



Workshop Administration form (Example)

Participant's information sheet

Workshop information	
Workshop name/title	Media Training
Dates	12 October – 14 October 2013
Workshop venue	GL Cottages
Phone	(011) 487 2829
Fax	(011) 487 2829
Physical address	30 Gill Street, Observatory
Travel Information	
Arrival into Johannesburg	11 October 2013 at 15h00
Departure schedule	14 October 2013 at 18h00
Pick up from Johannesburg OR Tambo airport	11 October 2013 at 15h00
Accommodation Information	
Hotel name(s) and number(s)	GL Cottages
Rooming	Lemon Cottage
Distance from Hotel to workshop venue/ arrangements made	20kms
Johannesburg weather	Warm weather (You will need some warm clothes because it gets cool in the evening)
Costs	
Airport tax/Visa reimbursement	R100
Meals/per diem	All meals will be provided. If not, R100 for Lunch and R150 for dinner
Travel in your home country	
Workshop coordinating contacts	
1. Wendy Harrison – Workshop Coordinator 0789 726668	
2. Julian Kentuha – Logistics Coordinator 0789 72778	
3. David Khumalo – Driver 0789 72117	