

## **THE SCENARIO MANUAL**

- a manual of all scenarios, outlining all movements of the principal participants and motorcades during the summit, for distribution on a "need-to-know" basis prior to the summit.

## **ACCREDITATION FORMS**

- a form to be completed by all delegates, media, staff, and any other persons requiring access to a secure area, for distribution with the aide memoire three to four months prior to the summit.

## **FACILITIES CATALOGUES**

- comprehensive catalogues prepared by the Conference and Site Preparations section outlining floor plans and inventory requirements, distributed as a working document for use prior to the summit.

## **MOVE-IN/MOVE-OUT SCHEDULE**

- detailed chronological schedule of all equipment and supplies moving in and out of the summit sites, and all work scheduled, distributed as a working document for use prior to the summit.

## **VOLUNTEER TRAINING MANUAL**

- a quick reference manual for volunteers, outlining duties and other relevant information, for distribution during their training programme prior to the summit.