

FOURTH NATIONAL CONFERENCE ON EXCHANGE OF PERSONS

SPONSORED BY THE INSTITUTE OF INTERNATIONAL EDUCATION IN COOPERATION WITH 150
NATIONAL PARTICIPATING AND OBSERVER ORGANIZATIONS

SAN FRANCISCO, CALIFORNIA, NOV. 30 - DEC. 3, 1960

CONFERENCE SECRETARIAT: Institute of International
Education, 1 East 67th Street, New York 21, N. Y.,
LEhigh 5-3400 Cable Address: INTERED

MEMORANDUM

June 1, 1960

TO: Potential Participants, Fourth National Conference on Exchange of Persons
FROM: Kenneth Holland *KH.*
SUBJECT: Conference Plans

Many of you received an announcement of the Fourth National Conference on Exchange of Persons to be held at the Jack Tar Hotel in San Francisco from November 30 to December 3. The response to this announcement has been most heartening, and we anticipate a numerous and able group of Conference participants.

Preliminary Program; Memorandum on Conduct and "Coverage" of Discussion Groups

The enclosed preliminary program identifies the topics to be considered in plenary sessions and discussion groups. Invitations are currently being extended to a number of distinguished foreign and American leaders to speak at the Conference. We have been pleased by acceptances from Paul Hoffman, Managing Director of the United Nations Special Fund, and Franklin D. Murphy, Chancellor-designate of the University of California at Los Angeles, who will serve as panelists at the Friday morning plenary session discussion of "Educational Co-operation with Other Nations--The U. S. Role." Others invited to participate in plenary sessions include Mrs. Indira Gandhi of India; Governor Luis Munoz Marin of Puerto Rico; Edward R. Murrow of C. B. S.; Julius K. Nyerere, President of the Tanganyika African National Union; and Galo Plaza, former President of Ecuador.

Also enclosed is a description of the subject matter to be covered in the various discussion groups at the Conference. Since the groups in each series will meet simultaneously, it will be necessary for delegates to choose among them. Please be sure to indicate on the enclosed preliminary registration card which of these groups you plan to attend so that we may assign meeting rooms according to the size of the group indicating advance interest in the topic to be discussed.

Preliminary Registration Card; Award Dinner Reservation Card

If you are planning to attend the Conference, please fill out and return the enclosed blue preliminary registration card. The Conference registration fee of \$10 may be enclosed or mailed later. Although payment will also be accepted at the time of final registration for the Conference, the collection of fees greatly delays the registration process.

Persons planning to attend a single session of the Conference may register as "observers" at the time of the Conference. There will be a registration fee of \$3. It is not expected that observers will attend the reception for Conference delegates, nor will they receive documentation or materials prepared for Conference delegates.

The enclosed white card is for your convenience in reserving one or more places at the traditional IIE Award Dinner to be held on Friday evening, December 2. Those of you who attended the Third National Conference in Washington, D. C., will recall that Vice President Nixon's presentation of the Institute's Awards for Distinguished Service in support of exchange of persons programs was a highlight of this Conference.

Reservations for the Dinner will be honored in the order in which they are received. I urge you to make your reservations early, since the capacity of the Grand Ballroom at the Jack Tar Hotel is limited. In the event that reservations for the Dinner exceed the number which can be accommodated in the Ballroom, consideration will be given to the possibility of installing closed circuit television in an adjoining room, where an identical dinner will be served, so that all delegates who wish may observe the presentation of Awards.

There will be a charge of \$8 per person for the Award Dinner. You may pay this in advance or at the time of final registration.

An envelope addressed to IIE is enclosed for your convenience in returning both the registration and Award Dinner reservation cards.

Hotel Facilities and Accommodations

Almost all sessions of the Conference will be held at the new Jack Tar Hotel at Van Ness and Geary Avenues in San Francisco. The hotel offers excellent meeting facilities as well as such attractions as an outdoor swimming pool.

Delegates are requested to make their own arrangements for hotel accommodations. A reservation card for the Jack Tar Hotel, which is holding a substantial block of rooms for Conference delegates at special rates, will be mailed to prospective delegates in early fall, along with a list of recommended alternative hotels offering accommodations at somewhat lower rates.

Background Paper and Other Materials

A background paper on the exchange-of-persons activities of foreign nations will be distributed in September, along with a list of Conference speakers and other pertinent materials. Since this information will be sent only to persons from whom we have received preliminary registration cards, I hope you will return your card without delay.

It would be good to know that we may look forward to having you with us in San Francisco.