

THE WHITE HOUSE CONFERENCE "TO FULFILL THESE RIGHTS"

1800 G Street, N. W.  
Washington, D. C.  
Tel: 737-9010

May 31, 1966

MEMORANDUM FOR CONFEREES

We hope that the following will provide you with all the information you need. If you need any further information or assistance, members of the staff will be on hand to assist you.

TICKETS FOR THE CONFERENCE

At the time you registered for the Conference you were given a book of tickets. The tickets assigned to you are numbered and have a line for your signature. Please sign all tickets immediately. These tickets are not transferrable and must be presented at the door of each meeting room and other function.

If a book of tickets -- or a ticket -- is lost, please report the loss immediately to the Conference Registration Desk.

BADGES

Every conferee was issued a badge at the time of registration. It is requested that your badge be worn throughout the Conference. Persons without badges will not be admitted to the meetings or functions.

INFORMATION DESK

An Information Desk is located in the Concourse of States, Sheraton Park Hotel, and in the Main Lobby of the Shoreham Hotel. Staff is assigned there to answer questions. The Information Desk will also serve as a point for leaving and receiving messages. Conferees should check at these locations for messages during the Conference.

BUS SERVICE

Bus service will be provided from the Sheraton Park Hotel to the Shoreham Hotel for conferees of Committees meeting in the Shoreham Hotel immediately after the opening session. It is requested that those holding Committee assignments at the Shoreham Hotel go promptly to the front entrance of the Sheraton Park Hotel where the buses will be waiting so that the first Committee meeting may start on time. Your registration kit includes a schedule of bus transportation between hotels.

### RECEPTION

An informal reception will be held in Sheraton Hall, Sheraton Park Hotel, May 31st, from 6:30 to 8:00 p.m. This will afford conferees an opportunity to get acquainted before the Conference meetings begin.

### OPENING MEETING

The Conference will open promptly at 9:00 a.m., Wednesday morning, June 1st, in Sheraton Hall, Sheraton Park Hotel. The Vice President will speak at this meeting and everyone must be seated by 9:00 a.m.

### COMMITTEE MEETINGS

Each conferee has been assigned to a working committee and should remain with that Committee throughout the Conference. Each Committee will discuss the full agenda and have an opportunity to bring up other matters. You are urged to attend each Committee session. See your Program for the schedule of Committee sessions.

### LUNCHEONS

Luncheons have been arranged for all participants on June 1st and June 2nd. Conferees of Committees I, II, III, IV, V, and VI will lunch in Sheraton Hall, the Sheraton Park Hotel. Conferees of Committees VII, VIII, IX, X, XI, and XII will lunch in the Regency Room of the Shoreham Hotel. There will be no formal program. Tickets for these functions are included in your book of tickets and must be presented at the door.

### DINNER MEETINGS

A dinner meeting will be held in Sheraton Hall, Sheraton Park Hotel, June 1st at 8:00 p.m. The speaker will be the Honorable Thurgood Marshall, Solicitor General of the United States.

A dinner meeting will also be held in Sheraton Hall, Sheraton Park Hotel, June 2nd at 7:30 p.m., and will close the Conference.

### LITERATURE ROOMS

A broad variety of literature related to the subject areas of the Conference has been assembled from government and private sources and is on display in the Potomac Lounge, Sheraton Park Hotel (just off main registration area) and the Heritage Room, Shoreham Hotel (off Lower Lobby).

A considerable amount of this literature is available for distribution. Information staff in the literature room will assist you to order other materials which could not be provided in quantity, and will endeavor to answer questions about specific programs discussed at the Conference.

EXHIBIT

A photo exhibit is on display in the Esplanade entrance to Sheraton Hall, the Sheraton Park Hotel, which dramatically portrays the conditions which this Conference is attempting to overcome.

REFRESHMENTS

Coffee will be available in each Committee room throughout the meetings through the courtesy of the National Coffee Association and the Pan American Coffee Bureau; Coca-Cola and other soft drinks will be available through the courtesy of the Coca-Cola Company.

