Dear Coordinators and Moderators:

I am concerned about the number of questions arising about the progress for the conference as we begin the last week count-down. Therefore, I will reiterate here things we need-to-know and things we need-to-do.

Roles and Responsibilities.

Howard Robinson is the coordinator and moderator for the keynote panel. Also, he will introduce Mr. McKissick.

Ed Sharp and C. Thompson are coordinators for the workshops.

Moderators (Howard Robinson, Carlos Campbell, K. Davis, F. Fresh, R. Brown, G. Durley, C. LaPerriere, and M. Healy) are responsible for coordinating, planning, assisting, and orchestrating, the activities, presentations, and requirements of participants and attendee's. As necessary, problems that cannot be resolved by the moderator are to be immediately communicated (directly) to the coordinators for action and resolution. Problems not solved at this level will be referred to me for final disposition. It is my hope that each MODERATOR will establish a dialog with workshop participants. We WANT and NEED a smooth flow (it has to make sense) among conference participant inputs. Check points below with each conference participant.

1. Although we would like to offer FREE conference participation to each participant, we have no grant, subsidy or bank account to cover overhead costs. Thus, each participant is asked to pay $15.00 to cover the costs of morning coffee, lunch, and afternoon refreshments. Some conference participants may not understand this question. Please clarify it for them. Income over costs for the conference will be given to charity.

2. Each speaker should provide an advanced outline of his or her talk (no later than Saturday, sooner if possible). PERSONS NOT PREPARING AN OUTLINE ARE REACTORS. Also, reactors should be allowed to make a three minute statement. For this statement, they too should prepare an advanced outline. Otherwise, they react only.

3. Moderators MUST control presentation times, 5-10 minutes for the workshops, 5-15 minutes for the keynote panel.

4. Moderators should introduce the topic (orient it to new towns), set the stage, purpose, management of time, summarize workshop conclusions and identify key recommendations. Of course, you will introduce panel participants.

5. Coordinators will introduce moderators. Dr. Blake will introduce Dr. Robinson and selected (known) persons not on keynote panel.

6. Moderators are to check for AV needs, submission of outlines, assure audience input, INSURE balance and opportunity for input from non-Reston communities, ESPECIALLY Columbia.

7. Emergency changes in titles need to be communication by Tuesday, August 27th. Relevant titles only will be used. The program is not to provide a biography of participants.

At lunch, reserved tables will be available for each workshop panel. This is an opportunity for morning sessions to determine where they are, it will allow the afternoon sessions a last opportunity for coordination.

Cecelia Spering is caring for registration. ALSO, she is the principal contact in my absence. Her phone number is 620-3296.

We will be covered by the press. Keep on your toes.

Nannie Jordan is helping on communicating information about the conference. Referrals can be made to her.

Remember that Mike Healy needs your inputs as quickly as possible in order to present a thought-through summary and recommendations critique at 4:30. For afternoon, this does not give you much time. So, post haste. Advanced inputs will be welcomed. Mike may be reached on 938-5588.