

THIRD NATIONAL CONFERENCE ON EXCHANGE OF PERSONS

MAYFLOWER HOTEL, WASHINGTON, D.C., JAN. 28-31, 1959

SPONSORED BY the Institute of International Education in cooperation with 130 Participating and Observer Organizations

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

MEMORANDUM

January 28, 1959

TO: Conference Delegates

FROM: Pearl G. Purcell, Conference Director

SUBJECT: Conference Facilities and Services

Conference Information

Inquiries concerning any aspect of the Conference should be directed in the first instance to the Conference Information Desk in the Promenade. If necessary, questions will be referred by this desk to the Conference Secretariat which is located in Rooms 282-283 of the Hotel.

Messages and Telephone Calls

Messages for Conference delegates should be left at the Conference Information Desk in the Promenade.

Delegates' Lounge

Throughout the Conference, the North Room on the main floor of the Hotel will be used as a Delegates' Lounge. Coffee will be served on Wednesday, January 28, from 9:30 to 11 a.m.

Information on Exchange Programs

Members of the Institute staff will be available to answer general inquiries on exchange of persons programs from 9:30 a.m. to 12 noon and from 2 p.m. to 5 p.m. on Wednesday, Thursday, and Friday in the Delegates' Lounge (North Room). Literature on exchange activities will be available at this desk in limited quantity.

Award Dinner Reservations

A special table for Award Dinner reservations is set up in the Promenade. Reservations will be accepted until 4 p.m. on Friday. No one will be admitted to the Dinner without a reservation. Delegates planning to bring their husbands or wives should obtain separate Admission Cards for them at the Award Dinner table. Since seating at the Dinner will be pre-arranged, seating preferences, if any, should be made known to the staff at the Award Dinner table.

Badges

Delegates, observers, staff, and representatives of the press are requested to wear their badges at all times. No one will be admitted to the plenary session at which the President speaks without a badge.