

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA ▪ 20-24 JUNE 1990

Administrative Meeting Minutes

3 January 1990

9:00 am, 20th & Harrison 3rd Floor Conference Room

In Attendance:

Alice Gruber
Bill O'Connor
Jess Ortiz
Chuck Smukler

Bob Wachter
Barbara Woodruff
Pam Wool
John Ziegler

1. Issue:

Publications

Discussion:

Printing costs will be between \$300-400K.

Jess will work with Naheed Bashir of Publications regarding the choice of a printing company.

Action:

None required.

2. Issue:

Host Broadcast Firm

Discussion:

Have not yet heard from CBC.

May want to write the final contract "cafeteria style" and write into the contract that Bill needs to sign off on equipment provided before payment.

Action:

Need to call CBC to see how they are doing on the timeline.

Responsibility:

Jess

Time Frame:

By 11 January Administrative Meeting.

3. Issue:

Simultaneous Interpretation

Discussion:

Kathleen Kay will be unavailable after 18 January, so any dealings with WHO should be done before then.

Barbara faxed a revised budget to WHO yesterday and will continue working on this.

Action:

As above.

4. Issue:

Fundraising Update

Discussion:

Levi Strauss sent a check for \$36,000 made out to UCSF. However, they are willing to write another check to Project Inform. They will be acknowledged as a Conference donor.

Barbara is writing a new scope of work and redrafting John's letter for the donation from the State of CA.

Barbara put out a formal proposal for \$25K from the IAS for an International Travel Manager and has been assured by them that it should be a relatively easy process.

Barbara has not heard anything from the NIH.

The next deliverable on the USAID grant, due 31 January, will not be ready by then.

Action:

Need to request a one week extension on the USAID grant deliverable.

Responsibility:

Barbara

Time Frame:

Before 31 January.

5. Issue:

Security

Discussion:

Barbara is waiting to hear from STI and legal advisors. As soon as she contacts them, the agreement process should only take a few days.

Action:

As above.

Administrative Meeting Minutes

(1)

6. **Issue:** **Bunn Communications Contract Changes**
Discussion: Barbara has received nothing from BCI.
John will circulate his memo regarding contract negotiations to date.
Need to contact Jim Bunn regarding the contract timeline.
Action:
Responsibility: Barbara
Time Frame: ASAP
7. **Issue:** **Space for Local Program Office**
Discussion: The Conference will facilitate finding space for CBC and BCI.
Barbara has a call into Mary Evelyn Altman regarding space available at CED.
Action: Need to update the staffing/space timeline.
Responsibility: Bill
Time Frame: After CBC and the security consultants provide their space needs.
8. **Issue:** **Update on Courtesy**
Discussion: We can expect 5,000-6,000 registrations in the next 2 weeks and *must* facilitate the opening of a DC bank account in order for Courtesy to process them.
Discussed how to deal with incomplete abstract submissions.
Need to contact Jane Powers regarding approval of cash handling procedures.
Action 1:
Responsibility: Barbara and Chuck
Time Frame: ASAP
Action 2: Need to ask Courtesy for costs for filling out incomplete abstracts.
Responsibility: Bob will collect costs and give to Barbara
Time Frame: Before end of January trip to DC.
9. **Issue:** **Personnel**
Discussion: The Conference will hire a computer consultant. Barbara will provide Bob with a name.
Dave Bracker willing to come work for the Conference as Local Corporate Fundraiser and Volunteer Manager.
Action 1: Need to make computer consultant a line item for the budget.
Responsibility: Barbara and Emilie
Time Frame: ASAP
Action 2: Need to look into mechanism for hiring Dave Bracker.
Responsibility: Barbara
Time Frame: ASAP
10. **Issue:** **Decorator Change Order/Signage**
Discussion: Greyhound can handle stage decoration, signage and a couple of other details with a change order.
John suggested emphasizing the bridge theme as well as the logo in the signage.
Action 1: Need to have an internal meeting (John, Bob, Bill, Lucy) to determine signage needs. Bob will ask Connie about Communications needs.
Responsibility: Bill
Time Frame: ASAP
Action 2: Need to contact Carol Kummer and Cummings Walker regarding signage.
Responsibility: Bill
Time Frame: After the internal meeting takes place.

- 11. Issue:** **Complimentary Registrations/Day Passes/OC Invitations**
Discussion: See attached matrix. All information to be kept confidential. Only John, Paul, Bob and Bill can approve complimentary registrations. In addition to those percs listed on the matrix, the Conference will provide 200 invitations to the Opening Ceremony and 50 day passes per day for VIPs. All complimentary registrations will be over and above the 12,000 paid registrations.
Action 1: Need to send Courtesy a list of names with which they will reconcile their database for complimentary registrations.
Responsibility: Bob
Time Frame: ASAP
Action 2: Need a written policy for Courtesy regarding complimentary registrations.
Responsibility: Barbara
Time Frame: ASAP
- 12. Issue:** **PWA Scholarship Fund**
Discussion: The Conference will pay for 300 PWA registrations. Any donations to the Scholarship Fund received, including the \$10K from Genentech, will be used for additional PWA registrations.
Action: None required.
- 13. Issue:** **Insurance**
Action: Need to set up another meeting with Mike Baldinelli.
Responsibility: Jess and Barbara
Time Frame: ASAP
- 14. Issue:** **Social Events**
Discussion: Bill needs some decisions about social events.
Action: John, Bob, and Bill to meet; will show ideas to Paul for review.
Time Frame: Immediately following this meeting.
- 15. Issue:** **Barbara's Schedule**
Discussion: Barbara will work out of the Local Program Office every morning beginning Monday, 8 January and will attend the staff meetings on Wednesday mornings.
Action: None required.
- 16. Issue:** **Budget**
Discussion: John, Bob and Bill reviewed the budget in detail.
Action: Need to update the budget with Barbara and Emilie.
Responsibility: Bill
Time Frame: Next Tuesday meeting, 9 January, 8:30 am.
- 17. Issue:** **Slides of PWA's**
Discussion: Would like to hire someone to collect slides from around the world of PWA's to be used as background for a memorial service. Should cost no more than \$2,000.
Action: Need to make this a line item on the budget.
Responsibility: Barbara and Emilie
Time Frame: ASAP

The next Administrative Meeting is scheduled for **Thursday, 11 January 1990** from 9:00 am - 11:00 am in the 20th & Harrison 3rd Floor Conference Room.

INTERNAL AND CONFIDENTIAL

To: Bob, Bill, Paul, Barbara

1/4/90

From: John Ziegler

Re: Thoughts on Registration Policies and Other Percs: Internal and Confidential

Category	Registration			Other Percs	Basis
	Full	Floor Only	Day Pass		
Main Speakers (Plen, OC/CC, Rapp)	*			Travel, Hotel Per Diem	++++
Chairs for Sci. Sessions				Special Dinner	++
Int'l Steering Committee (2 per Co-Sponsor)				Special Dinner	+++
Committees (Local)				Special Dinner	++
Program Com'tees (Int'l)				Special Dinner	++
PWAs	(300)			Travel(?)	++
Exhibitors (NGO)	(1)	(2)		Low Cost Booth	++
Exhibitors (Commercial)	(1)	(3)		5k/10'x10'	++
Non-Profit Co-Sponsors:					
WHO	(25-Staff)				+++
IAS	(2)			Special Dinner	++
AmFAR	(2)			Special Dinner	++
City	(2)			Special Dinner	++
UC	(25-VIP)			Special Dinner	++++
NIH	—			Special Dinner	++
USAID	—			Special Dinner	++
CA State	(30—Pre-Registrants)				+++
For-Profit Donors:					
Schering	—	—	—	Prime Space	+++
BW	—	—	—	Prime Space	?
Syntex	—	—	—	Prime Space	?
Staff		*			
Volunteers		*			

**SIXTH INTERNATIONAL CONFERENCE ON AIDS
LOCAL ORGANIZING OFFICE**

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Date: 8 January 1990
To: Administration/Management Team
From: Chairs
Re: Meeting, 20th & Harrison, 3rd Floor Conference Room, Thursday
11 January 1990, 9:00 am - 11:00 am

AGENDA

1. Contracts

- ✓ a. Bunn Communications International
- ✓ b. CBC
- ✓ c. Security

2. Grants

- ✓ a. Levi Strauss
- ✓ b. State of CA
- ✓ c. IAS
- ✓ d. WHO
- ✓ e. NIH

3. Miscellaneous

- ✓ a. Courtesy Associates Bank Account in DC/Credit Card Handling
- ✓ b. Payment of Per Diem for Sponsored Registrants
- ✓ c. Conference Insurance
- ✓ d. Cash Handling On Site (CME, abstract sales, CBC edit booths, Musicare tickets, Reception tickets) TAX?
- ✓ e. Policy for Grants Repositioning

4. Social Events - Plan, Site, #, Menu, time, transport, Cost ^{Druid?} 30K from London Int'l

5. Other Business

* Travel

→ • Ground Transport - RFP/bid or AmF
MOVE ON THIS

• Hire Travel Desk ← AmF agent(s)
IAS agent

• Prepare - USAID wtg.