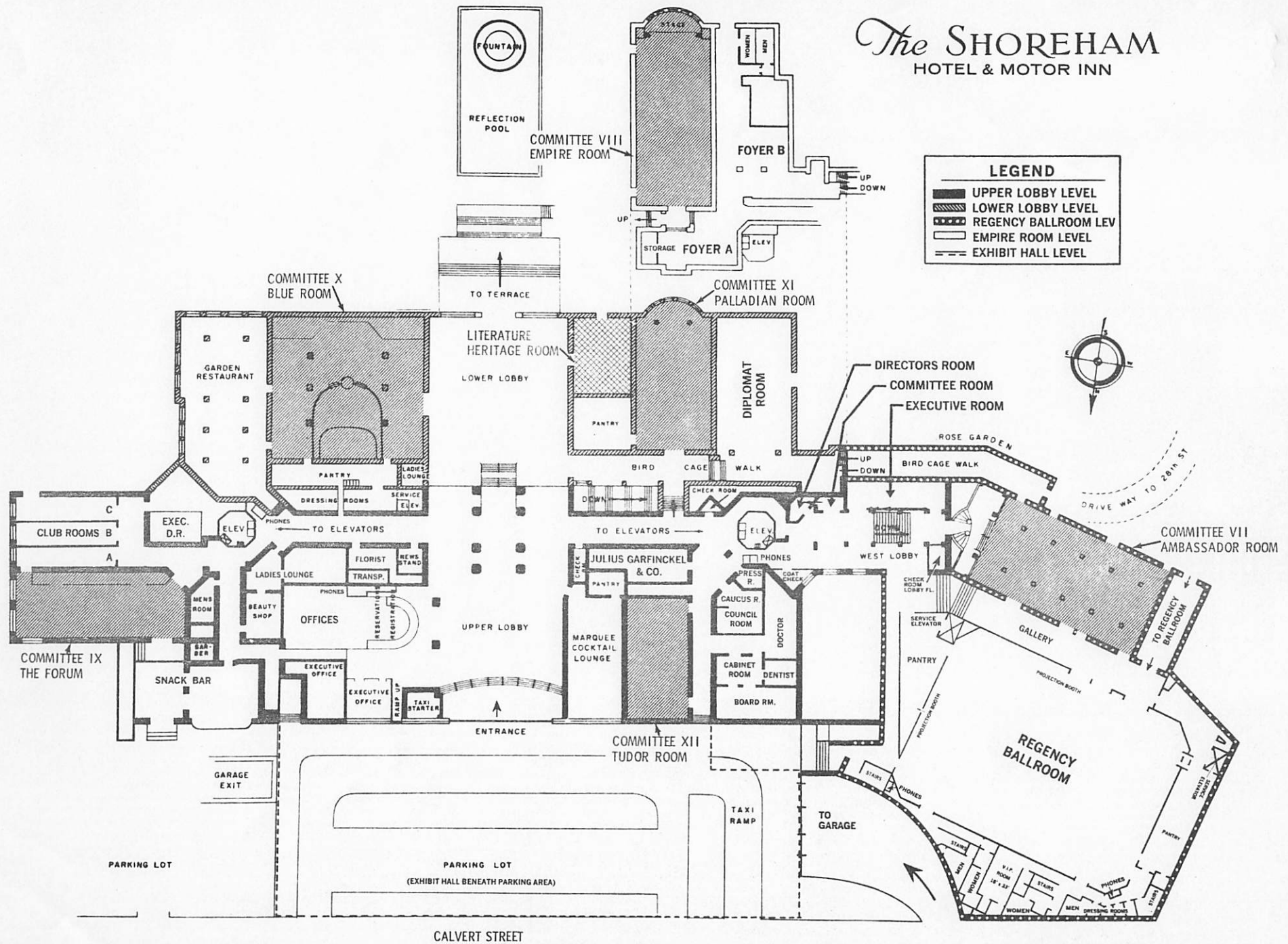
HOTEL EXPENSES AND CHECK OUT TIME

For those wishing to leave Washington immediately after the final dinner session, arrangements have been made with the Hotels for a late check-out time of 7:00 p.m. Central storage for your luggage has been arranged and upon checking out the Hotel will assist you in placing your luggage in this area.

