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3/15/91
May. from Elliot -
Dr. Conrad

DATE: March 13, 1991
FROM: Chief, HMD
SUBJECT: RMP Conference
TO: Director, NLM

This memo is a progress report on plans for the RMP conference.

I have spoken with Dr. Rikli and he confirmed his willingness to be of assistance. I am now moving ahead with the paperwork to employ his services as a consultant.

Dr. Rikli and I agree that it would be useful to get together within the next few weeks to map out a preliminary list of topics, speakers, etc. for the conference. He will give some thought to these matters in the meantime. We have tentatively agreed on April 4 as the date for his first visit. I have checked with Pat and that date appears to be good on your schedule. I have had her schedule a meeting with Dr. Rikli at 11:00 a.m. and will ask Elliot to join us if he is free. I have also asked Pat to keep the lunch period open on the assumption that you might like to have lunch with Dr. Rikli, continuing the discussion of plans for the conference if needed. Please let me know if you wish Elliot and/or myself to join you for lunch, or if you will not be available (in which case I will take Dr. Rikli to lunch).

OK
Pat
yes
as go
w/h

I also talked with Pat about the tentative dates that you had suggested for the conference, November 21-22. Unfortunately, she indicated that there is a confirmed meeting of the BLRC for those dates. I assume that you do not wish to have the conference in conflict with the BLRC meeting, but let me know if I am mistaken. If we do not have the meeting on November 21 or 22, our next best option might be in early December, if we wish to hold it in 1991. For example, December 2, 3 and 6 are open on your calendar. Your schedule for November is very heavy in general, and I am not sure it would be wise to move the meeting up before that because we will need adequate planning time. Another possibility would be the January 15-17, 1992 dates I mentioned in my earlier memo, to coincide with the 25th anniversary of the first RMP conference, if these dates fit into your schedule. Of course, the weather will be more unpredictable then. If we decide that linkage to a 25th anniversary is not essential, then we could consider almost anytime in 1992.

John Parascandola
John Parascandola

cc: Elliot Siegel, Lois Ann Colaianni