

- ii. The Conference Services (hospitality) section is responsible for all food service arrangements at every site; overseeing of hospitality events, setting of menus, arrangements with caterers, budgeting, and liaison with the host (Prime Minister or Ministers') offices; all other delegate/media ancillary services (banking etc); medical arrangements; design and decoration and furnishing of main meeting rooms and VIP offices, including the site enhancement program; room management; ceremonial elements.

CONFERENCE AND SITE PREPARATIONS

