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(202) 662-2650

12 Oct  
cc:

STAT

October 4, 1988

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Office of Technology Transfer  
Assessment Center  
Central Intelligence Agency  
P. O. Box 1925  
Washington, D.C. 20013

Dear

STAT

Your call this morning made my day, as the saying goes. I immediately advised Mr. Hausman that Mr. Gates has accepted our invitation to address the President's Export Council Subcommittee on Export Administration on October 20 at Commerce.

You will be receiving a letter addressed to Mr. Gates by Mr. Hausman outlining his pleasure that the guest speaker will be with us and providing some ideas for his remarks.

The usual procedure is as follows:

1. Please send me a copy of Mr. Gates bio for Mr. Hausman's use in introducing him. My fax is 202-662-2674 if you would like to save time and postage. I can send it on to Mr. Hausman by fax when I get it.
2. We clear the Secretary's entrance for the speaker - the Commerce entrance on 15th Street N.W. The elevator just near that entrance will take him to the Secretary's Dining Room entrance on the 5th floor.
3. If Mr. Gates (and ) will plan to arrive at about 11:55 at Commerce, the PECSEA members and Mr. Hausman will be there to greet them in the Secretary's Dining Room at that time. The meeting (in room 4830) adjourns for lunch at 11:45 and it takes only a few minutes for the luncheon group to gather after that.

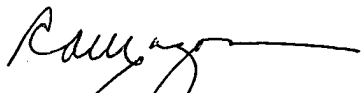
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4. Please advise if [ ] will accompany Mr. Gates to the luncheon. He is invited and will be most welcome, of course. I'll make it easy for you - if I don't hear from you, I'll assume he will be with us. If he cannot attend for lunch and Mr. Gates remarks, please let me know by Oct. 17. STAT
5. As I mentioned, Mr. Hausman will give Mr. Gates some suggestions about his comments. For his own timing information in advance, the speaker is introduced after the dessert is served, at about 12:45 - his comments can take 20-25 minutes and there is a brief Q & A following. STAT
6. Mr. Gates will be seated with the Chairman, Mr. Hausman for the luncheon. There will be a podium for his use nearby the Speaker's table.

Again, [ ] thank you and [ ] so very much for working this out for the PECSEA. We look forward to Mr. Gates appearance with great interest. STAT

Sincerely,



Miss Rosemary A. Mazon  
Director, International Affairs