

# **DELEGATE HANDBOOK**

*Eight Meeting of the International Advisory Committee for the  
"Memory of the World" (MOW) Programme, Pretoria, South  
Africa*

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**Venue to be confirmed**

**PRETORIA, SOUTH AFRICA,**

**11 – 15 JUNE 2007**



**arts and culture**

Department:  
Arts and Culture  
REPUBLIC OF SOUTH AFRICA



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## A. GENERAL INFORMATION ON PRETORIA

Pretoria is situated in the Gauteng Province of South Africa.

Gauteng, where about 37,7% of the country's GDP is generated, is colourful, vibrant and dynamic. This is also where the gold capital of the world is situated. Most overseas visitors enter South Africa via the OR Tambo Airport in Kempton Park just outside Johannesburg. Johannesburg also nicknamed *Egoli* (place of gold), is a city of contrasts. Mine dumps and headgear stand proudly as symbols of its rich past, while modern architecture rubs shoulders with glorious examples of 19<sup>th</sup> century engineering prowess. The busy street ring out with the call of fruit sellers and street vendors and an exciting blend of ethnic and Western art and culture activities is reflected in theatres and open-air arenas throughout the city. Although the province is highly urbanised and industrialised, it contains wetlands of international importance, such as Blesbokspruit.

Some 50 km north of Johannesburg lies Pretoria. As administrative capital of the Republic, the city is dominated by government services and diplomatic corps of foreign representatives in South Africa. The pace of the city is relaxed and pervaded by a sense of history. Church Square, around which Pretoria developed, was the main venue for trade, recreation and religious gathering in the early days, and many buildings of historic and architectural importance have been retained.

### **The people**

Gauteng is the most densely populated province in South Africa. It is the smallest province (17 010 km<sup>2</sup>), but houses more than seven million of the country's people. The rate of urbanization is 97%.

Gauteng has the most important education and health centres in the country. There are several universities, technikons, technical colleges and training colleges. More than 60% of South Africa's research and development takes place in Gauteng.

### **Capital**

Johannesburg

**Principal languages**

SeTswana 41%, Northern Sotho 39,5%, Afrikaans 16,7%, English +-2,8%

**Basic statistics**

Population	7,35 million
% of total	18,1%
Area (km <sup>2</sup> )	17 0100
& of total	1,4%

**Agriculture and Industry**

Gauteng's agriculture sector is geared to provide the cities and towns of the provinces with daily fresh products, including dairy products, vegetables, fruit, meat, eggs and flowers.

A large area of the province falls within the so-called maize triangle. The districts of Bronkhorstspuit, Cullinan, and Heidelberg are important agriculture land, where Groundnuts, sunflowers, cotton and sorghum are produced. This summer-rainfalls area has hot summers and cold winters with frost. Hail is common during the summer thunderstorms. Snowfalls rarely occur in Gauteng is an integrated industrial complex with major areas of economic activity in five sub regional areas, namely the Vaal Triangle, the East, West, Central Rand, and Pretoria. The Vaal Triangle has a strong manufacturing sector; the West Rand concentrates on primary mining, and the central Witwatersrand is dominated by manufacturing and finance sector with mining capital playing a major role. All these sectors rely heavily on Vaal Dam on the Vall River, from whence water is piped across the province. Gauteng has the greater proportion of its labour force in professional, technical, managerial and executive position than any other province. Its economic magnetism draws a large inflow of migrant labour from poorer regions in the country. It is the province with the highest per capital income.

**B. AREA CO-ORDINATORS FOR THE MEETING**

For any information regarding invitations and attendance, please contact Ms Khanyi Ngcobo at +27 12 323-5300.

For any conference specific information, please contact Mr Corney Wright at +27 12 441-3703.

Alternatively, for any enquiry, please speak with the organizer in charge of this prestigious event: Ms Mandy Gilder at +27 12 323-5300.

## **C. GENERAL INFORMATION**

### **Access Control**

Access to all restricted areas will be under 24 hour security. Please note that only accredited delegates wearing identity passes will be given access.

### **Accreditation**

Delegates will receive accreditation cards that they must wear at all times.

The final accreditation plan will be available at a later stage.

### **Banking**

Banking facilities are available all around the city of Pretoria and at all shopping centres. Foreign Exchange facilities are available at all large shopping Centres as well as hotels. The largest banks in South Africa are ABSA, Standard Bank, Nedbank, and First National Bank.

