

From: Wooley, Kitty
Sent: Saturday, November 11, 2006 3:16 PM
Subject: Dinner Monday, Nov. 13

Importance: High
Hi all,

Here are last-minute details for Monday's dinner.

GETTING THERE

On the attached map, you'll see a circled L-shaped building. It has an inexpensive but good cafe, Vie de France, in the center atrium. Go to the atrium, walk toward the patio, enter the last door on your right before you reach the patio, and walk past the bar to the glass-enclosed meeting room. METRO: the white arrow in the circle is the 7th & Maryland exit. You come out a few feet away from one door to the building. PARKING: parking is available on all sides of the block.

TENTATIVE AGENDA

5:30 PM Room is open for dumping your things and meeting new colleagues ...
... don't be shy, and please don't arrive before 5:30

6:30-ish Order-taking begins; we go around and introduce ourselves to the group

Then eat and talk with your table-mates

Then we'll converse with Shelley, who will make whatever opening remarks she likes

8:30-ish Depart (those who want to continue talking can go across the street to the Holiday Inn's nice new lounge)

Please make every effort to read Shelley Metzenbaum's [report](#), if you haven't done so already, so that we have the richest possible discussion.

RISK AND REWARD

Since she has an earlier commitment on the Eastern Shore that day, there is a small possibility that our guest will get hung up in Beltway traffic and be late. Best intelligence from her local driver, who's done the trip many times, is that the timeframe is more than adequate. But if you can't accept this risk with equanimity, I'd appreciate your giving up your seat now so that someone on the wait list can attend. Judging by this participant list, Monday evening can't fail to be a learning experience in any event.

PAYMENT LOGISTICS

Please:

- Bring cash if at all possible
- Order and pay for your own drinks, if any, at the bar
- Do not ask for separate checks; there will be one check for each table of six
- Plan to leave this amount on your table when you leave:
Cost of your menu order + 10% tax + 20% tip + \$3 room rent

AND FINALLY~

~ ~ ~ ~ ~

Some of you may want to describe leadership development activity in which you are involved, such as Conversations About Leading, GovLeaders.org, Leadership Alchemy, Book Club, LEAD, Young Government Leaders, and Young AFCEA.

The bad news is, this group has gotten so big that you're only going to have time for a sentence or two during your introduction. The GOOD NEWS is, we'll have room at the nametag table for any handouts you want to bring.

I look forward to the pleasure of your company Monday evening.

Regards,
Kitty

Regulatory Information Management Services
Office of Management, U.S. Department of Education