

Letter to Experts Meeting participants

Date

[address of recipient]

Dear:

I would like to thank you again for agreeing to participate in our May 16, 1995, Experts Meeting on assassination records. As Jeremy Gunn mentioned to you, our purpose is not to debate any of the many theories surrounding the assassination of President Kennedy. Our goal is simply to identify records relating to the assassination. We hope to have a productive and comprehensive discussion about how and where we may be able to find assassination records in addition to those that have already been identified. The meeting participants have been selected for their diverse experience and perspectives on assassination records. In addition to yourself, the other participants include David Garrow, G. Robert Blakey, Paul Hoch, W. David Slawson, John Newman, Jim Lesar, and David Lifton.

[for Hoch, Lifton, Blakey, Slawson:] I trust that by now you have made your travel arrangements. If you have confronted any difficulty with your arrangements, please contact either Rosenbluth Travel [tel no] or Jeremy Gunn. We have made hotel reservations for you for the evenings of May 15 and 16 at the [name, address, telephone number].

The meeting will begin at 9:00 a.m. at our offices at 600 E Street, N.W., Washington, D.C. When you arrive, please give the security guard your name and we will send someone downstairs to meet you. We anticipate having a working lunch and completing our work in the late afternoon. For those of you who are able, we would very much like to have you join us for a dinner at a local restaurant on Tuesday evening. We would very much like to have you let us know if you will be able to attend.

A word on expenses and reimbursements. As you all no doubt know, government travel is not luxurious. **[For Hoch, Lifton, Blakey, Slawson: The Review Board will cover the basic cost of your hotel, but will not be able to pay any supplemental costs that you may incur. We will also be able to reimburse you for your cabs (or metro) to and from the airport and hotel. Please keep your receipts.]** The governmental per diem is \$38.00, which we will forward to you after the conference. In addition, we are able to offer a modest honorarium of \$100 -- and those checks should be available when you arrive. Because the law does not permit us to pay for any food separately from the per

diem and honorarium, we will, unfortunately, need to ask you to pay the expenses of your lunch and dinner.

Once again, I am very pleased that you will be able to join us and I look forward to a productive session. Do not hesitate to call me or Jeremy Gunn if you have any additional questions.

Sincerely yours,

David G. Marwell
Executive Director

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