

**Communications and Social Change Conference
Forging Strategies for a New Century – Part II
Villa Via Hotel
Beach Road, Granger Bay 8002
P.O. Box 50041, Waterfront
Cape Town, South Africa
October 6-10, 1998**

Conference Details and Helpful Hints

Meeting Times

The conference begins with dinner at 6:30 p.m. (18:30) on Tuesday, October 6 and ends following lunch on Saturday, October 10. Please see your agenda for details.

Travel reimbursement

If the Rockefeller Foundation has agreed to reimburse you for your travel expenses, we will need original receipts for all expenses U.S. \$25 or more. We cannot make exceptions. To speed reimbursement, please bring these receipts with you to Cape Town. If you have received money wired to your accounts, we will still need to get the original receipts from you.

Airport Pickup

You will be met at the airport by a representative from the Magic Bus Transfer Company, based in Cape Town. If you have problems with the pickup, call Linda Benwell of Millenium Travel on her cell phone, 082 770 3476. Or the hotel's concierge can likely help you. If you really get stuck, call the hotel and ask for Brian Byrd of the Rockefeller Foundation.

Dress

Conference attire is business casual or native dress. There is one restaurant in the hotel that may require men to wear a jacket for dinner. You should bring comfortable walking shoes for the site visits. You will likely need a jacket for the evenings, as it does get cool at night.

Weather

It is early spring in South Africa. The temperatures are likely to be around 21° C/low 70s in the daytime, and around 11° C/low 50s at night.

Safety and security

While there have been incidences of violent crime in and around Cape Town, we believe that the Villa Via Hotel is perfectly safe. You should behave as you would in any major urban area: don't walk alone at night, don't carry expensive jewelry and valuables, and don't venture into areas you don't know without a local guide. We will be escorted on all our site visits.

American citizens should note the State Department's heightened travel alerts for many areas of the world following the bombings in Kenya and Tanzania.

Health and Medical

Emergency medical facilities are good in the Cape Town area. You should make sure your health insurance covers travel to other countries and that you bring any necessary medical cards. It is likely that some coverage will not apply in South Africa and that, in the unlikely event that you need medical care, you will have to pay in cash.

A certificate of yellow fever vaccination may be required for entry if you are coming from a country in tropical South America or sub Saharan Africa. There is no risk of yellow fever in South Africa.

Taking prescription antimalaria drugs and protecting yourself against mosquito bites (using repellents) is always wise. There is, however, no reason to suspect that any of the areas where we're travelling have problems.

Hotel phone and fax numbers

Villa Via phone number: 27 21 418-5729

Fax number 27 21 418 5717

Departure arrangements

The Magic Bus Transfer Company will also take us back to the Cape Town airport on Saturday. If we have not received your completed itinerary sheets, please fax them immediately to Karen McAndrew, 212-852-8441. You don't want to be left in Cape Town!

Bios

Please fax your bio or vitae to Karen McAndrew, 212-852-8441 no later than Wednesday, September 30. We will distribute them in Cape Town.

Translation

The conference will be conducted in English. We will have French, Chinese and Korean translators available.

Wandering around Cape Town

We suggest you consult the hotel's concierge for directions, to arrange taxis, and to recommend the safest ways to travel. Travel in pairs or groups when possible.

Side Trip to Johannesburg -- Optional

We will be staying Saturday night at the Park Hyatt Hotel in Johannesburg. Vans will pick us up Sunday morning at 8:30 a.m. for the trip to Alexandra. The visit will conclude by 11:30 a.m. and we will be transported back

to the Park Hyatt. We are exploring transportation from the Park Hyatt to the Johannesburg airport on Sunday afternoon.

Meals

We will not serve any pork and each meal will have a choice of vegetarian and meat dishes. If you have other special meal requests, please let Karen McAndrew know by October 1 (kmcandrew@rockfound.org).