

<b>TRANSMITTAL SLIP</b>		DATE 8 Nov 83
TO: CMX Staff File (ADM-Gen)		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

3 November 1983

MEMORANDUM FOR:   
 Chief, Administrative Staff

FROM:   
 Executive Secretary, COMIREX

SUBJECT: Reservation of Conference Room 6W02 - COMIREX Meetings

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1. The COMIREX normally meets on the first and third Wednesdays of each month. We, therefore, request that Conference Room 6W02,  be reserved for COMIREX use on these days. Additionally, special meetings may be necessary from time to time depending on the needs of the Committee; reservations for any special meetings will be made as needed. Listed below are the appropriate dates for the regular Wednesday COMIREX meetings for the next twelve months:

<u>DATE (WEDNESDAY)</u>	<u>PRE-COMIREX</u> (Do Not Post)	<u>COMIREX MEETING</u> (Please Post)
4 January	0930-1000	1000-1330
18 January	0930-1000	1000-1330
1 February	0930-1000	1000-1330
15 February	0930-1000	1000-1300
7 March	0930-1000	1000-1330
21 March	0930-1000	1000-1330
4 April	0930-1000	1000-1330
18 April	0930-1000	1000-1330
2 May	0930-1000	1000-1330
16 May	0930-1000	1000-1330
6 June	0930-1000	1000-1330
20 June	0930-1000	1000-1330
5 July	0930-1000	1000-1330
18 July	0930-1000	1000-1330
1 August	0930-1000	1000-1330
15 August	0930-1000	1000-1330
5 September	0930-1000	1000-1330
19 September	0930-1000	1000-1330
3 October	0930-1000	1000-1330
17 October	0930-1000	1000-1330
7 November	0930-1000	1000-1330
21 November	0930-1000	1000-1330
5 December	0930-1000	1000-1330
19 December	0930-1000	1000-1330

2. The COMIREX meeting proper (1000-1330) should be posted on the lobby bulletin board as "COMIREX." The pre-COMIREX session (0930-1000) should not appear on the bulletin board. We also request that one overhead projector be available for use in the conference room during COMIREX meetings.

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