

National Commission
on the Observance of
International Women's Year



October 2, 1977

MAILING ADDRESS:
D/IWY
U.S. DEPARTMENT OF STATE
WASHINGTON, D.C. 20520
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OFFICE LOCATION:
COLUMBIA PLAZA OFFICE BUILDING
2401 E STREET N.W.
ROOM 3100
WASHINGTON, D.C.

Dear Delegate and Alternate,

In order to hold space in the delegate hotels, we must have your housing request form immediately. Please send it either to our Washington, D.C. office, if you are planning to stay in the Hyatt Regency or Sheraton-Houston, or to the Houston Housing Bureau, should you decide to stay in non-delegate facilities.

In completing the form, please note the following:

- .Remember, doubling and tripling up is imperative to facilitate the demand for space. For assistance in locating a roommate, please contact the chair of your delegation.
- .Unfortunately singles and suites are no longer available.
- .Non-delegate occupants, such as adult family members, cannot be accommodated in headquarter hotels. Should you wish to room with your husband, for example, you may do so in any one of our comfortable non-delegate hotels.
- .Space cannot be reserved without an individual housing request form for each room, listing all occupants. Requests that a "block" of rooms be reserved for a State delegation cannot be processed because the hotels have another convention preceding ours. Neither is it possible to process a list of persons to be assigned to different rooms, unless we have a form filled out for each room.

- .States cannot be assured their rooms will be clustered in a block on the same floor. But most delegations can be in the same hote, if forms are received in time.
- .No more space can be requested than number of beds per listed persons. For example, two occupants can request a "twin," but not a "triple."
- .Only one form is required for individuals sharing a room.
- .List each occupant specifically by name on the form. Non-specific responses, such as "rooming with another delegate from State X", cannot be processed.
- .Do not send money with your housing request form. Questions regarding payment should be resolved with your fiscal officer.

We are now working out space arrangements to try to ensure that each state has a caucus or hospitality room for Friday evening, November 18, and every morning. These rooms can accommodate not only delegates and alternates, but other conference participants from your state. Designated rooms will be printed in the program, and/or posted in the hotels.

We will do our very best to meet your needs, within parameters dictated by space and time. Should you have additional questions pertaining to housing, please contact Gisela E. Taber, or Audrey Ghizzoni.

Thank you for your understanding cooperation in this important logistical matter.

~~Sincerely yours~~

Bella S. Abzug
Presiding Officer

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