* SIGNAGE - Scope of Services ASAP

Talk to Bill. Dottie - Asst. CM. as backup (like Bob)

6. Video Treatise - AmFAR Moeschberger
Meet w/ Bill & Bob re: fitting monitors
around.

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Bill O'Connor
Jess Ortiz
Chuck Smukler

Bob Wachter
Barbara Woodruff
Pam Wool
John Ziegler

Notes as of

1/14/90

Naheed
Jess
Mike B

1. Issue:

Discussion:

- Desktop vs typeface - LA disk
- Computer curriculum for interface

Action:

2. Issue:

Discussion:

Dixon/Plant
+ O'Reilly
coming to SF
w/ Proposal (22-23)
✓ BUNN

Action:

Responsibility:

Time Frame:

3. Issue:

Discussion:

Respondent.

Action:

4. Issue:

Discussion:

✓ will move thru
CAPS via ACRL
as gift

In addition
to AMT agent

Wiked PD

Action:

Responsibility:

Time Frame:

5. Issue:

Discussion:

Action:

Publications

Printing costs will be between \$300-400K.

Jess will work with Naheed Bashir of Publications regarding the choice of a printing company.

None required.

Common Press. Competitive bid
Estimate ready next week

Host Broadcast Firm

Have not yet heard from CBC.

May want to write the final contract "cafeteria style" and write into the contract that Bill needs to sign off on equipment provided before payment.

Need to call CBC to see how they are doing on the timeline.

Jess

By 11 January Administrative Meeting.

Simultaneous Interpretation

Kathleen Kay will be unavailable after 18 January, so any dealings with WHO should be done before then.

Barbara faxed a revised budget to WHO yesterday and will continue working on this.

As above.

Fundraising Update

Levi Strauss sent a check for \$36,000 made out to UCSF. However, they are willing to write another check to Project Inform. They will be acknowledged as a Conference donor.

Barbara is writing a new scope of work and redrafting John's letter for the donation from the State of CA. Done

Barbara put out a formal proposal for \$25K from the IAS for an International Travel Manager and has been assured by them that it should be a relatively easy process.

Barbara has not heard anything from the NIH.

The next deliverable on the USAID grant, due 31 January, will not be ready by then.

Need to request a one week extension on the USAID grant deliverable.

Barbara

Before 31 January.

what is this?

Security

Barbara is waiting to hear from STI and legal advisors. As soon as she contacts them, the agreement process should only take a few days.

As above.

\$1800/mo x 4

1800 ascert. rep

? Time

Manpower: may
need more
people? >50K
Security = 75K?

Administrative Meeting Minutes

(1)

UC role -

Ash Bill

why not
contacted??

on
process
w/ Steve
Hurst

6. Issue:
Discussion:

Bunn Communications Contract Changes

Barbara has received nothing from BCI.

John will circulate his memo regarding contract negotiations to date.

Need to contact Jim Bunn regarding the contract timeline.

Action:

Responsibility:

Time Frame:

Barbara

ASAP

SPACE - CEO
44 Montgomery
PG+E: 18th + Folsom

Barbara has this

7. Issue:
Discussion:

Space for Local Program Office

The Conference will facilitate finding space for CBC and BCI.

Barbara has a call into Mary Evelyn Altman regarding space available at CED. Chuck + do

Action:

Responsibility:

Time Frame:

Need to update the staffing/space timeline.

Bill

After CBC and the security consultants provide their space needs.

8. Issue:
Discussion:

Update on Courtesy

We can expect 5,000-6,000 registrations in the next 2 weeks and *must* facilitate the opening of a DC bank account in order for Courtesy to process them.

Action 1:

Discussed how to deal with incomplete abstract submissions.

Need to contact Jane Powers regarding approval of cash handling procedures.

Responsibility:

Barbara and Chuck

Time Frame:

ASAP

Action 2:

Need to ask Courtesy for costs for filling out incomplete abstracts.

Responsibility:

Bob will collect costs and give to Barbara

Time Frame:

Before end of January trip to DC.

9. Issue:
Discussion:

Personnel

The Conference will hire a computer consultant. Barbara will provide Bob with a name.

Dave Bracker willing to come work for the Conference as Local Corporate Fundraiser and Volunteer Manager. Mathew Kramer

Need to make computer consultant a line item for the budget.

Action 1:

Responsibility:

Time Frame:

Barbara and Emilie

ASAP

Action 2:

Need to look into mechanism for hiring Dave Bracker.

Responsibility:

Barbara

Time Frame:

ASAP

10. Issue:
Discussion:

Decorator Change Order/Signage

Greyhound can handle stage decoration, signage and a couple of other details with a change order.

John suggested emphasizing the bridge theme as well as the logo in the signage.

Action 1:

Need to have an internal meeting (John, Bob, Bill, Lucy) to determine signage needs. Bob will ask Connie about Communications needs.

Responsibility:

Bill

Time Frame:

ASAP

Action 2:

Need to contact Carol Kummer and Cummings Walker regarding signage.

Responsibility:

Bill

Time Frame:

After the internal meeting takes place.

11. **Issue:**
Discussion:

POLICY

Action 1:

Responsibility:

Time Frame:

Action 2:

Responsibility:

Time Frame:

Complimentary Registrations/Day Passes/OC Invitations

See attached matrix. All information to be kept confidential. Only John, Paul, Bob and Bill can approve complimentary registrations. In addition to those percs listed on the matrix, the Conference will provide 200 invitations to the Opening Ceremony and 50 day passes per day for VIPs.

All complimentary registrations will be over and above the 12,000 paid registrations.

Need to send Courtesy a list of names with which they will reconcile their database for complimentary registrations.

Bob

ASAP

** VIP list in process*

Need a written policy for Courtesy regarding complimentary registrations. *

Barbara

ASAP

- * STAMP REGISTRA FORM. SEND TO REGISTR.
- * BOB SIGNS. NUMBER SEQUENTIALLY
- * COPY TO CA + EMILY. ASK CA TO SEPARATE

12. **Issue:**

Discussion:

POLICY

Action:

PWA Scholarship Fund

The Conference will pay for 300 PWA registrations. Any donations to the Scholarship Fund received, including the \$10K from Genentech, will be used for additional PWA registrations.

None required.

13. **Issue:**

Action:

Responsibility:

Time Frame:

Insurance

Need to set up another meeting with Mike Baldinelli.

Jess and Barbara

ASAP

Meeting 1/12. Shopping list (Alice)
** Data Bases + backup*

14. **Issue:**

Discussion:

Action:

Time Frame:

Social Events

Bill needs some decisions about social events.

John, Bob, and Bill to meet; will show ideas to Paul for review.

Immediately following this meeting.

15. **Issue:**

Discussion:

Action:

Time Frame:

Barbara's Schedule

Barbara will work out of the Local Program Office every morning beginning Monday, 8 January and will attend the staff-meetings on Wednesday mornings.

None required.

16. **Issue:**

Discussion:

Action:

Responsibility:

Time Frame:

Budget

John, Bob and Bill reviewed the budget in detail.

Need to update the budget with Barbara and Emilie.

Bill

Next Tuesday meeting, 9 January, 8:30 am.

17. **Issue:**

Discussion:

BUDGET

Action:

Responsibility:

Time Frame:

Slides of PWA's

Would like to hire someone to collect slides from around the world of PWA's to be used as background for a memorial service. Should cost no more than \$2,000.

Need to make this a line item on the budget.

Barbara and Emilie

ASAP

The next Administrative Meeting is scheduled for **Thursday, 11 January 1990** from 9:00 am - 11:00 am in the 20th & Harrison 3rd Floor Conference Room.

