

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

IMPORANT

October 27, 1960

TO: Participating and Observer Organizations

FROM: Mrs. Pearl G. Purcell, Chief of Secretariat *Pgp*

SUBJECT: Exhibit of Materials at Fourth National Conference

This is to invite you to contribute materials on the work of your organization for display at the Fourth National Conference on Exchange of Persons. As you will recall from previous communications, the Conference is to be held in the Jack Tar Hotel, San Francisco, from November 30 through December 3. A participation of approximately 1,000 persons from the United States and abroad is anticipated.

We are pleased to inform you that the World Affairs Council of Northern California has kindly agreed to assume responsibility for arranging the display of materials submitted by the Participating and Observer Organizations. The exhibit will be mounted in the lobby of the Conference Floor of the Hotel.

If you are interested in participating in this display, please observe the following:

Kinds of Materials Which May be Submitted: You may send any materials which can be laid flat or displayed in a rack, including publications; stand-up displays cannot be handled.

Please supply either materials which are free for distribution to Conference delegates or sets of "sample" copies for display. No materials will be returned to the exhibitor.

Size and Quantity of Materials: Four square feet of space will be made available to each exhibitor.

Identification of Exhibiting Organizations: The World Affairs Council will provide identifying cards for each organization participating in the exhibit.

Procedures for Submitting Materials: If you plan to participate in the exhibit, please:

(1) Write directly to Mr. Calvin J. Nichols, World Affairs Council of North California, 421 Powell Street, San Francisco 2, California, not later than November 10. Your letter should indicate (1) the exact title of your organization, (2) the exact titles of the materials you plan to ship; and (3) the quantity of each material you plan to ship.

(2) Ship your materials to:

Fourth National Conference on Exchange of Persons
Consigned to Calvin J. Nichols
Jack Tar Hotel
Van Ness and Geary Avenues
San Francisco, California

Shipments will be accepted on or after November 23 and must arrive by November 29. Materials arriving before November 23 are liable to be misplaced; materials arriving after November 29 will not be displayed.

Thank you very much for your cooperation. We are confident that, with the assistance of the World Affairs Council, an interesting and effective display will be assured.