

April 19, 1996

Pierre-Antoine Finck, M.D.  
ch Saussac #20  
1256 Troinex, Geneva  
Switzerland

Dear Dr. Finck:

This letter confirms the information discussed between you and Mr. Horne on April 17, 1996 concerning your upcoming visit to Washington.

Hotel: We have reserved a room with king-sized bed for you and Mrs. Finck at the Mayflower Hotel in Washington, DC for the following nights: May 23, 24 and 25. Check-out date is May 26. The reimburseable daily room rate is \$175.00 per night; a small additional fee for double occupancy (which is not reimburseable) will be added to the daily rate by the hotel. Your reservation confirmation number is: 5971010. You may check in at any time on May 23; arrangements have been made with the hotel to hold your room until you arrive, regardless of the time of day or night. In response to your question, the address and telephone number of the hotel is as follows:

Mayflower Hotel  
1127 Connecticut Avenue, N.W.  
Washington, D.C. 20036  
Telephone: (202) 347-3000

Air Transportation: We understand that you will be making your own air transportation arrangements. Please save the portion of your ticket called "Passenger Receipt," even if you choose to travel First Class or Business Class. If you provide us with a photocopy of your Passenger Receipt, we will be able to arrange reimbursement for the cost of a U.S. government coach round-trip fare, which is approximately \$870.00. We are confident that reimbursement for this amount will not be a problem, even if you do travel First Class.

Deposition: The deposition will be on Friday, May 24, 1996 at the new Archives facility in College Park, Maryland. A map showing the location is enclosed for familiarization purposes only. I will be happy to meet you in the lobby of the Mayflower Hotel at 9:00

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A.M. on Friday, May 24, 1996 and drive you to Archives II for the deposition. The deposition itself is tentatively scheduled to begin at 10:00 A.M. Past experience tells us that the deposition should be concluded by 4:00-5:00 P.M., at the latest. I will be happy to provide you with transportation back to your hotel following the deposition.

Orders: Your invitational travel orders from the Review Board are enclosed with this letter. Please carry them with you at all times, especially when checking in at your hotel; they may be required at the hotel in order to justify the "government contractor" room rate quoted above.

Travel Claim: We will submit your travel claim for you. Mr. Horne of my staff will bring travel claim documents with him on May 24 for you to sign; my administrative staff will submit your claim on Monday, May 27 and will ensure that it is processed appropriately. The reimbursements which we expect to process for you will include the rate for one U.S. government coach round trip fare from Geneva to Washington, the cost of a hotel room for one person for three nights at the U.S. government contractor rate, and the allowable cost for meals for three days for one person.

The deposition will take place in a small conference room with a very limited group of participants. You will be seated at a conference table and may remain seated throughout the deposition.

Thank you very much for your cooperation to date with the Review Board. Please call me, Mr. Gunn or Mr. Horne (collect) at (202) 724-0088 should you have any questions. I look forward to meeting you on Friday, May 24, 1996 at 9:00 at the Mayflower Hotel. Best wishes for a safe and comfortable journey.

Sincerely,

David G. Marwell  
Executive Director

Enclosures