

APPENDIX E

PUBLICATIONS

The following is a listing of sample publications (including brief descriptions) which have been published for past summits:

THE AIDE MEMOIRE

- a document prepared for early distribution (three to four months prior to the summit) to participating countries outlining the preparations and facilities for the summit/conference, and requesting accreditation, accommodation and transportation information from the delegates.

MEDIA AIDE MEMOIRE

- the document prepared for early distribution (three months prior) to participating media outlining the preparations and facilities for the summit/conference as it applies to the media, and requesting accreditation, accommodation and transportation information from the media.

OFFICIAL PROGRAMME

- a pamphlet providing a brief outline of the delegates' programme on a daily basis, for distribution at the summit.

MEDIA PROGRAMME

- a pamphlet providing a brief outline of the medias' programme on a daily basis, for distribution at the summit.

DELEGATES' HANDBOOK

- a quick reference for delegates, describing the facilities that are provided in and around the meeting site, as well as certain other relevant information, for distribution in the delegates' kit at the summit.