INTERNAL AND CONFIDENTIAL

To: Bob, Bill, Paul, Barbara

From: John Ziegler

1/4/90

Re: Thoughts on Registration Policies and Other Percs: Internal and Confidential

Category	Registration			Other Percs	Basis
	Full	Floor Only	Day Pass		
Main Speakers + Chairs (Plen, OC/CC, Rapp)	*			Travel, Hotel Per Diem	++++
Chairs for Sci. Sessions				Special Dinner	++
Int'l Steering Committee	(2 per Co-Sponsor)			Special Dinner	+++
Committees (Local)				Special Dinner	++
Program Com'tees (Int'l)				Special Dinner	++
PWAs	(300)			Travel(?)	++
Exhibitors (NGO)	(1)	(2)		Low Cost Booth	++
Exhibitors (Commercial)	(1)	(3)		5k/10'x10'	++
Non-Profit Co-Sponsors:					
WHO	(25-Staff)				+++
IAS	(2)			Special Dinner	++
AmFAR	(2)			Special Dinner	++
City	(2)			Special Dinner	++
UC	(25-VIP)			Special Dinner	++++
NIH	—			Special Dinner	++
USAID	—			Special Dinner	++
CA State	(30—Pre-Registrants)				+++
For-Profit Donors:					
Schering	—	—	—	Prime Space	+++
BW	—	—	—	Prime Space	?
Syntex	—	—	—	Prime Space	?
Staff		*			
Volunteers		*			

50

100

10

100

420

700

+5.05

1000

**SIXTH INTERNATIONAL CONFERENCE ON AIDS
LOCAL ORGANIZING OFFICE**

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Date: 16 January 1990
To: Administration/Management Team
From: Chairs
Re: Meeting, 20th & Harrison, 3rd Floor Conference Room, Thursday
18 January 1990, 10:00 am - 12:00 pm
(Note the change in meeting time)

AGENDA

1. Contracts
 - a. Bunn Communications International
 - b. CBC
 - c. Security
2. Grants
 - a. Levi Strauss
 - b. State of CA
 - c. IAS
 - d. WHO
 - e. NIH
3. Personnel Update
4. Miscellaneous
 - a. AmFAR Video Theater
 - b. Payment of Per Diem for Sponsored Registrants
 - c. Conference Insurance
 - d. Cash Handling On Site (CME, abstract sales, CBC edit booths, Musicare tickets, Reception tickets)
 - e. Signage
5. Final Decision on Social Events
 - a. Speaker Dinner
 - b. Venues
 - c. Other
6. Other Business

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA ■ 20-24 JUNE 1990

Administrative Meeting Minutes

11 January 1990

9:00 am, 20th & Harrison 3rd Floor Conference Room

In Attendance:

Dave Bracker
Alice Gruber
Jess Ortiz
Emilie O'Shea

Bob Wachter
Barbara Woodruff
Pam Wool
John Ziegler

1. Issue:

Action:

**Correction to Minutes of 3 January 1990
Under Fundraising Update**

Change From:

Discussion:

The next deliverable on the USAID grant,
due 31 January, will not be ready by
then.

Action:

Need to request a one week extension on the
USAID grant deliverable.

Responsibility:

Barbara

Time Frame:

Before 31 January.

Change To:

Discussion:

The next deliverable on the PHS grant,
due 31 January, will not be ready by
then.

Action:

Need to request a one week extension on the
PHS grant deliverable.

Responsibility:

Barbara

Time Frame:

Before 31 January.

2. Issue:

Discussion:

Change in Meeting Time

Administrative Meetings will now take place each Thursday from
10:00 am - 12:00 pm in the 20th and Harrison 3rd Floor Conference
Room.

Action:

As above.

3. Issue:

Discussion:

Publications

Naheed Bashir of UCSF Publications is exploring both desk top and
typesetting costs for the production of the Program and the
introductory text of the Abstract Volumes. She will provide the
costs next week.

Jess is working with Naheed regarding the choice of a printing company.
Bob is the point person, along with Jess, for working with Publications
on these projects.

Action:

None required.

4. **Issue:** **Host Broadcast Firm**
Discussion: Don Dixon, Lucien Plante and Bob O'Reilly of CBC want to come to San Francisco on 22-24 January 1990 with their proposal.
Action 1: Need to request that CBC federal express their proposal by noon on Friday, 19 January 1990.
Responsibility: Alice
Time Frame: ASAP
Action 2: Need to send out notice regarding (1) meeting on Monday 22 January 1990, 9:00 am - 11:00 am, (2) blocking out time on Tuesday 23 January for meetings, and (3) close-out meeting on Wednesday 24 January 1990, 10:30 am - 12:00 pm.
Responsibility: Pam
Time Frame: ASAP
5. **Issue:** **Fundraising Update**
Discussion: Levi Strauss sent a check for a \$36,000 gift to UCSF. The money will be transferred via a sub-contract by ACRC to Project Inform to be used for the Community Outreach Sessions. Project Inform will reimburse Dana Van Gorder for the down payment for Herbst Theater.
Esprit has agreed to produce 15,000 Conference bags at \$4.60 per bag. Dave Bracker will have the bottom line from Esprit by next Friday. John and Barbara set up a scope of services for the grant from the State of California.
Barbara has not heard anything from the NIH.
Dennis Hartzell met with representatives of London International. They are interested in donating \$30K for the Speaker Dinner. They have requested having 1/2 dozen of their people attend the dinner, and access to 13 sleeping rooms and 2 suites at the Marriott. The group OK'ed both of these requests.
Action: None required.
6. **Issue:** **International Travel**
Discussion: Charles Keegan of Ask Mr. Foster will provide the Conference with one full-time travel person in the Local Program Office by the end of the month. He will provide a name by Monday, 15 January 1990. Decided to use the \$25K from USAID for a Head Travel Manager, who will supervise the Assistant Travel Manager provided by Ask Mr. Foster.
Action: Need two job descriptions.
Responsibility: Bill will provide Barbara with scope of services; Barbara will write the formal descriptions.
Time Frame: Information to Barbara ASAP, no later than Wednesday, 17 January 1990.
7. **Issue:** **Security**
Discussion: Barbara will incorporate the legal advice she received into the Consultant Agreement.
STI has asked for \$1,800 for the ascertainment report, due 1 February 1990, and \$1,500 per month for the next four months.
May ask for UCSF security guards for all cash handling sites to conform with UCSF cash handling procedures.
Action 1: Need to follow-up with contract.
Responsibility: Barbara
Time Frame: ASAP
Action 2: Need to follow-up with UCSF Security.
Responsibility: Bill
Time Frame: ASAP

8. **Issue:** **Bunn Communications Contract Changes**
Discussion: Barbara has received nothing from BCI.
Action: Need to contact Jim Bunn regarding the contract timeline.
Responsibility: Barbara
Time Frame: ASAP
9. **Issue:** **Space for Local Program Office**
Discussion: Dave Bracker reported that PG & E will very likely donate space for the Local Program Office.
Action 1: Need to update the staffing/space timeline.
Responsibility: Bill
Time Frame: After CBC and the security consultants provide their space needs.
Action 2: Need to draft a letter to PG & E.
Responsibility: Dave
Time Frame: ASAP
10. **Issue:** **Personnel**
Discussion: Bob gave Barbara language for the computer consultant's Consulting Agreement, which she will develop.
Barbara is working on hiring Dave Bracker as Local Corporate Fundraiser and Volunteer Manager in April.
Decided to budget \$10K for a receptionist for the Local Program Office.
Barbara suggested the easiest manner would be through the UCSF Clerical Pool or a temporary agency.
Action: Need to make arrangements for hiring a receptionist.
Responsibility: Pam
Time Frame: By the end of January.
11. **Issue:** **AmFAR**
Discussion: AmFAR is requesting 12 complimentary registrations. The Conference is providing 2 full delegate passes and 1 lobby information booth for each co-sponsor.
Decided that if AmFAR changes the loan of \$100K to a gift, then they will receive 25 complimentary registrations, as other large donors have.
Am FAR is to contract separately with Greyhound and CBC for the Video Theater.
Action 1: Need to contact Merv Silverman of AmFAR.
Responsibility: Bob
Time Frame: Before 18 January Administrative Meeting.
Action 2: John, Bob, Bill and security consultant need to meet to discuss placement of video kiosks.
Responsibility: Bill
Time Frame: Before 18 January Administrative Meeting.
12. **Issue:** **Complimentary Registration Procedures/Policies**
Discussion: A procedure for processing complimentary registrations was discussed.
The main concern is having a procedure in place that makes forgery difficult. The procedure suggested is to have an official signature by Bob and a numbering system between the Local Program Office and Courtesy. Copies of all complimentary registration forms will go to Courtesy, Barbara, and a central file at the Local Program Office.
Action: Need a written policy for Courtesy regarding complimentary registrations.
Responsibility: Bill
Time Frame: Before 18 January Administrative Meeting.

13. **Issue:** **Speaker Dinner**
Discussion: The Conference has approximately 700 VIP's that may be invited to the Speaker Dinner.
The Conference will not provide sponsored registrants with tickets to any other event than the Speaker Dinner (i.e. Musicare).
Action: Need to discuss Speaker Dinner in detail.
Responsibility: John, Paul, Bob, Bill and Barbara.
Time Frame: During 18 January Administrative Meeting and/or directly after.
14. **Issue:** **Insurance**
Discussion: Barbara and Alice are meeting with Mike Baldinelli tomorrow.
Action: As above.
15. **Issue:** **Update on Courtesy**
Discussion: The Washington DC bank account is up and running.
Registrations paid by credit card should begin being processed any day.
Action: None required.
16. **Issue:** **Payment of Per Diem**
Discussion: Barbara has a call into the appropriate UCSF person regarding mechanism for payment of per diem to sponsored attendees and will get back to Bob as soon as possible.
Action: As above.
17. **Issue:** **On-Site Currency Exchange**
Discussion: The Conference needs to arrange for currency exchange on-site. In Bill's absence, those present discussed the possibility of having the Marriott take care of this need.
Responsibility: Bill

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6TH INTERNATIONAL CONFERENCE ON AIDS
San Francisco, California, USA • 20-24 June, 1990

INTER-OFFICE MEMO

Date: January 16, 1990

From: Bob Wachter, MD

To: Administrative Group

Re: **AmFAR video theater proposal**

1. Enclosed please find Terry Beirn's AmFAR video theater proposals. It is relatively clear that they will not be willing/able to sink a lot of resources into this. Although in the early planning stage, they had considered a distillation of AIDS public service announcements from around the world, I think we and they would agree that the cost of this (\$200-300 K) is prohibitive.

