Draft Presentation Framework on Summit Preparations for GEO EXCO meeting

WASHINGTON DC, USA

Cabinet approval was granted for DST to host the Summit
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.
(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
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
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
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.
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
Roof Terrace Room for EXCO 27/11/07, sits up to 200 delegates classroom style. Refreshments at the foyer.
Auditorium 2 for Plenary 28-29 November. Sits up to 600 without tables and 320 with tables.
Entrance to the auditorium (foyer/Strelitzia Conservatory) to be used for exhibitions and refreshments

Dimensions: $285\text{m}^2 = 19 \times 15 \text{ (height +17m)}$
Strelitzia Conservatory (outside auditorium) for exhibitions and refreshments
Left entrance to the auditorium
Strelitzia Conservatory and Strelitzia Restaurant, dimensions: 315m² = 21 x 15 (height 4.3m)
Strelitzia Conservatory view from the top
Strelitzia view from the top
Staircase to the Grand Ball room, meeting rooms on the left and front. Ballroom on the right.
The Grand Ballroom, venue for Ministerial Summit 30 November 2007, sits up to 420 classroom style
Dimensions: 21m x 26m = 584 m²
Front of the Ballroom with adjustable stage
Dimensions: 8 x 1.2m x 2.4m