AUSTIN, BOBBY

September 27, 1995

Dr. George Gerbner
Professor & Dean Emeritus
Annanberg School for Communication
University of Pennsylvania
34th and Spruce Street
Philadelphia, PA 19104

Dear Dr. Gerbner:

On behalf of the W.K. Kellogg Foundation, I am delighted to extend this invitation for you to participate in the summation meeting of the African-American Men and Boys Task Force. The meeting will be held on October 23, 1995, in Washington, DC. Our schedule will begin at 7:00 a.m. on Monday, October 23, with a continental breakfast and end with a dinner at approximately 6:00 p.m. If you are traveling by train or airplane, you should plan to arrive the evening of October 22, 1995.

The meeting will take place at the Renaissance Hotel Washington. The Foundation will cover your meals while attending the meeting. All meetings will take place at the hotel. Travel and hotel expenses, including incidentals (such as phone calls, refreshment center, health club fees, in-house movies, etc.) will not be covered or reimbursed by the Foundation, and are the responsibility of each participant.

Keeping this in mind, please let me draw your attention to an important deadline and information pertaining to pre-conference activities:

- A registration form for the meeting is enclosed. We ask that you fill this form out and return it to our Department of Meetings and Conferences **no later than October 5, 1995**. To assist us in arranging for special meal requests, and in making name tags for all participants, please be sure to complete all parts of the registration form.

- The telephone number to make your reservation at the Renaissance Hotel Washington is 800/468-3571. The cost is $159, including tax, per night. Please indicate that you are with the W.K. Kellogg Foundation group. You must make your reservation no later than **October 5, 1995** to secure a room for this meeting.

- A General Information sheet has been included for your perusal. This information is being provided in the hopes of alleviating the need to call the hotel for general information, and can be used as a "quick reference" sheet.

W.K.KELLOGG
FOUNDATION

One Michigan
Avenue East
Battle Creek, MI
49017-4058
USA
616-968-1611
TDD on site
Telex: 4953028
Facsimile: 616-968-0413

To help people help themselves through the practical application of knowledge and resources to improve their quality of life and that of future generations

- Any questions regarding logistics of the meeting should be directed to **Mrs. Robin Flees**, Administrative Secretary, Department of Meetings and Conferences, at the Foundation. Her telephone number is 616/969-2109.

I am looking forward to meeting with all of you in Washington. In order to facilitate a smooth process for registration and meal arrangements, please be aware of the **October 5** deadline indicated in this letter if you plan to attend the meeting. If you have questions regarding the content of the meeting please feel free to call my office.

Sincerely,

Bobby W. Austin
by cr

Dr. Bobby William Austin
Program Director

BWA/cr

Enclosures: Registration Form
General Information Sheet

REGISTRATION FORM

AFRICAN AMERICAN MEN AND BOYS TASK FORCE MEETING
RENAISSANCE WASHINGTON D.C. HOTEL
WASHINGTON, D.C.
OCTOBER 23, 1995

NAME_____

PREFERENCE FOR NAME TAG_____

ORGANIZATION (IF APPLICABLE)_____

ADDRESS_____

CITY_____STATE_____ZIP_____

PHONE_____FAX_____

GUEST ROOM RESERVATIONS

You will be responsible for your own expenses. Please call **1-800-468-3571** to make your room reservations at the Renaissance Washington D.C. Hotel by **October 5, 1995.**

TRAVEL INFORMATION

Arrival Date_____Time_____

Departure Date_____Time_____

OTHER

My special requests/restrictions/dietary needs are:_____

_____

Please fax or mail this form **no later than Thursday, October 5,1995**: Mrs. Robin Flees, Administrative Secretary, Department of Meetings, Travel, and Food Service, W.K. Kellogg Foundation, One Michigan Avenue East, Battle Creek, MI 49017. **FAX (616) 969-2001.**
For questions about lodging/logistics, please call **(616) 969-2109.**

DUE DATE -- Thursday, October 5, 1995
FAX (616) 969-2001

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AFRICAN AMERICAN MEN AND BOYS TASK FORCE MEETING
October 23, 1995

GENERAL INFORMATION

- The meeting will be held at the Renaissance Washington DC Hotel, 999 Ninth Street, N.W., Washington, DC. It will begin at 7:00 a.m. with a continental breakfast in the North Salon located on the Ballroom Level of the hotel, and conclude with dinner in the Central Salon at approximately 6:00 p.m.

- Hotel phone: 202-898-9000 FAX: 202-789-4213

- Taxi fare from Washington National Airport is approximately $12 one way. The fare from Dulles airport is approximately $45 one way.

- Check-in at the hotel is after 3:00 p.m. Check-out is 12:00 noon. The hotel will store luggage for early arrivals and late departures. A credit card or cash deposit will be required for incidentals.

- Based on the information you give us on the registration form **(due date is Thursday, October 5)**, the Kellogg Foundation will make all guest room reservations at the Renaissance Washington DC Hotel.

George Gerbner

University City
Science Center- One East

3624 Market Street
Philadelphia, PA 19104
Telephone/Fax 215-387-5202

September 22, 1996

Dr. Bobby William Austin
Via Fax 616 969 2261

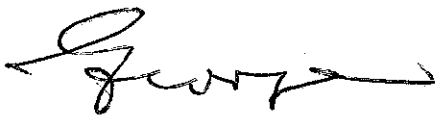
Dear Bobby:

I trust you received my letter written on behalf of the CEM Board of Directors to convey a cordial invitation to join us as a member of the Board. Have tried to call you since but with no success.

I am now completing the list of new Board members and would appreciate receiving your response and a 4-5 line bio for our use.

I look forward to the prospect of working with you on the Board of Directors. Please call if you have any questions.

Sincerely yours,



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