2. Their present plan is outlined in the first 4 pages of the enclosure: "AIDS on the AIR", a 25-28 minute video anthology of film and video AIDS prevention campaigns from around the world. They would show this film over and over in the 250 seat video theater, perhaps breaking it up with other videos which they can cheaply and conveniently get their hands on.

3. In order to proceed with their planning, they need a "go" or "no go" from us in the next week or so. I told Terry on the phone last week that we expected AmFAR to pick up the tab for this entire program, and if they didn't think that the resources would be forthcoming, they probably should not even get started. I did tell him that Dennis had identified some potential funding sources, though.

4. I will speak to Dennis regarding his prospects for raising the \$65,000 - \$70,000 that this thing will cost. My guess is that he'll be able to come up with part, but not all of it.

5. One possible solution: until I told him differently last week, AmFAR was not really expecting to get their \$100,000 loan paid back. Perhaps the most painless way for them to pick this thing up would be if we:

- 1) Raised any money we could through Dennis' efforts; and if we couldn't come up with the entire \$70 K; then
- 2) Deduct the difference from our outstanding loan balance to AmFAR.

I believe that this will be acceptable to them, and it certainly should be acceptable to us (they are really paying it with their money). The risk here is if we don't end up in the black, then we are paying for it with Conference revenues.

6. We need closure on this on Thursday.

7. One other AmFAR item - they still want extra booth space and 12 free passes, and are unwilling to convert the loan into a gift to the Conference (this is independent of 1-6 above). I told Terry that each co-sponsor would only get 1 booth space in the Moscone lobby and 2 passes *gratis*. He asked whether the cost of purchasing the requisite passes and booth spaces could be deducted from the loan due amount. Barbara tells me that it is do-able. Any strong objections. Perhaps the answer to this depends on the answer to 1-6.

FACSIMILE MESSAGE

**AMERICAN FOUNDATION FOR AIDS RESEARCH
AMFAR/NEW YORK**

DATE: January 15, 1990
TO: Dr. Bob Wachter
Location/Ext: 6th International AIDS Conference
FROM: Terry Beirn, AmFAR Program Officer

No. Pages Following: 10

In the event of transmission difficulties, call Harley Hackett at AmFAR-NY.
U.S. Telephone Number: (212)-719-0033; AmFAR FAX Number: (212)719-0712.

Message

Dear Dr. Wachter:

As we discussed on the phone late last week, I promised to prepare for your review a "stripped down" budget for the AmFAR VIDEO THEATER project at the 6th International AIDS Conference.

In this revision, the major cost elements that we are deleting from the original project proposal are (a) a global solicitation for films and videos (b) peer review/evaluation of all submitted materials. It is this kind of thorough review and evaluation that has been the hallmark of all of AmFAR's education and information products and projects to date. (I append a copy of our original budget projections for this type of undertaking -- totalling \$235,000-305,000.)

However, if neither the funds nor the interest are at hand to mount this type of costly and time consuming effort, we are prepared offer the following counterproposal:

"AIDS on the AIR"

 A 25-28 minute edited video anthology of film and video AIDS prevention campaigns from around the world.

AmFAR will retain the services of an experienced documentary video producer -- with particular expertise in gathering and assembling existing footage -- to produce an overview of how prevention information is being communicated to audiences around the world.

COVER

The primary focus the presentation will be film and video materials originally produced as part of public information campaigns -- for use on television, in theaters, and in other public settings. Through editing, the anthology will attempt to expose differences of approach in various regions and nations as well as the widely variable standards of what is "socially acceptable" for public viewing.

The purpose of this anthology will not be to select or recommend particular materials, but rather to stimulate awareness of the multiple media strategies being pursued worldwide to arrest the spread of HIV disease. In essence, the edited program will be a "selected sampling" (rather than an exhaustive survey) of what is currently in the global marketplace.

The anthology's producer may also elect to interweave images of posters and printed public service campaign elements and short excerpts from non-broadcast AIDS awareness films and videos. In particular, the producer will make an effort to search out videos that have been produced for use in developing nations (that may not have yet developed any formal broadcast or theatrical AIDS prevention materials). Additionally, the producer may choose to use carefully selected excerpts of "special audience" educational videos/films -- such as materials targeted to health care professionals, people with disabilities, prisoners.

AmFAR will assist the producer in collecting appropriate materials from National AIDS Committees, national broadcasting agencies, and various materials clearinghouses. However, due to limited time and resources, we do not anticipate broad circulation of a "call for materials." Rather, AmFAR will work to assist the producer track down existing materials through "word of mouth" and through our connections with national and international agencies concerned with AIDS prevention.

Editing and creative use of music will be essential components of the completed anthology -- which will be crafted to be visually arresting and as entertaining as possible.

We anticipate that the edited program would be screened 4 to 6 times every day in the 250-seat video theater.

①

Budget Estimate

Compilation/Editorial

Producer	16 weeks @ \$1000	\$16,000
Associate Producer/ Production Assistant	12 weeks @ \$ 550	\$ 6,600
Production Office Rental	16 weeks @ \$ 250	allow \$ 4,000
Materials Solicitation:		
Mailing		\$ 1,500
Telex	allow	\$ 1,000
Long Distance Phone (International)	allow	\$ 2,000
Air Courier	allow	\$ 1,000
Local Messengers		\$ 500
Screening Time for "Odd Format" materials		
PAL, SECAM, 625-line video		
Allow 50 hours @ \$75/hr		\$ 3,750
Conversion of "Odd Format" to 1" VTR		
Allow 10 hours @ \$175/hr		\$ 1,750
Off-Line Edit		
Allow 50 hours at \$200 hr		\$10,000
On-Line Edit		
Allow 20 hours at \$450 hr		\$ 9,000
Music Rights (Needle Drops)		\$ 1,000
Announcer		\$ 600
VTR Tape Stock	allow	\$ 1,000
VTR Rental Stock	allow	\$ 800

TOTAL "Compilation/Edit"	\$60,500
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On-Site Display Costs

Video Projection System (approx 20 X 20 screen plus 6 color monitors)	NEED LOCAL BID
Two playback VTRs (One line, one back-up)	NEED LOCAL BID
Technician (allow 7 hours a day X 5 days)	NEED LOCAL BID
Load and Load Out of Equipment/test	NEED LOCAL BID

Bottom line is that we believe \$60,000 is required to put together an exciting presentation that will draw audiences. We could choose to display other videos in between "seances" of AIDS ON THE AIR. However, we need a centerpiece attraction for our video theatre and this is how we recommend creating it.

I have asked Don Moschberger of my staff to seek LOCAL BIDS for equipment rental in San Francisco. He will be in touch with your office people in charge of the A/V subcontract. That expense -- whatever it is -- needs to be tacked on to the \$60,000 compilation/editing estimate (I would guess that big screen video projection plus monitors would be in the \$7500 range for a week -- but let's wait for the local estimates.)

Given funding of \$60,000 plus projection/display costs, I think this could be an

2

exciting addition to the conference. Under this revised scenario, we don't need to send out a massive mailing to all corners of the earth. If the development people can come up with a solid commitment of \$50,000 in the next four to five weeks, I think we should get started and then keep looking for the balance of the funds (estimated \$17,500). If not, I recommend we scrap this idea and direct out limited energies elsewhere.

If the funding is forthcoming, I think that we can recruit a truly topnotch producer and assistant -- through our connections here in the documentary production business. I'd really like to do it!

What's your reaction? I'd like to reach closure with you on this by the end of this week, if at all possible.

All the best,

Terry Beirn

PS -- Until we have budget and identify a production team, my office isn't really equipped to handle inquiries on this project. I'd suggest it would be better for the Conference Secretariat to compile a list of names and phone numbers of people -- such as Syntex and the Gay/Lesbian filmmakers -- who the producer can respond to. Thanks!

CC: Merv Silverman
Trish Halleron

3

AMERICAN FOUNDATION FOR AIDS RESEARCH

**** MEMORANDUM ****

TO: Education Policy Committee
FROM: Trish Halleron
RE: Video Component of 1990 Conference
DATE: August 24, 1989

AmFAR has been asked by the planning committee of the 1990 International Conference to submit a proposal to deliver the video component for consideration. Attached is a memo outlining the project we feel is a natural extension of our work in material evaluation. I would like the committee to comment on the project as outlined.