All hotel charges are to be paid by each Conferee. No expenses for hotel accommodations, room services, telephone calls, etc. are to be charged to the White House Conference "To Fulfill These Rights."

# The SHOREHAM

## HOTEL & MOTOR INN



**LEGEND**

- UPPER LOBBY LEVEL
- LOWER LOBBY LEVEL
- REGENCY BALLROOM LEV
- EMPIRE ROOM LEVEL
- EXHIBIT HALL LEVEL



SHERATON - PARK MOTOR INN

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## TRANSPORTATION SCHEDULE

Bus transportation will be furnished for the convenience of the Conference Conferees, as follows:

### May 31, 1966

8:00 p.m. to 9:00 p.m. Sheraton Park Hotel to other hotels

### June 1, 1966

8:00 a.m. to 9:00 a.m. Other hotels to Sheraton-Park Hotel

10:15 a.m. to 10:45 a.m. Sheraton-Park Hotel to Shoreham Hotel  
(For those conferees assigned to Committee Rooms at Shoreham Hotel)

12:15 p.m. to 1:45 p.m. Sheraton-Park/Shoreham Hotels, Shuttle Service

6:00 p.m. to 7:00 p.m. Sheraton Park/Shoreham Hotels to other hotels

7:30 p.m. to 8:00 p.m. Other hotels to Sheraton-Park Hotel

9:30 p.m. to 10:30 p.m. Sheraton Park Hotel to other hotels

### June 2, 1966

8:00 a.m. to 9:00 a.m. Other hotels to Sheraton-Park/Shoreham Hotels

12:00 Noon to 2:00 p.m. Sheraton-Park/Shoreham Hotels, Shuttle Service

4:45 p.m. to 5:45 p.m. Sheraton Park/Shoreham Hotels to other hotels

6:30 p.m. to 7:15 p.m. Other hotels to Sheraton-Park Hotel

9:30 p.m. to 10:30 p.m. Sheraton-Park Hotel to other hotels

SHOREHAM  
MAIN LOBBY

CALVERT STREET

MOTOR INN  
