MEMORANDUM

IMPORTANT

TO: Workshop Chairmen, Rapporteurs, and Panelists,
Third National Conference on Exchange of Persons

FROM: Kenneth Holland

SUBJECT: Preparation for the Workshops

I have tried to write each of you personally to say how pleased we have been by your acceptance of our invitation to serve on a Workshop panel at the Third National Conference on Exchange of Persons. This memorandum is to request your assistance in preparing for the Workshop sessions and to define the role of Workshop panelists at the Conference.

Coverage of Workshops

I am enclosing a memorandum on Workshops and Clinics at the Conference which defines the area "covered" by each of these sessions. You may find it helpful in planning your presentation.

Role of Chairmen, Rapporteurs, and Panelists

We are asking each panelist -- including the Chairman and Rapporteur of each Workshop -- to open the discussion with a five-minute statement of what seem to him to be the most challenging and important problems in the area covered by the particular Workshop. I expect that each of you will want to prepare your remarks in advance of the Conference, at least in outline form. We in this office will not expect to receive in advance of the Conference the text of your remarks, but it may be that the Chairman of each Workshop will wish to ask his panelists for an outline or text of their presentations in order to plan the course of the discussion.

We shall be dependent on the Rapporteur of each Workshop for a summary record of the discussion and recommendations in his session. Unfortunately we anticipate that the important task of recording valuable comment and suggestions will largely preclude active participation in the discussion by the Rapporteur following his initial presentation.

We shall arrange to meet with all Chairmen and Rapporteurs early in the Conference to discuss preparation of the Workshop reports which will serve as a basis for presentation of the Workshop findings at the concluding plenary session.
on Saturday morning.

Planning the Discussion

I sincerely hope that each Workshop Chairman will find it possible to call together his panelists, including the Rapporteur, for a planning session prior to the Workshop itself. We shall send the names and addresses of all panelists to each Chairman in advance of the Conference so that he may write his panelists proposing a date and hour for the planning meeting. Our staff will be pleased to assist the Chairmen in arranging these meetings at the Mayflower Hotel upon request.

It would be helpful to us and to the Chairmen if each of you will send us the date and hour of your proposed arrival in Washington.

Discussion Outline

Enclosed you will find a draft Discussion Outline for your particular workshop. Will you please review this and return it to us with your comments and suggestions of additions, revisions or eliminations not later than Wednesday, January 14. We shall incorporate your suggestions, to the extent possible, in the final version of the Discussion Outline for each Workshop.

Biographical Sketch

In order to assure correct introductions and for publicity purposes, we would like from each of you a brief biographical statement. If this is available in duplicate, please send two copies. The deadline for receipt of these is also January 14.

Program and Roster of Speakers

I am enclosing a Revised Preliminary Program and a roster of speakers, panelists, and resource persons as of December 30, 1958. If you are not correctly identified in the mimeographed roster, I hope you will let me know so that there will be no error in the final printed Program.

Registration

We look forward to receiving your Preliminary Registration Card. If, for any reason, you have not received this card, please let us know. I hope that you and your wife or husband will plan to attend the Award Dinner as our guests. As I hope I have indicated to each of you, your participation in the Conference and at the Award Dinner is on a complimentary basis.

I look forward to working with you at the Conference.
SUMMARY OF ACTION ITEMS

Please:

1. Send us the date and hour of your arrival in Washington.
2. Return the draft Discussion Outline with your comments by January 14.
4. Check the roster of panelists to assure your correct identification.
5. Return the Preliminary Registration Card if you have not already done so.

Thank you.

K.H.