

MEMO# 3430

January 15, 1992

NEXT MEETING

January 15, 1992 TO: HUMAN RESOURCES AND TRAINING WORKING GROUP NO. 1-92 RE: Next Meeting _____ The next meeting of the Human Resources and Training Working Group will be held on March 11, 1992, beginning at 10:00 am. The meeting will be held at the Omni Shoreham Hotel which is located at 2500 Calvert Street, NW, in Washington, DC. We expect the meeting to end by 3:00 pm. You will receive a full agenda and necessary reports prior to the meeting. However, we envision the following schedule: 10:00 am Task force progress reports 10:45 am - 12:30 pm Meetings of task forces 12:30 pm - 2:00 pm Lunch, with guest speaker 2:00 pm Wrap-up business session For the luncheon, we are attempting to arrange for a speaker from the EEOC who would bring us up to date on current issues and answer your questions. To help us get to know one another better and to permit more time for one-on-one exchange, we are scheduling an informal dinner gathering for members of the working group on the evening before the meeting. The dinner will begin at 7:00 pm and we will advise you later of the location. To help defray the cost of the dinner, please bring a check for \$40 with you. Please complete the enclosed registration form and return it to Gretchen Bach at the Institute by February 17. Please indicate on the form if you will be attending the dinner and also indicate which task force meeting you will attend. A special room rate of \$110 has been arranged at the Omni Shoreham Hotel. To make your reservations, please call the hotel directly, by February 19, at 202/234-0700 and specify that you are attending the Institute meeting. If you have any questions, please call me, Sheila Shamp or Stephanie Brown. We look forward to seeing you in March. Tom Simmons Vice President-Administration Attachment

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