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Marie

Tony, can you think of anything we should add? I'm going to just leave this in the file for the benefit of whoever plans the conf next yr.

Marie, FYI.

STAT

Edie - 10/15

EDIE :
FINE JOB

STAT

10/15/86

Date

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14 Oct 86

MEMO FOR RECORD

SUBJECT: Lessons Learned - OL Planning Conferences

If the OL Planning Conf is held at the Sheraton-Fredericksburg in the fall of 87, here are a few "lessons learned" from this year's conference.

- As the coordinator (planning officer), your job will be much easier on the first day of the conf if you plan to arrive at the Sheraton late afternoon or early evening of the day before and stay overnight. (You'll need to have this approved by the front office and included in the contract.) If you're taking classified handouts, this will mean you need to arrange for the safe to be delivered the day before, also. This extra time will enable you to set up the conference the next morning without rushing. You can put out the pads and pens the night before and lock away your classified items in the safe, so the next morning you can pick up and hand out the room keys. Most attendees want to check in as soon as they arrive. Be sure to keep a list of who is in what room, since any messages that arrive after conference hours will be delivered to you and you'll have to pass them on.
- Arrange to have coffee available around 8:30 on the first day for early arrivers. Some attendees will not have eaten breakfast and are in no mood to wait until the break for their coffee. On the second day, also have coffee available around 8:30 or 9 a.m. Some won't eat breakfast.
- If you're putting together a list of objectives and initiatives, ask for them in plenty of time, realizing that some stfs/divs will be late in responding. Be sure to allow enough time for you to assemble their input without the last-minute rush I had this year, when we asked for responses by 1 Oct. I worked a 12-hour day on Mon, 6 Oct, finishing the handouts, because some people gave their info to me late.
- Find out beforehand whether the Sheraton prefers diners in Dauphine's to wear jackets, and let the men know ahead of time. I was told this year (late the afternoon of the day before the conf) that jackets were required. If there was such a dress code, it was not enforced, as most attendees did not wear jackets; but being prepared will save you some embarrassment.

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- When planning the agenda, find out whether the D/L prefers to have attendees sit as a group at dinner in Dauphine's or to sit at separate tables. This year, I had understood that we would sit as a group but was told by the Sheraton contact (also the day before) that we would not -- and that the Sheraton preferred our attendees to "stagger" their dining by groups of 5 or 6, about 10 min. apart, so that all would not arrive at the same time. Arriving in Dauphine's that evening, I found that a large table had been set up to accommodate us as a group. Again, help yourself by being sure early on. I personally prefer separate tables; there's enough "togetherness" during the long first day of the conf.
- If a slide projector or overhead projector are to be used, make sure you know it -- and test them beforehand, w/the lights off, just as the equipment will be used. This year, I was unaware that one of the speakers planned to actually use the overhead projector; he did not check it out beforehand, and, because of either a bad bulb or improper operation, his material was barely visible even w/the lights out.
- When you pick up the envelopes with the room keys from the front desk, check each envelope to be sure (1) that the key matches the room nr written on the outside of the envelope, (2) that each room does have a key, (3) that the same room has not been assigned to more than one person, and (4) that each envelope has meal tickets in it. Remind attendees that they will need to keep their meal tickets on their person so they can sign for them when they eat. Again, be sure you know who has which room -- and keep track of the keys turned in to you when the conf. ends.
- You can call the Sheraton coordinator on the house phone located in the coat room just outside the Lee Room -- no need to traipse all the way to her office.
- Take a box of supplies: pads & pens (will save money if we provide them ourselves), scotch and masking tape (for sealing envelopes), a stapler, staples, staple puller, paper clips, mailing labels and large envelopes. Have attendees put their classified materials in the envelopes, put their names on the labels, put them in the safe each time the room is vacated, and get them out again when they start the next session. Make each one of them responsible for doing this. It will save you time and effort.

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