ENTRANCE

TO SHOREHAM

SHERATON HALL

PRESS ROOM  
EXHIBITION HALL NO. 1  
BENEATH SHERATON HALL

COMMITTEE I  
DELAWARE SUITE

COMMITTEE II  
VIRGINIA SUITE

COMMITTEE III  
MARYLAND SUITE

LITERATURE  
POTOMAC LOUNGE

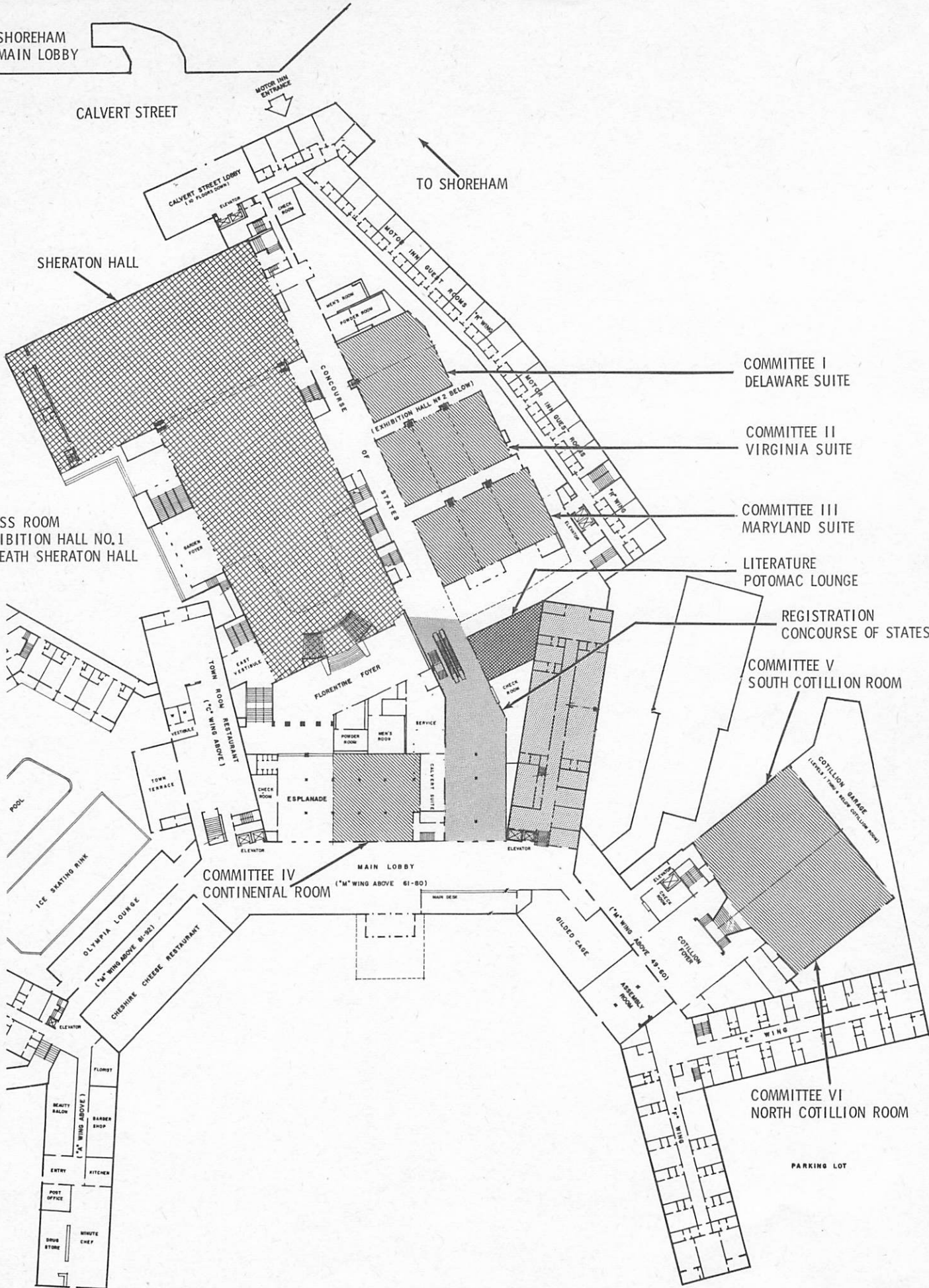
REGISTRATION  
CONCOURSE OF STATES

COMMITTEE V  
SOUTH COTILLION ROOM

COMMITTEE IV  
CONTINENTAL ROOM  
(\*M\* WING ABOVE 61-80)

COMMITTEE VI  
NORTH COTILLION ROOM

PARKING LOT





THE WHITE HOUSE CONFERENCE "TO FULFILL THESE RIGHTS"

1800 G Street, N. W.  
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May 23, 1966

MEMORANDUM FOR CONFEREES  
THE WHITE HOUSE CONFERENCE  
"TO FULFILL THESE RIGHTS"

After thoughtful consideration the Council concluded that the White House Conference "To Fulfill These Rights" be conducted so that all participants will have ample opportunity to take part in the discussions of all agenda subjects. Listed below are the procedures set up to ensure maximum participation without losing time or moving around.

Each conferee will be assigned to a committee and should remain with that committee throughout the Conference. Each committee will discuss the full agenda and have a chance to bring up other matters. You are urged to attend all committee sessions.

In order to permit a full and free discussion, resolutions or votes will not be recorded. However, complete word-for-word records will be made of each discussion session.

There will be no formal events during the Conference and regular clothes will be suitable.

