

# U.S. NATIONAL COMMISSION

for

## UNITED NATIONS EDUCATIONAL SCIENTIFIC AND CULTURAL ORGANIZATION

### MEMORANDUM

TO: Members of the National Commission April 10, 1970

FROM: L. Arthur Minnich

SUBJECT: September 17 - 19, 1970 - Dates Selected for the next National Commission Meeting to be held in Washington, D. C.

The Executive Committee set the above dates for the 34th Annual Meeting of the National Commission to be held at the Statler Hilton Hotel in Washington, D. C.

Principal topics for the meeting will be International Education Year, responsibilities of the Commission regarding problems of "Man and His Environment", 16th General Conference issues and long-term programs, election of officers, and rotation of organizations represented on the Commission. Pursuant to the recommendation of the Membership Committee, all members are urged to submit, by May 15, nominations for organizations that they feel should be considered for representation on the Commission.

Appropriate background papers and an agenda will be sent to you at a later date. At the moment, our plans call for the meeting to start September 17, Thursday afternoon, or evening with a reception, dinner and major address. It would continue on Friday and terminate Saturday noon, September 19th.

By special arrangements, the Statler Hilton Hotel at 17th and K Streets, N.W. has offered special rates of \$16 for a single room; \$24 for a double, to members attending this meeting. A printed hotel reservation postal card will be sent to you for completion and mailing directly to the hotel.

Travel Orders to cover transportation and the customary per diem of \$25 will be issued to members residing outside the metropolitan Washington area. The Government transportation request form will be sent well in advance so that you may make transportation arrangements.

In the meantime, please mark your calendar now to reserve the dates for the meeting.

*Regards,*  
*Art Minnich*