

Smithsonian Institution
Office of the Counselor for Latino Affairs

1000 Jefferson Drive, SW, Room SI 320 - MRC 020
Washington, D.C. 20560

Phone (202) 357-4300
Fax (202) 786-2516

MEMORANDUM

DATE: September 25, 1996

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

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

SUBJECT: Request for information for Latino Museum Directors' Meeting

Please respond to the following questions (by fax if possible) and return to:

Katherine Kirlin (202) 786-2516 fax
by October 9, 1996

1. Please provide a short biographical statement (not to exceed one page) of the person representing your museum at the meeting. This information will be shared with all participants in order to facilitate getting acquainted.
2. Please provide a short mission statement for your museum (not to exceed one page).
3. Is your museum engaged in any joint project with the Smithsonian or any of its units? Please provide details--we need this information in order to arrange appropriate contacts between your representative and Smithsonian units. (This information will NOT be circulated.)
4. In order to set up meetings with Smithsonian staff on the second day of the meeting, we ask your help in identifying your area of greatest interest: contemporary art, history, collections management, conservation, or other subjects. We will work to match you with the appropriate person(s) in the field here at the Institution for an afternoon session on October 25th.