MEMORANDUM

TO: Arturo Morales Carrion

FROM: Kenneth Holland

SUBJECT: Waiver of Fees

This is to express the hope of the Institute that you will accept our invitation to participate in the Third National Conference on Exchange of Persons on a complimentary basis. As our guest, you will be exempt from payment of the Registration Fee of $5.00. In addition, I hope that you and your spouse will plan to attend the annual Award Dinner on Friday evening, January 30th, as our guests.

In filling out the enclosed Preliminary Registration Card, please disregard the section pertaining to the payment of Conference fees. My staff has been informed that your participation is on a complimentary basis and will stamp the card accordingly upon its receipt.
Workshops and Clinics

The enclosed memorandum describing the purposes, operation, and coverage of the Conference workshops and clinics should help you to reach a decision concerning the sessions you want to attend prior to returning the Preliminary Registration Card on which your preferences are to be indicated.

Meeting facilities at the Mayflower Hotel are limited. Since we anticipate heavy registration for the Conference, it may become necessary to stop registration for particular workshops or clinics when facilities will no longer meet the demand. Promptness in returning the enclosed Preliminary Registration Card will help to assure your participation in the workshops and clinic of your choice.

Preliminary Registration Card

If you plan to attend the Conference, please fill out and return the Preliminary Registration Card without delay. Spouses who plan to attend Conference sessions in addition to the Award Dinner should register separately. We shall supply additional Preliminary Registration Cards upon request.

Conference Fees

The Conference Registration Fee is $5.00 per person. We hope that it will be convenient for you to send this when returning the Preliminary Registration Card, since the collection of fees at the time of final registration would impede the registration process.

The charge for attendance at the Award Dinner will be $7.50 per person. Upon receipt of your remittance we shall send you an Invitation Card to serve as a basis for your admission.

We shall refund the Registration Fee to any delegate paying in advance who is unable to attend the Conference. Payment for the Award Dinner will be refunded to persons canceling before January 28, but we cannot refund payment to persons canceling after that date.

Costs of Travel and Maintenance

I regret to inform you that no funds are available to assist delegates in covering the costs of travel to Washington or maintenance during the period of the Conference. Please note, however, that the enclosed memorandum on hotel accommodations lists a number of hotels in the vicinity of the Mayflower offering satisfactory accommodations at low cost.

Subsequent Mailings

Upon receipt of your Preliminary Registration Card, we shall place your name on a list to receive further information concerning Conference plans. Persons returning the Preliminary Registration Card will receive in advance of the Conference a preliminary roster of Conference speakers, panelists, and resource persons, as well as discussion outlines for the workshops of his choice.

This Conference is the third in a series of national meetings which have made a significant contribution to the development of international exchange. I hope that you will plan to attend and that we may look forward to having you with us in Washington.
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

November 25, 1958

MEMORANDUM

TO: Delegates to the Third National Conference on Exchange of Persons

FROM: Kenneth Holland, President, Institute of International Education

SUBJECT: Registration for the Conference

Enclosed you will find certain materials pertaining to the Third National Conference on Exchange of Persons which the Institute of International Education is sponsoring, in cooperation with approximately 130 national Participating and Observer Organizations, in Washington, D.C., January 28-31. Included are a Preliminary Program, a Preliminary Registration Card, a memorandum on workshops and clinics, a memorandum on hotel accommodations, and a business reply card for your convenience in reserving accommodations at the Mayflower Hotel.

The Conference Program

The theme of the Conference, which will mark the 40th anniversary of the founding of the Institute, is "World Progress Through Educational Exchange." The Conference will provide an opportunity to consider the 20-year record of United States cultural relations with foreign nations, the contribution of current exchange programs to international understanding and progress, and plans for future exchange activities. Workshops and clinics will, in addition, provide opportunities for concentrated discussion of the goals and techniques of international exchange.

We anticipate the participation of approximately 1,000 persons from all sections of the United States, including leaders in education, the arts, labor, religion, business and industry, the professions and government.

Among those who have to date accepted our invitation to speak at the Conference are: Chester Bowles, United States Representative-elect and former United States Ambassador to India; Robert W. Dowling, Chairman, Board of Directors, American National Theater and Academy; Senator J. William Fulbright; Edward Litchfield, Chancellor of the University of Pittsburgh and Chairman of the Board of the Governmental Affairs Institute; Herbert L. Matthews, Editorial Board, The New York Times; H. Philip Mettger, Vice President and Secretary, Governmental Affairs Institute; Senator Karl Mundt; Edward R. Murrow, news analyst and commentator; Mrs. Eleanor Roosevelt; Dean Rusk, President, The Rockefeller Foundation; George Shuster, President, Hunter College; and Miss Blanche Thebom, Metropolitan Opera Company.

Annual Award Dinner

Among the highlights of the Conference will be the Award Dinner on Friday, January 30, at which the Institute will present its annual Distinguished Service Awards for significant contribution to international understanding through support of exchange activities. Awards will be made to a private organization; a business corporation, a university, a community, and an individual.

Conference delegates and their spouses are cordially invited to attend.