

28 April 1953

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MEMORANDUM FOR LIEUTENANT W. M. JOHNSON JR, CONFERENCE COORDINATOR,
PLANS AND POLICY DIVISION

SUBJECT: Physical Requirements for the Forthcoming Conference

1. It is expected that a US/UK Conference will take place in Washington in the near future, at a date after the middle of May. It is intended to hold this conference at the Naval Security Station. It is, therefore, necessary that certain planning and other preliminary preparations be initiated without delay.

2. You are hereby designated as Conference Coordinator and will be responsible for this action and will act as coordinator with the various Divisions and Offices of this Agency.

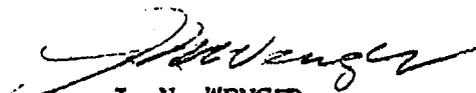
3. The facilities to be arranged for are as follows:

- ✓ a. Conference room and necessary furniture.
- ✓ b. Adequate office space for the visiting delegates to include desks, safes, telephones, and office supplies.
- c. Secretary.
- ✓ d. Stenographic and necessary typing personnel.
- ✓ e. Necessary typewriters, space and office equipment.
- f. Suitable name plates for all members of the conference and signs for conference area.
- g. Adequate transportation for the guest conferees.
- ✓ h. Masters-at-Arms.
- i. Entertainment.
- j. Badges and access to appropriate areas.
- k. Package passes for members of the visiting delegation.

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1. Stationery and office supplies.
- ✓ m. Security guard.
- ✓ n. Telephones
- o. Necessary reproduction facilities.
- p. Adequate space and furniture for the working groups.


J. N. WENGER
Rear Admiral, U. S. Navy
Acting Director

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