areas you are visiting and what anti-malarial tablets they recommend.

Insurance (Disclaimer)

Please note that neither the FIAT/IASA Local Organising Committee nor the S.A. National Archives, SABC, ETV and MNET can be held responsible for any damages, injuries or losses that might occur during the FIAT/IASA Conference or your stay in South Africa.

Languages

South Africa is a multi-lingual country and its constitution recognises and guarantees equal status to 11 official languages to cater for the country's diverse peoples and their cultures — so preserving its much-cherished heterogeneity. English, Afrikaans, Zulu and Sesotho are used in general for official purposes.

English is generally understood across the country, being the most commonly used language in official and commercial public life.

Medical Services

Basic medical facilities (doctor on call) and private hospitals are within walking distance from the SABC.

Please note that each delegate will be responsible for his/her own medical needs and insurance.

Parking

Parking will be available for delegates attending the FIAT/IASA conference at the conference venue.

Postage

Postcards and standard letters being sent abroad differ in price according to their destination and need to be weighed at any post office in the city. The nearest Post Office is situated at Melville, 20 minutes' walk from the SABC.

Restaurants

Information and suggestions on local restaurants can be obtained from your hotel reception or tourist information brochures available at your hotel.

Safety and Security Precautions

Your safety and the security of your personal property are of the utmost concern to us.

As in many countries around the world, we do encourage you to exercise caution:

Don't answer the door in a hotel room without verifying who it is;

Close the door securely whenever you are in your room;

Don't needlessly display room key cards in public or carelessly leave them on restaurant tables or other places where they can easily be stolen;

Do not draw attention by displaying large amounts of cash, jewellery, cameras etc;

Place all valuables in the room or hotel safe

Check to see that any sliding glass doors or windows, and any connecting room doors are locked;

If you notice any suspicious activity, please report these to the nearest security and / or police official;

Do not walk alone on the streets after dark.

Smoking

Smoking is restricted in all enclosed public areas in South Africa. Designated smoking areas are generally available in hotels, restaurants, airports, business centres etc.

Taxes

Value Added Tax (VAT) is charged on most goods and services. The current rate is 14%. On presentation of goods and tax invoices, VAT may be recovered at international airports on final departure from South Africa. Please allow sufficient time for this procedure.

Telephones

There are many public telephones all over the Johannesburg and Pretoria and at all post offices. Blue public phones operate on coins, while green work on local Telkom phone cards, which can be purchased at many shops and Telkom outlets, and on campus. Cell phones (mobiles) can be hired from the airport and other major centres. The area code for all telephone numbers in Johannesburg is 011 and for Pretoria is 012; those for other areas may be ascertained from the local directory. When making international calls from South Africa, the dialling prefix is 09, not 00 as in Western Europe (thus for England, dial 0944, then the local code and number)

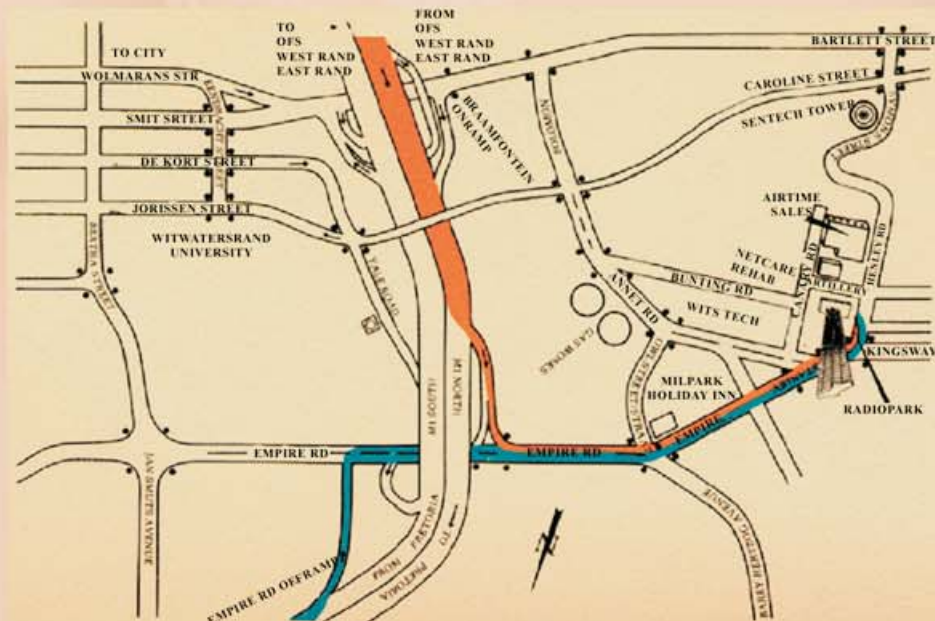
Tips

It is customary to tip waiting staff 15% in restaurants. Other people who usually receive tips are taxi drivers, bar tenders, guides, hotel porters, petrol pump attendants, hotel maids and the ranger & tracker team on safari.

