

National Commission on the Observance of



November 3, 1977

MAILING ADDRESS:

D/IWY
U.S. DEPARTMENT OF STATE
WASHINGTON, D.C. 20520
GENERAL: (202) 632-8888
PUBLIC INFORMATION: 632-8978

OFFICE LOCATION:

COLUMBIA PLAZA OFFICE BUILDING
2401 E STREET N.W.
ROOM 3100
WASHINGTON, D.C.

Dear Delegate, Alternate, and Delegate-at-Large,

Your IWY Housing Committee is pleased to inform you that the arduous task of processing housing requests has been completed by this office. The forms have been forwarded to the hotels, who assure us that everyone will have a place to stay.

Every effort was made to comply with your requests. However, the housing situation was complicated by a number of factors:

.Other previously booked conventions at the delegate hotels limited the numbers of rooms available to us prior to November 18th. Some guests arriving early will therefore be housed in alternate quarters until their assigned rooms in the headquarters hotels are available. In such cases the hotel will indicate where early arrivals will stay with their mailing of confirmation of housing.

.Because of preceding conventions, it was impossible to predict when rooms would become available, and therefore impossible to honor requests that delegates be guaranteed adjoining rooms.

.Even the Sheraton and Hyatt could not accommodate all the requests by delegates because many individuals requested single rooms, or wished to room with non-delegates. We therefore obtained a third delegate hotel: The Holiday Inn Downtown.

.It was unfortunately not possible to assign each delegate the hotel of her first choice because of a shortage of rooms in requested hotels.

.Numerous housing request forms arrived late, or not at all. IWY filled room requests on a first-come, first-served basis.

.Many persons seriously complicated our system by submitting forms listing different roommates on each form, changing room partners without informing us, and/or sending multiple duplications of housing request forms.

Because of these factors, your confirmations will be arriving late.

A housing information desk will be set up by the registration desk at the Hyatt to inform you of your room assignments, should you need clarification upon arrival in Houston.

In the meantime, additional miscellaneous factors you should know include:

.Please call the Houston Housing Bureau (713-658-9201) to cancel duplicate reservations in non-delegate hotels you may have made, in addition to securing a reservation in a delegate hotel.

.The Housing Bureau will accept directly telephoned housing requests for non-delegates after Monday, November 7. We urge you to tell all your interested friends who are eager to attend the Conference.

.The Chair of each State delegation should notify the press room in the Hyatt in which room she is staying, immediately upon checking into her hotel. Specific room assignments will not be made until date of arrival.

.A caucus room has been assigned to each State. It will be available for your use every night, beginning Friday, and every morning. Enclosed is a list for your convenience.

We thank you for your continuing patience and cooperation in dealing with logistical matters. Despite the complications and inconvenience, we are delighted you will be in Houston and we anticipate a great Conference.

Sincerely yours,

Bella S. Abzug
Presiding Officer

Enclosure:

As Stated

ADVANCE REGISTRATION FORM - DELEGATES

THE NATIONAL FEDERATION OF BUSINESS AND PROFESSIONAL WOMEN'S CLUBS, INC.

invites you to

ERA RATIFICATION ASSEMBLY
Jesse Jones Opera Hall at the Houston Civic Center
(one block behind the Albert Thomas Convention Center)
Houston, Texas
November 18, 1977

Yes, I will attend ()

My check for the special guest registration fee of \$2 is enclosed ()

I will give you a check or cash for the special guest registration
fee when I pick-up my badge in Houston ()

Make checks payable to: NFBPW

NAME _____

ADDRESS _____

Telephone Number _____

Return before NOVEMBER 11 to: ERA RATIFICATION ASSEMBLY
NFBPW
2012 Massachusetts Avenue, N.W.
Washington, D. C. 20036

Be sure and keep the memo, the address and times of the event are on the
letter and you will not get a receipt from us!