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November 27, 1991

ANNUAL STAFF MEETING & HOLIDAY PARTY

Our annual staff meeting & holiday party will be held on Tuesday, December 24th, starting at 9:30 a.m. at the New York Marriott Marquis which is located on Broadway between 45th and 46th Streets. You may go directly to the hotel if you choose. Coffee only will be available from 8:45 a.m. to 9:30 a.m. The meeting will be held in the Westside Ballroom South Center on the fifth floor. Immediately following the meeting there will be a buffet luncheon in the Broadway Ballroom on the sixth floor. Sorry, but we cannot invite spouses and guests.

Waiters will collect tickets for the luncheon. To obtain your ticket, tell the person in your cost center who is helping us by coordinating ticket distribution whether or not you plan on attending the meeting and/or luncheon. He or she will coordinate this information with Patti Valentino in Human Resources. On December 21st, Patti will give tickets to all selected coordinators for distribution within their cost centers.

Everyone is expected to attend the meeting; anyone who does not attend will be charged with one vacation day or a floating holiday. If you would rather not participate in the luncheon following the meeting, we would appreciate it if you would let us know in advance so that we can give the hotel an accurate count. Just tell your cost center coordinator that you will not be participating.

The close of the meeting and luncheon will be considered the end of the working day. The Institute offices will be closed on Wednesday, December 25th and will open again for business on Thursday, December 26th.

President Chenok has authorized us to announce that the Institute offices will close at 3:00 p.m. on Tuesday, December 31 and will open again for business on Thursday, January 2, 1992.