AMERICAN FOUNDATION FOR AIDS RESEARCH

**** MEMORANDUM ****

TO: EPC

FROM: Terry Beirn & Trish Halleron
AmFAR Program/Education Staff

CC: Ruth Wooden - The Ad Council
Karen Menechelli - Benton Foundation
Michael Seltzer - Funders Concerned About AIDS
Milton Gossett -- Saatchi & Saatchi
6th International AIDS Meeting Organizers

RE: AIDS Educational Media Project
for the 6th International AIDS Meeting

DATE: August 24, 1989

Here are two different suggestions for special projects on AIDS Education/Prevention media for the International AIDS Meeting in San Francisco in June 1990.

Concept #1 is a major modification of the idea originally discussed with the 6th International meeting organizers. Based on input from the Ad Council and Funders Concerned About AIDS, we propose a project to gather, evaluate and present only public information material, meaning AIDS education/prevention public service campaign elements -- both print and video materials.

 The Funders Concerned About AIDS' special task-force on AIDS and the media believe that there is now a glut of AIDS public service materials that aren't being utilized. No area is more "overstocked" than television PSAs. To date, there has been no comparative evaluation of the quality of the materials available.

By gathering, assessing, and presenting outstanding public information efforts, we could perform a valuable service that is consistent with AmFAR's commitment to systematic evaluation of all AIDS educational program components. In addition, because the annual AIDS Meeting is primarily a scientific conference, applying scientific evaluation methodology to the materials submitted is appropriate. A key component of this initiative will be to establish objective evaluation criteria not only for use by the expert review panel, but which can also serve as a foundation for materials evaluation efforts conducted by conference participants.

Almost by definition, effective public information campaigns must be built upon simple and readily understandable concepts. In the context of a multinational meeting, we believe these materials will be of greater interest to conference attendees than longer and more complicated educational films and videos.

The final products could be two or three tightly edited videos of the "Best in AIDS Public Information Campaigns" -- we could consider shooting and weaving into this video examples of outstanding print campaigns. Also, we could plan to display hard copy of the print materials in area adjacent to the

5

"video theatre."

Given the relatively low level of actual usage of AIDS prevention campaigns in many nations (particularly the U.S.), we believe this project could serve as a valuable stimulus for expanded distribution of quality prevention campaigns. Moreover, the "certification" of specific educational elements may also increase the comfort level and willingness of media outlets to place AIDS awareness messages.

Concept #2 is the program that the AIDS meeting organizers originally proposed --an "AIDS video festival."

We believe AmFAR should only undertake this task if sufficient funds are available to cast a broad net for materials and then carry out a meaningful, expert evaluation of the resulting submissions. This requires a multi-lingual mailing, translation of all foreign language submissions, and organization of materials for presentation.

Within the budget estimate for concept #2, there are two subtractions:

Subtract #1 would provide funds to produce three 15-20 minute "Best of...." videos -- a carefully planned and edited compilation of the outstanding materials in specific categories (such as youth/children, materials targeted to groups at high risk, and general public). At a meeting that is as hectic as the AIDS conference, we feel that we would attract the broadest number of attendees only if we can provide an insightful distillation of the best materials in use around the globe. Each of the 15-20 minute compilation videos could be translated -- either by caption or dub -- into English, French and Spanish.

Subtract #2 is reflects what we understand to be the meeting organizers' original concept -- a presentation room with the best videos and films "showing continuously" and possibly a library with individual screening facilities for attendees to view material of special interest to them. Program/Education staff feel that this is not the right "end-product" for this large meeting and that such a facility would be under utilized (considering the tremendous expense of gathering and evaluating materials).

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**CONCEPT #1 -- Preliminary Budget Estimate
(AIDS Public Information Campaigns)**

Material Acquisition

\$ 3,200	Printing "Call for Public Service Materials"
\$ 500	Mail Prep
\$ 400	Domestic Postage
\$ 2,250	International Postage
\$ 1,000	Follow-up reminder card
\$ 2,000	Telephone/Fax/Telex follow-up
\$ 7,100	SUBTOTAL -- Materials Acquisition

Materials Review

\$20,000	Translation and transcript preparation
\$15,000	Transport for International Expert Panel of 18
\$ 2,610	Hotel/per diem for four nights
\$ 2,500	Catering
\$ 2,000	Equipment Rental and Set-up

Presentation of Materials

VIDEO

\$12,000	Producer (12 weeks @ \$1000)
\$ 6,000	Production Assistant (12 weeks @ \$500)
\$ 1,500	Screening (20 hours @ \$75)
\$ 1,500	Tape to Tape dubs -- SMPTE burn-ins
\$ 1,000	Stock Rental
\$ 5,000	Format conversions (SECAM, PAL, NTSE)
\$ 2,000	Mastering Stock
\$ 8,000	Off-line Edit (40 hours @ 200)
\$13,000	On-Line Edit (20 hours @ \$650)
\$ 8,000	Graphics and Paintbox
\$ 2,000	Local Transport/Messengers
\$ 1,000	Office Space and Services
\$15,000	Video Projection -- On-Site
\$76,000	SUBTOTAL -- Presentation

②

PRINT MATERIALS

\$15,000	Display Enlargements (50 @ \$300)
\$ 8,000	Installation
\$14,000	48-page Guide to Public Service Materials (10,000 copies -- all registrants)
\$ 8,000	Research & Editorial
\$ 2,000	Shipping Displays/Guides to Conference Site
\$47,000	SUBTOTAL -- Print

Staff and Support Services

\$25,000	Project Coordinator (Part-time 2 months @ \$1500) (Full-time 6 months @ \$3500)
\$12,000	Clerical and Support Services
\$ 5,000	Staff Travel/Hotel/Per Diem
\$42,000	SUBTOTAL -- Staff and Support Services

\$214,210	TOTAL -- All Elements
\$ 21,421	10% Contingency/Project Overhead

\$235,631	GRAND TOTAL
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**CONCEPT #2 -- Preliminary Budget Estimate
(The Video Fair)**

Material Acquisition

\$ 3,200.00	Printing "Call for Video" (I'm basing this on a packet about the size of the RFP/Information Forms we mailed out in November '88) Quantity: 3,000
500.00	Mail Preparation
400.00	Domestic Postage (1,500 Pieces)
2,250.00	International Postage (Overseas at an average of \$1.50 per piece on remaining 1,500 pieces.)

\$ 6,350.00

Materials Pre-Prep & Review

60,000.00	Translation & Transcription for 100 twenty minute videos
9,000.00	Air Transportation for Peer Review panel of 12 members
6,000.00	Hotel (four nights)
2,500.00	Conference lunches and refreshments
1,575.00	Rental of three 19" monitors, VCR and stands for one week at \$525. per unit.

84,425.00 **SUBTOTAL ACQUISITION & REVIEW**

**Presentation
OPTION #1**

60,000.00	Subtitles on 50 recommended foreign language twenty minute video (Price quote from Producers' East Media, Inc. at \$1,500. per video)
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20,000.00	Video Presentation Equip (ON-SITE/SF)
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80,000.00	SUBTOTAL Presentation Option #1
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9

Presentation
OPTION #2

Video EDIT to produce three 20-minute
"Best of AIDS Videos" Presentation Tapes

16,000	Producer (16 weeks at \$1000)
8,000	Production Assistant (16 weeks at \$500)
8,000	Research Assistance (16 weeks at \$500)
2,550	Tape-to-tape transfer (17 hours at \$150)
1,500	Stock Rental
3,750	Screening (50 hours at \$75)
12,000	Off-Line Edit (60 hours at \$200)
24,750	On-Line Edit -- 3 machine edit with effects, and chyron (45 hours at \$650)
16,000	Graphics and Paintbox
3,000	Local Transport/messengers
6,000	Office Space and Service
20,000	Video Projection On Site SF

121,550 SUBTOTAL VIDEO PRODUCTIONS

Peripherals

10,850.00	Printing a 96 page "Guide to International AIDS Education Videos" Quantity: 10,000
500.00	Additional Art Work on Guide from an outside source
500.00	Shipping Guides to San Francisco via land
2,475.00	Rental of three 25" monitors, VCR's and stands for one week at \$825./unit.
500.00	Shipping videos to San Francisco Via Air

14,825.00 SUBTOTAL PERIPHERALS

Staff & Support Services

28,000.00	Project Manager (8 months @ 3,500/month)
20,000.00	Support Service and Office Overhead
14,000.00	Editorial

62,000.00 SUBTOTAL STAFF & SUPPORT SERVICES

Concept #2

BUDGET SUMMARY

6,350	ACQUISITION
84,425	PRE-PREP & REVIEW
80,000-121,550	PRESENTATION/PRODUCTION
14,825	PERIPHERALS
62,000	STAFF & SUPPORT

262,425 to 303,975 GRAND TOTAL

END IT
10

file

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA ▪ 20-24 JUNE 1990

Administrative Meeting Minutes

18 January 1990

10:00 am, 20th & Harrison 3rd Floor Conference Room

In Attendance:

Dave Bracker
Alice Gruber
Bill O'Connor
Jess Ortiz
Emilie O'Shea

Paul Volberding
Bob Wachter
Barbara Woodruff
Pam Wool
John Ziegler

1. **Issue:** Correction to Minutes of 11 January 1990
Action: Under International Travel

Change From:

Discussion: Decided to use the \$25K from USAID for a Head Travel Manager, who will supervise the Assistant Travel Manager provided by Ask Mr. Foster.