VISAS

Please consult with the South African Embassy or Consulate in your country about visa requirements.

Directions to the SABC



General Information

- All delegates must register for the workshop.
- If you use your own transport, access to parking will be arranged. Please notify Lynette Sain (sainl@sabc.co.za) at the SABC in time.
- Firearms must be handed in at Security.



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Hotel Accommodation

Please note: Delegates are responsible for their own accommodation reservations.

The following hotels and guest houses are in close vicinity (unless stated otherwise) of the South African Broadcasting Corporation and are highly recommended.

Prices below are for one night per person, bed & breakfast. (Prices without guarantee and subject to fluctuation):

A credit card is needed to guarantee room reservations.

Hotels and guest houses offers transport services from and to Johannesburg International. Please enquire about this service when you make your reservation.

	Telephone number
Auckland Lodge	+27 11 726 8241
66 Twickenham	+27 11 482 1101
33 On First (<i>Mellville</i>)	+27 11 726 7172
A Room with a view (<i>Mellville</i>)	+27 11 482 5435
Holiday Inn GC Millpark	+27 11 726 5100
Parktonian Hotel (<i>Braamfontein</i>)	+27 11 403 5740
<i>(You will require transport to and from the SABC)</i>	

Single
ZAR 350.00 B/B (per night)
ZAR 350.00 B/B (per night)
ZAR 250.00 B/B (per night)
ZAR 650.00 B/B (per night)
ZAR 522.00 B/B (per night)
ZAR 495.00 B/B (per night)

Preliminary Programme

SUNDAY
09 OCTOBER
2005



DATE	TIME	ACTIVITY	VENUE
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SUNDAY 09 OCTOBER 2005 OPENING	09:00–15:00	Arrival and Registration of Delegates	SABC
	18:00	Welcoming Function at the SABC Official Welcome by the Minister of Arts & Culture Dr. Z Pallo Jordan	

Preliminary Programme

MONDAY
10 OCTOBER
2005



DATE	TIME	ACTIVITY	MEDIA	PRESENTER
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MONDAY 10 OCTOBER 2005 DAY 1	08:00 – 08:30	Bus collects everyone at Millpark Holiday Inn for transport to NFA		
	08:30 – 09:30	Registration Tea and Refreshments		
	09:30 – 10:30	Welcome and Introduction Introduction to IASA/FIAT as organisations		NFA (IASA and FIAT Pres) FIAT – Sue Malden IASA - President Ray Edmondson, Australia
	10:30 – 11:30	General overview of Archive Management		Ray Edmondson Australia
	11:30 – 12:30	Different types of carriers, recording and reproduction techniques, decay of carriers, obsolescence	Film	
	12:30 – 13:00	Lunch		
	13:00 – 14:00	Good House Keeping: Storage, dealing with dust, humidity, including disaster management	Film	Johan de Lange South Africa
	14:00 – 14:30	Tea and Refreshments		
	14:30 – 16:30	Good House Keeping: Storage, dealing with dust, humidity, including disaster management Practical examples	Film	Johan de Lange South Africa
16:30	Busses leave for Johannesburg			

Preliminary Programme

TUESDAY
11 OCTOBER
2005



FIAT/IASA Southern African Workshop
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TUESDAY
11 OCTOBER
2005
DAY 2

DATE	TIME	ACTIVITY	MEDIA	PRESENTER
	08:00 – 09:00	Bus collects everyone at Millpark Holiday Inn for transport to SABC Tea and Refreshments		
	09:00 – 10:00	Different types of carriers, recording and reproduction techniques, decay of carriers, obsolescence.	Sound	Kevin Bradley, Australia
	10:00 – 10:30	Tea and Refreshments		
	10:30 – 12:30	Transfer and digitisation	Sound	Kevin Bradley, Australia
	12:30 – 13:30	Lunch		
	13:30 – 14:30	Different types of carriers, recording and reproduction techniques decay of carriers, obsolescence using the Prestospace experience. Includes both broadcast and non-broadcast video.	Video	Richard Wright, UK
	14:30 – 15:00	Tea and Refreshments		
	15:00 – 17:00	Transfer and digitisation using the Prestospace experience. Includes both broadcast and non-broadcast video.	Video	Richard Wright, UK
	17:00 – 18:00	Bus Leaves for Millpark Holiday Inn		

