

Experts Conference - April 14, 1998

National Archives - 10:00 to 4:00 (we have room from 9:00 to 5:00)

Pat El-Ashry 202-501-5215 Steve Tilley 301-713-6620 x 360

Pat said all arrangements have to be made by Steve Tilley with Facilities Branch

1. No setup available for pitchers, water, glasses, etc. (Tilley could ask Facilities Branch, but Pat said it could probably not be more than 2 pitchers at most and no glasses for 20 people. She suggested we could bring in bottles of water.)
2. We could have a lunch catered in - Steve would have to get permission. It would be better to go out to lunch; Pat could offer no suggestion for a caterer.
3. Bertolini's at 801 PA Ave and 701 at 701 PA Ave are faxing menus to me:  
701 would prefer we come at 1:30 or 2:00 (definitely not at noon)  
Bertolini's would prefer we come at 11:30 in order to serve our group before the normal lunch

No vans would be available for transportation unless it was some distance (not across the street) and Steve would have to make arrangements.

After Jeremy decides table arrangement, Steve will have to ask for the setup such as hollow square, etc. 20 at table and approx. 20 periphery?