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*Memorandum***TO** : Executive Officers, Institutes/Divisions**DATE:** November 13, 1967**FROM** : Assistant Executive Officer, NIH**SUBJECT:** Conference Space - Stone House (Building 16)

Reference is made to my memorandum dated September 28, 1967, advising that conference rooms in the Stone House could not be booked after February 1, 1968, since remodeling of the building was scheduled to begin on or about that date.

Due to unanticipated delays, the conference space in the building can now be made available for use through March 31, 1968.

Should there be any further delay in the starting date for remodeling, you will be notified promptly.



Howard E. Kettl

Distribution:

NIH mailing keys 1 through 13
Chief, Office Services Branch, OAM
Chief, Space Management Section, OS-OAM
Head, Conference Services Unit, OD



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