



**DEPARTMENT OF ARTS AND CULTURE  
KWAZULU-NATAL ARCHIVES**

**INVITATION TO ATTEND THE DEPARTMENT OF ARTS AND  
CULTURE CONFERENCE: "INFORMATION FOR COMMUNITY  
DEVELOPMENT"**

**Venue : THE INKOSI ALBERT LUTHULI INTERNATIONAL  
CONVENTION CENTRE (ICC), DURBAN**  
**Date : 9<sup>th</sup> & 10<sup>TH</sup> DECEMBER 2009**

KwaZulu-Natal Archives, in collaboration with the South African Preservation and Conservation Group, South African Museums Association and the International Council of Museums is hosting a **preservation workshop** as part of their annual conference. The workshop has been structured to provide archivists and heritage professionals with practical guidance on key issues relating to preservation.

The following topics will be covered:

- Care of paper
- Care of photographs
- Integrated pest management
- Copyright on photographs
- Disaster management
- Construction of phase boxes
- Mounting displays

The emphasis will be on equipping delegates with a basic practical knowledge that will enable them to put the knowledge gained at the workshop into immediate use in their work environment. The workshop will also include a question and answer session by a panel of experts. Delegates are invited to bring an item (or photographs of the item) with them to the session and the panel will give advice on how best to deal with it.

A certificate of attendance will be issued to all delegates.

Attendance at the workshop will cost R300-00. The workshop runs from 08h30 until 16h00 on 9 December, and 09h00 until 16h00 on 10 December. It includes all teas and lunches. Travel and accommodation is the responsibility of delegates.

**Early booking is essential as the number of seats are limited. The closing date for registration is 23 November.**

Payment of R 300-00 to be made in to the following account:

SAPCON (East regional branch)

Name of Bank: ABSA Musgrave Branch (Durban)

Name of the account: SAPCON (EAST REGIONAL BRANCH)

Account Number: 4074942478

Branch code: 632005

Please fax or e-mail proof of payment to Mrs Mabaso at the address below.

Please use the attached registration form to register.

Enquiries:

Mrs Sibongile Mabaso

Phone: 033-3424712 or fax: 033 3944353

Email: [mabasos@kzndac.gov.za](mailto:mabasos@kzndac.gov.za).

**KZN DEPARTMENT OF ARTS AND CULTURE:**

**REGISTRATION FORM: PRESERVATION WORKSHOP**

**Date:** 9<sup>th</sup> & 10<sup>th</sup> DECEMBER 2009  
**Venue:** The Inkosi Albert Luthuli International Convention  
Centre (ICC), Durban

NAME OF DELEGATE: .....

POSITION HELD IN YOUR ORGANISATION:

.....

NAME OF INSTITUTION: .....

POSTAL ADDRESS: .....

.....

.....

TEL: .....

FAX: .....

E-MAIL: .....

Please indicate if you have dietary preferences:

.....

**HOW WOULD YOU LIKE YOUR NAME TO APPEAR ON THE CERTIFICATE?**

.....

**Signed:**..... **Date:** .....

**Fax or e-mail a copy of this FORM and a copy of your DEPOSIT SLIP to Mrs S Mabaso at 033 3944353 / [mabasos@kzndac.gov.za](mailto:mabasos@kzndac.gov.za) BEFORE 23 NOVEMBER.**