

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 not, please contact Rosenbluth Travel at 1-800-845-3704 and identify yourself as traveling on behalf of the ARRB. If you confront any difficulty with your arrangements, please contact either Jeremy Gunn or Tracy Shycoff of the ARRB staff. We have made hotel reservations for you for the evenings of May 15 and 16 at the Crystal City Marriott, 1999 Jefferson David Highway, Arlington, Virginia, 703-413-5500. **[Slawson is for the night of the 15th only.]**

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. Please 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 has made arrangements to pay the room and tax charges of your hotel stay on a master account. You will be responsible for any incidental charges 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; upon completion of your travel you will be required to submit a travel voucher for reimbursement.]** The governmental per

diem for D.C. is \$38.00 per day. In addition, we are able to offer a modest honorarium of \$100 -- those checks will be sent directly to you and may arrive before your trip. Because the law does not permit us to pay for any food or alcohol 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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