The enclosed Report and Recommendations of the Council to the Conference will be discussed.

You are reminded that only those actually invited will be able to attend the Conference activities. Conference registration begins at 10:00 a.m., May 31, 1966. An early registration is requested.

We look forward to a fruitful and constructive meeting.



Ben M. Heineman  
Chairman

Enclosure

THE WHITE HOUSE CONFERENCE

"TO FULFILL THESE RIGHTS

P R O G R A M

Tuesday, May 31

6:30 p.m.	RECEPTION Sheraton Hall, Sheraton-Park Hotel
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Wednesday, June 1

9:00 a.m.	OPENING MEETING Sheraton Hall, Sheraton-Park Hotel
10:45 a.m.	FIRST COMMITTEE MEETING - First Half
12:15 p.m.	LUNCHEON
1:45 p.m.	FIRST COMMITTEE MEETING - Second Half
3:30 p.m.	SECOND COMMITTEE MEETING
8:00 p.m.	DINNER MEETING Sheraton Hall, Sheraton-Park Hotel

Thursday, June 2

9:00 a.m.	THIRD COMMITTEE MEETING
12:00 Noon	LUNCHEON
2:00 p.m.	FOURTH COMMITTEE MEETING
7:30 p.m.	FINAL DINNER MEETING Sheraton Hall, Sheraton-Park Hotel



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### ADVANCE INFORMATION FOR THE CONFERENCE

#### CONFERENCE HEADQUARTERS

The SHERATON-PARK HOTEL, 2660 Woodley Road, N.W., at Connecticut Avenue, Washington, D. C., will be the Official Headquarters for The White House Conference "To Fulfill These Rights" on Wednesday and Thursday, June 1 and 2, 1966.

#### INVITATIONS

The invitation from the President requested that a response be made within five days. It is important that the replies are returned within that time. The invitations are *not* transferrable. Please return the completed reply card to The White House immediately.

#### RECEPTION

A reception for the Conference participants will be held at Sheraton Hall, Sheraton-Park Hotel at 6:30 p.m., Tuesday, May 31, 1966.

#### HOTEL ACCOMMODATIONS

Accommodations for participants of the Conference have been arranged and reservations will be made by the Conference staff. Hotels will *not* accept reservations directly.

A hotel reservation card indicating types and prices of accommodations is enclosed. Reservations will be made on a first-come, first-served basis. It is, therefore, requested that you select the type of accommodations you desire, indicate time of arrival and departure, and return the self-addressed card to us immediately. (Note: If a double or twin bedroom is requested and will be shared with another, please give name of person sharing room with you.) Participants will be responsible for all hotel charges.

Arrangements have been made with the hotels to permit the participants who desire to leave Washington immediately after the dinner to check out of their hotels as late as 7:00 p.m. on June 2. Unless check out is accomplished by this time, participants will be required to pay for an additional day.

#### MEALS

Arrangements have been made for two luncheons and two dinners—June 1 and 2. Cost of meals will be \$25.00 per person. It is requested that you send your check or money order (do not send cash)—made out to The White House Conference "To Fulfill These Rights"—to us with your acceptance. A receipt will be mailed you immediately.

## **CONFERENCE REGISTRATION**

It is requested that all participants register at Conference Headquarters Registration Desk—Concourse of States Area—Sheraton-Park Hotel as soon as they arrive. Registration Desks will be open:

Tuesday, May 31st	10:00 a.m. to 7:00 p.m.
Wednesday, June 1st	7:30 a.m. to 7:30 p.m.
Thursday, June 2nd	7:30 a.m. to 8:00 p.m.

At time of registration, all participants will receive:

Identification badge to be worn throughout Conference  
Book of tickets for all functions  
Program, discussion papers, etc.

## **OTHER INFORMATION**

Request for additional information regarding Conference may be sent to:

The White House Conference  
"To Fulfill These Rights"  
Room 1121  
1800 G Street, N.W.  
Washington, D. C. 20506