### **Business and Shopping hours**

Business hours are generally from 08h00 to 18h00, Monday to Friday. Shopping hours vary, most shops are open from 08h00 to 18h00, Monday to Friday and from 09h00 to 17h00 on Saturdays. Some shops are open on Sundays between 09h00 and 13h00.

### **Climate**

In South Africa June is in the middle of the winter Season, The weather in Pretoria is cold in June. Delegates are advised to bring warmer clothes for during the day and evening. The weather can however be hot during the day. No rain usually happens in June.

### **Recommended Clothing**

Casual day clothes will be a recommendation. Although two evening functions will be held. A black tie event with the Minister of Arts and Culture and a farewell dinner with the Deputy Minister of Arts and Culture.

Cultural excursions are also planned. Please bring comfortable clothes for this purpose.

### **Transport**

Transport will be available for delegates (details and final transport plan with regards to transport from the airport, transport for excursion programme, and transport from the hotel and conference venue will be made available at a later stage).

### **Conference venue**

The conference venue will be confirmed in due course.

### **Accommodation**

Hotels and contact details where the delegates will be staying are:

Name of the Hotel/Lodge	The Farm Inn
Address	Lynnwood and Silver Lake drive
	<b>LYNNWOOD</b>
	<b>PRETORIA</b>
Contact Numbers	(012) 809 0266
Contact Person	Christal

Name of the Hotel/Lodge	Holiday Inn Arcadia
Address	Beatrix Street and Church Street
	<b>ARCADIA</b>
	<b>PRETORIA</b>
Contact Numbers	(012) 341 1571
Contact Person	Lerato

Name of the Hotel/Lodge	Holiday Inn Hatfield
Address	End Street and Pretorius Street
	<b>HATFIELD</b>
	<b>PRETORIA</b>

Contact Numbers (012) 342 1444  
 Contact Person Zolisa

### **Information Desk**

Information desks for the Conference will be available at the conference venue. As well as at all hotels accredited to the Conference (see above).

### **Medical Services**

Basic medical facilities (doctor on call) will be available at the conference venue. The sophisticated medical infrastructure in Pretoria guarantees a service of the highest level and security of all visitors. Please note that each delegate will be responsible for his/her own medical needs. The closest hospitals to the conference venue are:

Name of the Hospital	Wilgers Hospital
Address	Lynnwood and Simon Vernooting Drive
	<b>WILGERS</b>
Contact Numbers	(012) 807 0019
Contact Person	Reon

Name of the Hospital	Pretoria East Hospital
Address	Gasfontein and Netcare Road
	<b>MORELETA</b>
Contact Numbers	(012) 422 2300
Contact Person	Happy

### **Parking**

Parking will be available for delegates attending the Conference at the conference venue.

### **Places of Worship**

Most denominations are represented in the city. A list of places of Worship can be obtained from your hotel's reception desk.

### **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. Post offices are open from 08h00 – 16h30, Monday to Friday and on Saturday from 08h00 – 12h00. The Conference venue or your Hotel may however assist in this regard. Contact your information desk for more information.

### **Radio Stations**

Radio is a good way of keeping up to date with local news, weather, traffic reports, art and entertainment happenings. Tune into Metro FM 92.4, Jakaranda FM 94.2, Y-FM 99.2 and Highveld Radio 94.7 for a general idea of the views, opinions and social commentary.

### **Restaurants**

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

### **Museums**

Information and suggestions on local museums can be obtained from your hotel reception or tourist information Brochures will be available at your hotel.

### **Safety and Security precautions**

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

All hotels, the conference venue and banquet venue will be secured. Like in many countries around the world we do however encourage you to exercise caution:

- ◇ Don't answer the door in your 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 be easily stolen.
- ◇ Do not draw attention to yourself by displaying large amounts of cash, expensive jewellery, cameras, etc.
- ◇ Place all valuables in your room safe (where available).
- ◇ Check to see that any sliding glass doors or windows, and any connection



room doors are locked.

- ◇ If you see any suspicious activity, please report your observations to the nearest security and/or police official.
- ◇ Do not walk alone on streets, particularly after dark.

For your own safety utilise one of the security personnel on duty to accompany you.

### **Smoking**

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

### **Telephones**

There are many public phones scattered all over the city, hotels, surrounding areas, and at all post offices. Blue public phones operate on coins, while the green ones work on local Telkom phone cards, which can be purchased at many shops and post offices. Cellphones can be hired from the airport and other major centres. The area code for all telephone numbers in Pretoria is 012; those for other areas may be ascertained in the local directory, for example Johannesburg (011), Cape Town (021), Durban (031) and Port Elizabeth (041).