

**MEMO# 3535**

February 21, 1992

## MEETING ON MARCH 11

February 21, 1992 TO: HUMAN RESOURCES AND TRAINING WORKING GROUP NO. 2-92 RE: Meeting on March 11 \_\_\_\_\_ Enclosed is an agenda for our meeting on March 11, at the Omni Shoreham Hotel in Washington, DC. If you have not made previous plans to attend, we hope you will do so. For those of you arriving the evening of March 10, we have planned a dinner at a restaurant across the street from the Omni Shoreham Hotel. The dinner will begin at 7:00 pm and we hope you will be able to join us. To help defray the cost of the dinner, a \$40 fee will be assessed. Please refer to the enclosed schedule for the specific address of the restaurant. We have arranged for a representative from the United States Equal Employment Opportunity Commission to be our guest luncheon speaker. Also, for the business session in the afternoon, Michael Festa of the Keystone Group will have a presentation on employee opinion surveys. If you plan to attend the dinner and/or meeting and have not sent us your registration, please complete the enclosed form and return it to the Institute. We look forward to seeing you next month. Thomas S. Simmons Vice President -Administration  
Enclosures

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