Preliminary Programme

WEDNESDAY
12 OCTOBER
2005



FIAT/IASA Southern African Workshop
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WEDNESDAY
12 OCTOBER
2005
DAY 4

DATE	TIME	ACTIVITY	MEDIA	PRESENTER
	08:00 – 09:00	Bus collects everyone at Millpark Holiday Inn for transport to SABC Tea and Refreshments at workshop venue		
	09:00 – 09:30	Introduction to Cataloguing	Sound	Chris Clark, UK
	09:30 – 10:30	Cataloguing Process for Audio (Radio, Amateur and Commercial recordings)	Sound	Chris Clark, UK
	10:30 – 11:00	Tea and Refreshments		
	11:00 – 12:00	Cataloguing Process for Visual (Film & Television)	Video	Sue Malden
	12:00 – 12:30	Introduction to Metadata	Video	Richard Wright
	12:30 – 13:30	Lunch		
	13:30 – 14:30	Different applications in the broadcast world, national repositories and research collections.	Sound/Video	Chris Clark, UK
	14:30 – 15:00	Tea and Refreshments		
	15:00 – 16:00	Introduction to Storage and Retrieval Assessing Storage environment for Mixed Media Collections		Albrecht Haefner, Germany
	16:00 – 17:00	Storage Equipment and Technology: From Shelves to Near on-line Mass Storage. Development of Storage Technologies		Branko Bubenik
	17:00	Bus Leaves for Millpark Holiday Inn		

Preliminary Programme

THURSDAY
13 OCTOBER
2005



FIAT/IASA Southern African Workshop
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THURSDAY
13 OCTOBER
2005
DAY 4

DATE	TIME	ACTIVITY	PRESENTER
	08:00 – 08:30	Bus collects everyone at Millpark Holiday Inn for transport to SABC	
	08:30 – 09:00	Tea and Refreshments at workshop venue	<i>Piet Dempsey</i>
	09:00 – 09:45	Blue Order Presentation on Digital Archiving (include practical demonstration)	<i>Albrecht Haefner</i>
	09:45 – 10:30	Introduction to Access of Material	<i>Sue Malden</i>
	10:30 – 11:00	Sales and Marketing of Archives (General remarks)	
	11:00 – 12:00	Tea and Refreshments	<i>Mark Rosin, South Africa</i>
	12:00 – 13:00	Rights, including broadcasts and non-broadcast material (copyright and protection of the private sphere and other rights of the personality with regard to oral history and field recordings)	
	13:00 – 14:00	Lunch	<i>Patrick Ngulube (Academic)</i>
	14:00 – 15:00	Researchers (Academic and Commercial). What do they expect?	<i>Jan Horn (Commercial)</i>
	15:00 – 15:30	Tea and Refreshments	<i>Kevin Bradley</i>
	15:30 – 16:30	Low cost Digital Archives	<i>Ray Edmondson & Sue Malden</i>
	17:00	Ethics in Archives	
	17:00	Bus Leaves for Millpark Holiday Inn	

Preliminary Programme

FRIDAY
14 OCTOBER
2005



FIAT/IASA Southern African Workshop
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FRIDAY
14 OCTOBER
2005
DAY 5

DATE	TIME	ACTIVITY	PRESENTER
	08:00 – 09:00	Bus collects everyone at Millpark Holiday Inn for transport to SABC	
	09:00 – 09:30	Tea and Refreshments at workshop venue	<i>Deputy Minister: Ms Ntombazana Getrude Botha</i>
	09:30	Closure	<i>GM: RBF (SABC)</i>
	09:30 – 11:30	Busses leave for M-Net	<i>Mr. Gelfand Kausiyo</i>
	11:00 – 12:00	Practical visit SABC / M-Net	
	12:00	Back to the SABC	
	13:00	Busses leave for Soweto	
	15:00	Busses Arrive at Wandies in Soweto for Lunch	
	17:00	Busses Leave for Hector Peterson Museum and Soweto Tour	
	17:00	Busses Leave for Holiday Inn Millpark	