III SETTING THE STAGE

	A	Involving Other Levels of Government Is a Site Office Required?	39 39 40
	В	Developing the Official Programme	42
	С	Developing the Special Programmes Delegates' Programmes and Services The Spousal Programme Volunteer Recruitment and Placement The Guest List and Invitation Section	44 44 45 46 47
	D	Selecting the Sites Reviewing Site Selection Decisions	49 50
	E	Security Requirements Securing the Sites Just How Secure can the Sites get? Transporting the VIPs	51 51 52 52
IV.	PREPARATORY PHASE		
	A	The Preparatory Phase	57
	В	Preparing the sites Main Meeting and Auxillary Sites Construction Time Factors Site Enhancement and Materiel Management Communications Licensing Agreements	59 60 61 62 63 64
	С	Logistical Requirements The Liaison Function Aide Memoire and Advance Visits Recruitment and Training of Liaison Officers Accommodation Allocation of Rooms Hospitality Arrangements VIP Hospitality	66 66 67 69 69 71 71
		Room Management	72