

THE WHITE HOUSE CONFERENCE "TO FULFILL THESE RIGHTS"

1800 G Street, N. W.  
Washington, D. C.  
Tel: 737-9010

May 31, 1966

MEMORANDUM FOR CONFEREES

We hope that the following will provide you with all the information you need. If you need any further information or assistance, members of the staff will be on hand to assist you.

TICKETS FOR THE CONFERENCE

At the time you registered for the Conference you were given a book of tickets. The tickets assigned to you are numbered and have a line for your signature. Please sign all tickets immediately. These tickets are not transferrable and must be presented at the door of each meeting room and other function.

If a book of tickets -- or a ticket -- is lost, please report the loss immediately to the Conference Registration Desk.

BADGES

Every conferee was issued a badge at the time of registration. It is requested that your badge be worn throughout the Conference. Persons without badges will not be admitted to the meetings or functions.

INFORMATION DESK

An Information Desk is located in the Concourse of States, Sheraton Park Hotel, and in the Main Lobby of the Shoreham Hotel. Staff is assigned there to answer questions. The Information Desk will also serve as a point for leaving and receiving messages. Conferees should check at these locations for messages during the Conference.

BUS SERVICE

Bus service will be provided from the Sheraton Park Hotel to the Shoreham Hotel for conferees of Committees meeting in the Shoreham Hotel immediately after the opening session. It is requested that those holding Committee assignments at the Shoreham Hotel go promptly to the front entrance of the Sheraton Park Hotel where the buses will be waiting so that the first Committee meeting may start on time. Your registration kit includes a schedule of bus transportation between hotels.

### RECEPTION

An informal reception will be held in Sheraton Hall, Sheraton Park Hotel, May 31st, from 6:30 to 8:00 p.m. This will afford conferees an opportunity to get acquainted before the Conference meetings begin.

### OPENING MEETING

The Conference will open promptly at 9:00 a.m., Wednesday morning, June 1st, in Sheraton Hall, Sheraton Park Hotel. The Vice President will speak at this meeting and everyone must be seated by 9:00 a.m.

### COMMITTEE MEETINGS

Each conferee has been assigned to a working committee and should remain with that Committee throughout the Conference. Each Committee will discuss the full agenda and have an opportunity to bring up other matters. You are urged to attend each Committee session. See your Program for the schedule of Committee sessions.

### LUNCHEONS

Luncheons have been arranged for all participants on June 1st and June 2nd. Conferees of Committees I, II, III, IV, V, and VI will lunch in Sheraton Hall, the Sheraton Park Hotel. Conferees of Committees VII, VIII, IX, X, XI, and XII will lunch in the Regency Room of the Shoreham Hotel. There will be no formal program. Tickets for these functions are included in your book of tickets and must be presented at the door.

### DINNER MEETINGS

A dinner meeting will be held in Sheraton Hall, Sheraton Park Hotel, June 1st at 8:00 p.m. The speaker will be the Honorable Thurgood Marshall, Solicitor General of the United States.

A dinner meeting will also be held in Sheraton Hall, Sheraton Park Hotel, June 2nd at 7:30 p.m., and will close the Conference.

### LITERATURE ROOMS

A broad variety of literature related to the subject areas of the Conference has been assembled from government and private sources and is on display in the Potomac Lounge, Sheraton Park Hotel (just off main registration area) and the Heritage Room, Shoreham Hotel (off Lower Lobby).

A considerable amount of this literature is available for distribution. Information staff in the literature room will assist you to order other materials which could not be provided in quantity, and will endeavor to answer questions about specific programs discussed at the Conference.

EXHIBIT

A photo exhibit is on display in the Esplanade entrance to Sheraton Hall, the Sheraton Park Hotel, which dramatically portrays the conditions which this Conference is attempting to overcome.

REFRESHMENTS

Coffee will be available in each Committee room throughout the meetings through the courtesy of the National Coffee Association and the Pan American Coffee Bureau; Coca-Cola and other soft drinks will be available through the courtesy of the Coca-Cola Company.

HOTEL EXPENSES AND CHECK OUT TIME

For those wishing to leave Washington immediately after the final dinner session, arrangements have been made with the Hotels for a late check-out time of 7:00 p.m. Central storage for your luggage has been arranged and upon checking out the Hotel will assist you in placing your luggage in this area.

All hotel charges are to be paid by each Conferee. No expenses for hotel accommodations, room services, telephone calls, etc. are to be charged to the White House Conference "To Fulfill These Rights."