

Smithsonian Institution*Office of the Counselor for Latino Affairs*

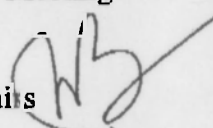
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MEMORANDUM

DATE: September 27, 1996

TO: Latino Museum Directors Attending October 24-25, 1996 Meeting
At the Smithsonian Institution

FROM: Miguel Bretos, Counselor to the Secretary for Latino Affairs 

SUBJECT: Travel, Hotel and logistics for Meeting

I hope you have all received our formal letter of invitation by now--either by fax or mail. Please let me know if you have not, and I will make sure to get you one as soon as possible.

As you can see from the enclosed **draft** agenda, there is a full and exciting two-day schedule ahead for us all. Please feel free to send us any suggested additions to this agenda by **October 9th**. Since we have only one month prior to the meeting, I would request that you assist us in gathering the needed information as quickly as you can. When possible, please fax directly to Katherine Kirlin on my staff at the numbers above.

As I mentioned in the letter, the Institution will arrange your hotel reservations and travel arrangements from here. The group will be staying at the Henley Park Hotel, 926 Massachusetts Avenue in Washington. We have rooms reserved for everyone on Wednesday the 23rd and Thursday the 24th of October. If you need to extend your stay, please call Katherine right away. What we do need as soon as possible, is to book the airline tickets. Our travel office will arrange the flights to ensure you arrive the night before the meeting and depart late in the afternoon or evening of the 25th of October. If you have special needs or want to extend your stay, please call Katherine or fax your plans directly to Carol Ailes in our Travel Services office at: 202-357-2049. Once Carol has booked your flights, she will see that tickets are sent directly to you.

Please respond to the enclosed questionnaire and fax back by **October 9, 1996**. Many thanks and I look forward to hearing from you soon.