



# MANAGEMENT CONFERENCE

## AGENDA

Tuesday, 22 October 1968

0900 - 1000 Arrival, Billeting & Registration  
1000 - 1015 Opening Administration  
1015 - 1030 Post Administration  
1030 - 1045 Welcome--Conference Goals

COFFEE

1100 - 1200 Information Storage & Retrieval

LUNCH

1315 - 1415 Introduction to Automation  
1415 - 1445 Movie - Introduction to ADP

COFFEE

1500 - 1545 Magnetic Tape to Microfilm Recording  
1600 - 1645 Microforms, Video Tape Files, and  
Laser Beam Systems

SOCIAL HOUR AND DINNER

1900 - 1945 Records Center  
2000 - 2100 Movie (Optional)  
2100 Social Activity

*Unclassified Version of  
Agenda for Intel Reps*

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Wednesday, 23 October 1968

### BREAKFAST

0900 - 0945 Total Records Management with Microfilm  
and ADP Systems

### COFFEE

1000 - 1045 New Technology

1100 - 1115 Introduction to Forums

1115 - 1200 Forums - Applying New Records Systems  
in your Components

### LUNCH IN FORUM GROUPS

1300 - 1400 Forums - Continued

1400 - 1445 Reports and Review of Forum Groups' Findings

1500 - 1515 Administration Wrap-Up

1515 - 1530 Adjourn