

*Compro file  
(ADMIN-Conf)*

DIRECTOR OF CENTRAL INTELLIGENCE  
Committee on Imagery Requirements and Exploitation  
Washington, DC 20505

DCI/ICS-85-4600  
11 September 1985

MEMORANDUM FOR: Director

25X1

THROUGH:   
Chief, Administrative Staff, ICS

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SUBJECT: COMIREX Fall 1985 Community Conference, 18-20 September 1985

1. This memorandum confirms COMIREX support requirements for Conference facilities  during 18-20 September 1985.  
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2. A total of 123 individuals are registered for the Conference. (See Attachment 1.) All attendees are US citizens and are SECRET cleared. I will forward a separate memorandum to request approval for any contractors who are scheduled to attend.

a. There will be 47 attendees staying overnight on 18 September and 40 attendees staying overnight on 19 September. (See room assignments at Attachment 2.) Transient attendees and briefers for conference sessions will be arriving/departing each day. Conference attendees plan to arrive and depart via personal vehicles.

b. Meal requirements are indicated on Attachment 1.

c. Departure is planned for 1430, 20 September; no evening meal is scheduled prior to departure. All attendees will depart the site no later than 1500 hours.

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3. We require seating for 150 attendees at any given time. See Attachment 3 for the preferred arrangement of the gymnasium. (Note the "U" shaped layout for the main conference table.) (U)

4. The conference sessions are scheduled for:

1030-2200	Wednesday, 18 September 1985,
0700-2045	Thursday, 19 September 1985,
0700-1430	Friday, 20 September 1985.

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SECRET

During registration, 15 minutes have been reserved at 1045 on Wednesday for the standard security briefing by the Site Security Officer. (U)

5. We will require the following special services and/or equipment:

a. Refreshments for the morning and afternoon breaks that are scheduled for each day. (Refreshments should include cookies/donuts, coffee, tea, hot cocoa, and water.)

b. Secure storage for approximately four or five safe drawers of SCI material.

c. The usual audio-visual and support equipment: chalkboard (with chalk), three easels (with paper), pointer, two viewgraph machines and two screens, one 35mm slide projector, one 16mm movie projector, one video player (3/4" format cassette), and two electric typewriters (mag card, if available, and one Wang or IBM PC word processor, if available). We also require continuous access to a viewgraph making machine and copy machine that are certified to reproduce SCI material.

d. Bar facilities for Wednesday, 18 September from 2100 to closing and Thursday, 19 September from 2200 to closing.

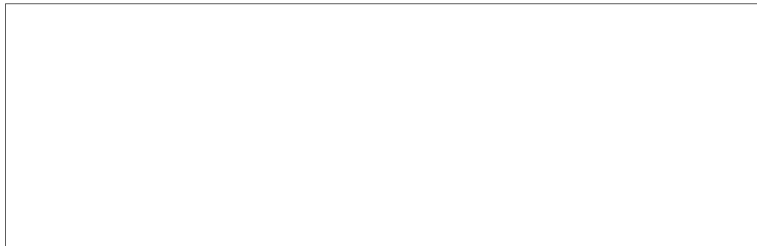
(U)

6. You should use me as your overall point of contact during the Conference. (My secure phone is [redacted]) Our administrative point of contact for the Conference is [redacted] (Her secure phone is [redacted])  
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Attachments:

- 1. Attendee List
- 2. Room Assignments
- 3. Auditorium Layout

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