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July to  
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NCAR  
8 January 1962

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Memo to: Eush, Papachristou, Brockway, Low, Roberts, Thompson, Firor  
Rex, Fry and Wolff.

From: Andrews

Subject: Schedule for conferences with Pei and Co. 29 Jan. to 2 Feb.

Ed tells me he has discussed the dates of Pei's next visit with all of you so this is just a note to confirm them and to outline a tentative schedule of events. Rex will be here all week.

Monday, 29 January.

1:00 p.m. Presentation of proposed site plan and preliminary building design. This session, following our earlier plan, will be entirely presentation with our asking questions only to clarify our understanding of the plan, but without critical discussion. Belluschi will be here for this session.

7:30 p.m. NCAR staff meeting to discuss our reactions.

Tuesday, 30 January.

9:30 a.m. Critical evaluation and discussion of plans between staff and architects, to continue as long as needed. We will reserve a table somewhere so we can all lunch together.

Wednesday, 31 January. Pei et al will work on changes in plan as suggested Tuesday.

Thursday, 1 February. Meeting with UCAR Planning Committee. Harrell and Calhoun will be here. We have not yet heard from Houghton. Kassander unfortunately has a conflicting date. This meeting will probably take most of the day.

Friday, 2 February.

9:00 a.m. We are tentatively planning a session for the entire LAS-NAO staff for a progress report on the site plan and building design. We'll do an announcement of this soon.

Roberts must leave for Boston and Thompson for L.A. and Switzerland, on Wednesday, so neither can be here for the Planning Committee meeting on Thursday. They will talk with Harrell by phone before they leave,

but its particularly important for the rest of us to be on hand for all the meetings in order to provide continuity to the discussion.

Belluschi must be in Boulder on 27 January for a meeting of the University Regents and thus prefers to stay over Monday and some of Tuesday rather than to come back the following Thursday.

Firor will be in New Guinea the whole week.

If anyone is going to Tahiti, please let me know.

END OF MEMO