

PLANNING COMMITTEE
DECEMBER 1960 CONFERENCE OF THE WORLD COUNCIL OF CHURCHES
C/o P. O. Box 97 JOHANNESBURG Telephone: 835-1781
Telegrams: Ubuntu S.Africa 9th November, 1960.

TO ALL DELEGATES TO THE DECEMBER CONFERENCE

INFORMATION LETTER NO. 5.

1. VENUE:

We are happy to announce that we have found a suitable venue for the Conference: the University of the Witwatersrand has kindly placed the University Residence at Cottesloe at our disposal, both for the Conference itself and for the accommodation of the delegates. (See the enclosed sketch for the exact venue).

2. ACCOMMODATION:

We have reserved single rooms for all delegates at Cottesloe as we are working on the assumption that all delegates will live on the Conference premises for the duration of the Conference. All meals will also be served here.

Board and lodging will be £1.10.0. a day for each delegate, i.e. £12.0.0. per delegate for the eight days of the Conference. The eight member churches kindly undertook to pay the travelling and subsistence expenses of all their delegates and we have asked them to send the boarding fees to us.

All linen etc. will be provided. There are plugs for electric razors. (15 amp. 220 volts).

Accommodation will be available from Tuesday-evening, 6th December, till Thursday-morning, 15th December, for those who have to arrive early and leave late.

3. LAUNDRY:

Laundry will be collected twice during the Conference. Delegates are asked to bring suitable laundry bags and to ensure that their clothing is CLEARLY MARKED.

Delegates are also requested to bring their own shoe polish and brushes.

4. CONFERENCE ADDRESS:

The address will be:-

c/o Conference of the World Council of Churches
University Residence,
Eagle Street,
Cottesloe,
JOHANNESBURG.

Incoming mail will be distributed daily and arrangements will be made for despatching letters and telegrams daily. Postage stamps will be available but we do ask delegates to bring their own stationery (ink, paper, postcards, etc).

5. TELEPHONES:

There will be two public telephones for the use of delegates. The numbers will be 31-1590 and 31-2433.

6. PARKING:

For those who come by car there will be sufficient parking space on the premises but not under roof.

7. THE PRESS AND THE CONFERENCE.

The Conference will be a closed one and we therefore must appeal to delegates (a) not to give the press any of the Conference documents and (b) not grant personal interviews to the press on Conference matters. The possibility of issuing a daily press bulletin, approved by the Conference, will be considered.

8. WHERE TO REPORT ON ARRIVAL:

Signboards will be placed at conspicuous places on the premises and guides will meet delegates at the Eagle Street entrance - see the attached sketch.

9. QUESTIONNAIRE:

Kindly complete the enclosed questionnaire and return it to me immediately.

F.J. van Wyk,
HONORARY SECRETARY.