Change To:

Discussion: Decided to use the \$25K from IAS for a Head Travel Manager, who will supervise the Assistant Travel Manager provided by Ask Mr. Foster.

2. **Issue:**
Discussion:

Host Broadcast Firm

CBC will be in town 22-24 January for contract negotiations. The contract will not address the space issue; the Conference will provide space to CBC free of charge.

Action 1:
Responsibility:
Time Frame:

Need to circulate a schedule of meetings.
Pam
ASAP

1.2 m

3. **Issue:**
Discussion:

Space for Local Program Office

The PG & E space will not be available for Conference use. Discussed several alternative space options and 44 Montgomery is the preferred location.

Action:
Responsibility:
Time Frame:

Need to follow up on 44 Montgomery space.
Alice
ASAP

4. **Issue:**
Discussion:

Fundraising Update

Dave Bracker reported that Union Bank is interested in supporting the Conference.

Action:

Barbara is working on letters to Levi Strauss.
None required.

5. **Issue:**
Discussion:

International Travel

Discussed several duties to be done by the Travel Coordinator who will be hired by UCSF, including:

- establishing and maintaining data base for all sponsored travellers
- coordinating registrants and travel sponsors to avoid duplications
- coordinating efficiency to maximize number of travellers
- acting as contact person for staff travel
- acting as contact person for all travel inquiries
- working with the designated Ask Mr. Foster liaison

Skills required:

- international travel experience
- computer experience
- accounting experience
- languages?

Action 1:
Responsibility:

Need two job descriptions.

Bill will provide Barbara with scope of services; Barbara will write the formal descriptions.

Ready to go

Time Frame:

By end of day on 18 January 1990.

Action 2:

Need to contact Charles Keegan regarding a possible person for this position and need to set up interviews.

Responsibility:

Bill

Time Frame:

ASAP

6. **Issue:**
Discussion:

Security

Barbara finalized the Consultant Agreement and faxed it to STI on Monday. She hasn't heard from them yet.

Need to follow-up with contract.

Action 1:
Responsibility:

Barbara

Time Frame:

ASAP

Action 2:

Need to follow-up with UCSF Security.

Responsibility:

Bill

Time Frame:

ASAP

No response
on vacation
Problem?

No signed
contract yet
- Bill + Dave
to get on their
case

Dep. Chief Leo (211)

7. **Issue:**
Discussion:

Bunn Communications Contract Changes

Barbara and John will review the BCI contract and produce a draft of a new contract for Jim Bunn's review.

Action:

As above.

Time Frame:

Immediately following the 25 January Administrative Meeting.

8. **Issue:**
Discussion:

Update on Courtesy

Bob is drafting a letter to the president of Courtesy regarding upcoming Conference needs.

Action:

Need a meeting between John, Bob and Barbara to discuss several issue relating to Courtesy.

Time Frame:

Immediately following 18 January Administrative Meeting.

JZ
write
Louise

9. **Issue:**
Discussion:

AmFAR

AmFAR is responsible for producing and funding the Video Theater. The Conference will help fundraise up to \$50K towards the project. Fees for 10 registrations (\$4K) and 2 exhibit booths (\$10K) will be covered by AmFAR's \$100K loan. Thus the Conference is responsible for repaying only \$86K to AmFAR.

Action 1:
Responsibility:
Time Frame:

Need to contact AmFAR.

Bob

Before 25 January Administrative Meeting.

Also Three exhibit
booths at 5K each = 15K.
Total expenditure to
Am Far is 71K

policy

Action 2:
Responsibility:
Time Frame:

Need to inform Dennis Hartzell that he and AmFAR need to talk.
Dave
Before 25 January Administrative Meeting.

10. Issue:
Discussion:
Action:

Insurance
Barbara and Alice are working with Mike Baldinelli of Risk Management.
As above.

Frank Ross

11. Issue:
Discussion:

Payment of Expenses for Sponsored Participants
The Conference will pay \$440.00 to each sponsored participant (i.e. Opening/Closing Ceremony and Plenary speakers and recipients of the Developing Countries Scholarships) for their expenses during the Conference. In order to receive this, however, foreign participants need a B-1 Visa.

Pauly

Action:

As above.

12. Issue:
Action:

Complimentary Registration Procedures
Need written procedures for Courtesy regarding complimentary registrations.

Responsibility:
Time Frame:

Bill
Before 25 January Administrative Meeting.

13. Issue:
Discussion:

Opening Reception
The Conference is planning an Opening Reception for 10,000 at Moscone. Catering costs will be \$15 per person.

Responsibility:

Bill

Contract
in FGB-
Out to Bid

14. Issue:
Discussion:

VIP Reception
The Conference is planning a VIP Reception for 1,200:

• Tracks/Other Committees	150
• Co-Sponsors	200
• Major Speakers/Chairs	150
• International Reviewers	300
• Major Contributors	50
• Other VIP's	50
• Spouses	300
TOTAL	1200

Deborah Shubin
- Donald's friends

Preferred venue and time:

- 1st choice--Exploratorium, Friday 22 June 1990
- 2nd choice--Exploratorium, Thursday 21 June 1990
- 3rd choice--Aquarium, Friday 22 June 1990

Catering costs will be \$25 per person. Will order quantities for 1,000.

There will be no program at the VIP Reception. The Conference will arrange transportation to and from hotels. This event will be by invitation only.

Responsibility:

Bill

AVAIL
FRI.

P.O.

25K

\$6000

Less 15%

15. Issue:
Discussion:

Special Lecture
The Conference is planning a special lecture on Saturday 23 June 1990 open to all Conference registrants.

The Conference will explore having Senator Edward Kennedy and C. Everett Koop as the speakers for this event.

Responsibility:

Bob

HOSTED
BY CITY

Feb 10

R w/ Dennis

HOLD
TO
FGB 6

JZ to write
myra Snyder

16. **Issue:**
Discussion:

Speaker Dinner *VVIP*

The Conference is planning a small sit-down dinner for 100 by invitation only to take place in a private home on Saturday 23 June 1990. The dinner will be in honor of the special lecture speaker(s). Catering costs will be \$80-100 per person.

Responsibility:

Bill

17. **Issue:**
Discussion:

Volunteer/Staff Appreciation Open House

The Conference is planning an open house at the Marriott from 1:00 pm - 3:00 pm on Sunday 24 June 1990 for 250 volunteers and staff members.

Responsibility:

Bill

18. **Issue:**
Action:
Responsibility:
Time Frame:

Transportation

Need to call Charles Keegan regarding ground transportation.

Jess

Before 25 January Administrative Meeting.

The next Administrative Meeting is scheduled for **Thursday, 25 January 1990** from 10:00 am - 12:00 pm in the 20th & Harrison 3rd Floor Conference Room.

Paul
↓
Caterer
↓
Bill

Out on Monday
Vendors 2/2
Proposals 2/16
AMF

AMF
Kappa Gamma

Grat's Registrations

Paul V.

SIXTH INTERNATIONAL CONFERENCE ON AIDS

LOCAL ORGANIZING OFFICE

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Date: 30 January 1990

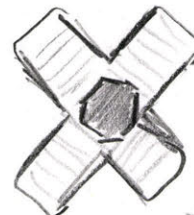
To: Administration/Management Team

From: Chairs

Re: Meeting, 20th & Harrison, 3rd Floor Conference Room
Thursday, 1 February 1990, 10:00 am - 12:00 pm

AGENDA

1. Review Minutes; Update and Follow-Up on Action Items
2. Additional Items
 - a) Sign and Public Displays Meeting
 - b) Critical Paths Planning Meeting



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Kaner
A Reddy
Khan
Wing
Khan section (punch)

1/15/90

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA • 20-24 JUNE 1990

Administrative Meeting Minutes

25 January 1990

10:00 am, 20th & Harrison 3rd Floor Conference Room

In Attendance:

Lucy Felicissimo
Alice Gruber
Bill O'Connor
Emilie O'Shea

Chuck Smukler
Barbara Woodruff
Pam Wool
John Ziegler

1. Issue: Discussion:

Action:

Host Broadcast Firm

An update on the CBC contract negotiations was presented. Barbara and Jess will continue negotiations with CBC.

As above.

2. Issue: Discussion:

Action:

Fundraising Update

Phiser will be donating \$20K towards the PWA Scholarship Fund. The Levi Strauss donation is being processed.

None required.

3. Issue: Discussion:

Action:

Responsibility:

Time Frame:

International Travel

Two people are being interviewed for the position of Head Travel Manager, which will begin by the 2nd week in February.

The position will pay \$35-40K for work performed through December 1990. An Assistant Travel Manager will be hired by the Head Travel Manager in April 1990.

Need to add salary to the budget.

Barbara and Emilie
ASAP

4. Issue: Discussion: Action: Responsibility: Time Frame:

Security

Barbara has had no response from STI regarding the Consultant Agreement. Need to contact STI regarding concern over timeline.

Bill will ask Dana for assistance in contacting Jack Ballentine.

ASAP

5. Issue: Discussion:

Action:

Time Frame:

Bunn Communications Contract Changes

Barbara and John will review the BCI contract and produce a draft of a new contract for Jim Bunn's review.

As above.

By Thursday, 25 January 1990

6. Issue: Discussion: Action:

Time Frame:

Update on Courtesy

Courtesy Associates failed to fax copies of 150 checks.

John will send a letter to Courtesy regarding the Conference's disappointment at procedures not being followed.

ASAP

4750

Mention
Resistant
Benefit
for 1990
confidential

7. **Issue:** **Complimentary Registration Procedures**
Discussion: Lucy will be responsible for tracking the complimentary registrations of program VIP's (approximately 40 speakers). Bill will be responsible for tracking all other complimentary registrations (i.e. PWA's, Exhibitors, Co-Sponsors, Developing Countries Sponsored Registrants).
Procedures for the processing of complimentary registrations must be set and put into writing.
Action: Bill, Barbara and Alice need to meet.
Time Frame: Immediately following this Administrative Meeting.
8. **Issue:** **AmFAR**
Discussion: Fees for 12 registrations (\$4.8 K) and 3 exhibit booths (\$15K) will be covered by AmFAR's \$100K loan. Thus the Conference is responsible for repaying only \$80.2K to AmFAR.
Action: None required.
9. **Issue:** **Insurance**
Action: Will carry over to next agenda.
Responsibility: Barbara
10. **Issue:** **Sponsored Participants**
Action: Need to make sure B-1 visa issue is on the agenda for February International Travel Meeting.
Responsibility: Bob
11. **Issue:** **Opening Reception**
Discussion: If the Conference wants to contract with an outside catering company, we might have to buy out an existing food services contract at the Moscone. The catering contract may need to go out on bid.
Action: Need to contact Jim Nagle of FMI, Inc. (Moscone) regarding current requirements.
Responsibility: Bill
Time Frame: ASAP
12. **Issue:** **VIP Reception**
Discussion: The Exploratorium is available on Friday, 22 June 1990 for the VIP Reception at the rate of \$6,000 per night minus 15% for the Conference. The Conference will approach the City regarding their paying for the space. Need to contact Myra Snyder regarding the City's sponsorship of the VIP Reception.
Action 1:
Responsibility: John
Time Frame: Before 1 February Administrative Meeting.
Action 2: Need to contact Dennis Hartzell regarding funds for this and other social events.
Responsibility: John
Time Frame: Before 1 February Administrative Meeting.
13. **Issue:** **Special Lecture, Saturday 23 June 1990, 6:30-7:30 pm**
Discussion: The Conference sent letters to Kennedy and Koop this week.
Action: None required.
14. **Issue:** **VVIP Speaker Dinner**
Action: Need to research which caterers have had experience working in the chosen venue.
Responsibility: Barbara to get list from Paul and give to Bill
Time Frame: ASAP

15. **Issue:** **Catering**
Discussion: The Conference will look into having a P.O. for all catering needs (i.e. each event would be sub-contracted).
A social coordinator could be included in the catering P.O., as could the printing and distribution of invitations.
Action: Need a scope of services for catering.
Responsibility: Bill
Time Frame: ASAP
16. **Issue:** **Transportation**
Discussion: Bill and Jess are continuing to work on ground transportation. RFP out Monday 29 January 1990; Vendor Conference Friday 2 February; Bids due Friday, 16 February 1990.
Action: As above.
17. **Issue:** **Publications**
Discussion: Lucy presented the budgetary figures for the production of the Program and Abstract Volumes and Pocket Program. The total is estimated at \$466,900, including a 15% contingency. Bill noted that \$5,000 for stuffing would be deleted. The plan included an optional additional \$38,430 for slipcases, which will not be done.
Action: Need to add these production costs to budget.
Responsibility: Barbara and Emilie
Time Frame: ASAP
18. **Issue:** **Space for Local Program Office**
Discussion: The Conference is in the process of securing space to accommodate at least 50 on the 34th floor of 44 Montgomery.
The target moving date would be 1-10 March 1990.
The costs of the space may be \$90,000 for 5 months or \$72,000 for 4 months. The building is owned by AT&T, with whom Dennis Hartzell is working to arrange a possible in-kind donation or reduction in rate.
Action: Need to begin coordinating move to 44 Montgomery.
Responsibility: Alice
Time Frame: ASAP

The next Administrative Meeting is scheduled for **Thursday, 1 February 1990** from 10:00 am - 12:00 pm in the 20th & Harrison 3rd Floor Conference Room.

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA • 20-24 JUNE 1990

Administrative Meeting Minutes

1 February 1990

10:00 am, 20th & Harrison 3rd Floor Conference Room

In Attendance:

Alice Gruber
Bill O'Connor
Jess Ortiz
Emilie O'Shea
Chuck Smukler
Paul Volberding

Bob Wachter
Connie Wofsy
Barbara Woodruff
Pam Wool
John Ziegler

1. Issue:
Discussion:

Communications

Decided that Connie Wofsy, the Chair of the Communications Committee, will participate in the weekly Administrative Meetings.

Richard Preston and Lucien Plante are working on the floorplan for the edit booths section in Moscone Hall A. They will give their plan to Bill for the decorator, who will formalize it and solicit approval from the fire marshall. The cost of the construction of a sound resistant wall is unknown at this point. The Conference will provide the wall; CBC will provide the edit booths and other furnishings.

Action:

As above.

2. Issue:
Discussion:

Host Broadcast Firm

An update on the CBC contract negotiations was presented. Barbara and Jess will continue negotiations with CBC.

Action:

As above.

3. Issue:
Discussion:

Simultaneous Interpretation

WHO is not interested in paying \$200K for broadcast quality simultaneous interpretation, only interpretation for attendees at the Plenaries and Opening/Closing Ceremonies.

Kanner Language Systems is the preferred vendor.

Discussed several additional needs, including:

- possibly 2,000 instead of 1,000 headsets, service will be incremented, based on actual usage;
- French simultaneous interpretation only for WHO's Introductory Seminar (to be contracted directly between WHO and KLS);
- wiring the whole room instead of only designated sections for sessions having simultaneous interpretation;
- headset cleaning each night.

CBC will provide the signal to the media areas (will not be broadcast quality) and will provide Kanner with the audio signal.

Alice and Jess will be the point people for simultaneous interpretation contract aspects.

A draft of the contract between UCSF and WHO is being reviewed by Purchasing and Contracts and Grants.

Need revised scope of services.

Bill will give to Alice.

ASAP

Action 1:
Responsibility:
Time Frame:

Action 2:
Responsibility:
Time Frame:

Need to meet with Deborah Kanner
Bill, Jess, and Alice.
ASAP

4. Issue:
Discussion:

Cable
Car? Museum ?

Fundraising Update

Aetna Insurance will provide \$15-20K for the production of the Pocket Program.
Spectrum Foods, a restaurant consortium, is talking with Dennis about providing F&B for the Opening Reception.
Syntex will probably take over sponsorship of the VVIP Dinner since London International has declined.

Action:

None required.

5. Issue:
Discussion:

AmFAR

Discussions with AmFAR regarding the Video Theater are in process. The Conference cannot promise AmFAR any financial support for the project.

Action:

As above.

6. Issue:
Discussion:

International Travel

John and Barbara have been interviewing candidates for the position of Travel Coordinator.

Bob, Bill and John will have a second interview with one candidate on Monday 5 February 1990.

Bill does not need to go to DC meeting in February if the Travel Coordinator will be participating.

Action:

As above.

7. Issue:
Discussion:

Security

Jack Ballentine of STI is in the process of securing a performance bond. Bill advised Barbara to reset the deadline date for the ascertainment report for 21 February 1990.

Jess would like to talk to STI regarding the choice of a private security force. STI has been in contact with UCSF Security since December, 1989.

Action:

As above.

8. Issue:
Discussion:

Bunn Communications Contract Changes

Barbara and John will review the BCI contract and produce a draft of a new contract for Jim Bunn's review.

Action:

The Administrative Team needs to discuss BCI contract.

Time Frame:

Administrative Meeting, 8 February 1990.

9. Issue:
Discussion:

Update on Courtesy

Courtesy has received 4,750 abstracts to date. The Conference has accepted abstracts up to 10 days beyond the 22 January 1990 deadline and will no longer accept submissions. The Conference expects to reject approximately 1,500 submissions.

15 days

If submitters of abstracts are waiting until abstracts are accepted to pay the registration fee, then they *cannot* pay the \$400 reduced rate.

Courtesy is sub-contracting with another firm for processing abstracts, an action which may be in violation of their contract.

Action 1:

Need to clarify policy regarding acceptance of registration fees received after deadline dates.

Responsibility:
Time Frame:

Bob
ASAP

- Action 2:** Need to write letter to President of Courtesy Associates regarding their sub-contract for abstract processing.
- Responsibility:** John
- Time Frame:** By end of February 1990.
10. **Issue:** **Complimentary Registration Procedures**
Discussion: Procedures for processing complimentary registrations are in place.
Action: None required.
11. **Issue:** **Insurance**
Discussion: Barbara is putting together a proposal for Frank Ross of UCSF Risk Management.
Action: As above.
12. **Issue:** **VIP Reception**
Action 1: Need to book the Exploratorium for Friday 22 June 1990.
Responsibility: Barbara
Time Frame: ASAP
Action 2: Need to continue working with Dennis Hartzell to secure sponsors for this event.
Responsibility: John
13. **Issue:** **Transportation**
Discussion: Bill and Jess are continuing to work on ground transportation. The Conference will have at least 50 Super Shuttle vouchers on hand for distribution by Conference organizers.
Action: As above.
14. **Issue:** **Conference Bag**
Action: Need to call Dave Bracker for an update on the Conference bag.
Responsibility: Bob
Time Frame: By 8 February 1990 Administrative Meeting.
15. **Issue:** **Space for Local Program Office**
Discussion: The Conference is in the process of securing space to accommodate at least 50 on the 34th floor of 44 Montgomery.
The Local Program Office will move on 21 February 1990 at 4:00 pm.
Action: As above.
16. **Issue:** **Sign and Public Displays Meeting**
Discussion: The Sign Committee will have its first meeting at 1:00, 1 February 1990. Several members will meet with Cummings Walker on Monday, 5 February 1990.
Action: As above.
17. **Issue:** **Exhibits Update**
Discussion: A total of \$225K from exhibits has been received to date. If the Moscone floor does not sell out, the Conference may consider providing a discount to publishers. Will discuss again in two weeks.
Action: As above.

18. **Issue:**

Action:

Responsibility:

Sign Language Interpretation

The Conference would like at least two sign language interpreters for every morning session. *Volunteer task?*

Bill

19. **Issue:**

Action:

Responsibility:

Facilities for the Disabled

Need to contact the Red Cross regarding disabled facilities available at the Conference.

Bill

20. **Issue:**

Discussion:

Critical Paths Planning

Critical paths will be outlined during the 1 March 1990 Administrative Meeting, 10:00am, 44 Montgomery.

Paths should include (1) pre-conference, (2) on-site, and (3) post-conference tasks.

<u>Topic</u>	<u>Date Due</u>	<u>Point Person</u>
Publications	Done	Lucy
Program	Done	Lucy/Bob
Exhibits	Done	Dottie
Social Events	2/21/90	Dottie
Ground Transportation	2/21/90	Jess
Travel	3/1/90	Travel Coordinator
Security	2/21/90	Bill
Media & Communications	2/21/90	Connie
Operations	2/21/90	Alice/Pam
On-Site Logistics	2/21/90	Bill
Signage	2/21/90	Dottie
Budget	2/21/90	Emilie/Barbara

Action:

As above.

The next Administrative Meeting is scheduled for **Thursday, 8 February 1990** from 10:00 am - 12:00 pm in the 20th & Harrison 3rd Floor Conference Room.

Am Red Cross

PWA lounge

Shanti

Paul

**SIXTH INTERNATIONAL CONFERENCE ON AIDS
LOCAL ORGANIZING OFFICE**

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Date: 6 February 1990

To: Administration/Management Team

From: Chairs

Re: Meeting, 20th & Harrison, 3rd Floor Conference Room
Thursday, 8 February 1990, 10:00 am - 12:00 pm

AGENDA

1. Review Minutes; Update and Follow-Up on Action Items
2. Additional Items

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA ▪ 20-24 JUNE 1990

Administrative Meeting Minutes

1 February 1990

10:00 am, 20th & Harrison 3rd Floor Conference Room

In Attendance:

Alice Gruber
Bill O'Connor
Jess Ortiz
Emilie O'Shea
Chuck Smukler
Paul Volberding

Bob Wachter
Connie Wofsy
Barbara Woodruff
Pam Wool
John Ziegler

1. Issue:
Discussion:

Communications

Decided that Connie Wofsy, the Chair of the Communications Committee, will participate in the weekly Administrative Meetings.
Richard Preston and Lucien Plante are working on the floorplan for the edit booths section in Moscone Hall A. They will give their plan to Bill for the decorator, who will formalize it and solicit approval from the fire marshall. The cost of the construction of a sound resistant wall is unknown at this point. The Conference will provide the wall; CBC will provide the edit booths and other furnishings.

Action:

As above.

2. Issue:
Discussion:

Host Broadcast Firm

An update on the CBC contract negotiations was presented. Barbara and Jess will continue negotiations with CBC.

Action:

As above.

3. Issue:
Discussion:

Simultaneous Interpretation

WHO is not interested in paying \$200K for broadcast quality simultaneous interpretation, only interpretation for attendees at the Plenaries and Opening/Closing Ceremonies.

Kanner Language Systems is the preferred vendor.

Discussed several additional needs, including:

- possibly 2,000 instead of 1,000 headsets, service will be incremented, based on actual usage;
- French simultaneous interpretation only for WHO's Introductory Seminar (to be contracted directly between WHO and KLS);
- wiring the whole room instead of only designated sections for sessions having simultaneous interpretation;
- headset cleaning each night.

CBC will provide the signal to the media areas (will not be broadcast quality) and will provide Kanner with the audio signal.

Alice and Jess will be the point people for simultaneous interpretation contract aspects.

A draft of the contract between UCSF and WHO is being reviewed by Purchasing and Contracts and Grants.

Action 1:
Responsibility:
Time Frame:

Need revised scope of services.
Bill will give to Alice.
ASAP

- Action 2: Need to meet with Deborah Kanner
Responsibility: Bill, Jess, and Alice.
Time Frame: ASAP
4. Issue: **Fundraising Update**
Discussion: Aetna Insurance will provide \$15-20K for the production of the Pocket Program.
Spectrum Foods, a restaurant consortium, is talking with Dennis about providing F&B for the Opening Reception.
Syntex will probably take over sponsorship of the VVIP Dinner since London International has declined.
Action: None required.
5. Issue: **AmFAR**
Discussion: Discussions with AmFAR regarding the Video Theater are in process. The Conference cannot promise AmFAR any financial support for the project.
Action: As above.
6. Issue: **International Travel**
Discussion: John and Barbara have been interviewing candidates for the position of Travel Coordinator.
Bob, Bill and John will have a second interview with one candidate on Monday 5 February 1990.
Bill does not need to go to DC meeting in February if the Travel Coordinator will be participating.
Action: As above.
7. Issue: **Security**
Discussion: Jack Ballentine of STI is in the process of securing a performance bond.
Bill advised Barbara to reset the deadline date for the ascertainment report for 21 February 1990.
Jess would like to talk to STI regarding the choice of a private security force.
STI has been in contact with UCSF Security since December, 1989.
Action: As above.
8. Issue: **Bunn Communications Contract Changes**
Discussion: Barbara and John will review the BCI contract and produce a draft of a new contract for Jim Bunn's review.
Action: The Administrative Team needs to discuss BCI contract.
Time Frame: Administrative Meeting, 8 February 1990.
9. Issue: **Update on Courtesy**
Discussion: Courtesy has received 4,750 abstracts to date. The Conference has accepted abstracts up to 10 days beyond the 22 January 1990 deadline and will no longer accept submissions. The Conference expects to reject approximately 1,500 submissions.
If submitters of abstracts are waiting until abstracts are accepted to pay the registration fee, then they *cannot* pay the \$400 reduced rate.
Courtesy is sub-contracting with another firm for processing abstracts, an action which may be in violation of their contract.
Action 1: Need to clarify policy regarding acceptance of registration fees received after deadline dates.
Responsibility: Bob
Time Frame: ASAP

- Action 2:** Need to write letter to President of Courtesy Associates regarding their sub-contract for abstract processing.
- Responsibility:** John
- Time Frame:** By end of February 1990.
10. **Issue:** **Complimentary Registration Procedures**
Discussion: Procedures for processing complimentary registrations are in place.
Action: None required.
11. **Issue:** **Insurance**
Discussion: Barbara is putting together a proposal for Frank Ross of UCSF Risk Management.
Action: As above.
12. **Issue:** **VIP Reception**
Action 1: Need to book the Exploratorium for Friday 22 June 1990.
Responsibility: Barbara
Time Frame: ASAP
Action 2: Need to continue working with Dennis Hartzell to secure sponsors for this event.
Responsibility: John
13. **Issue:** **Transportation**
Discussion: Bill and Jess are continuing to work on ground transportation. The Conference will have at least 50 Super Shuttle vouchers on hand for distribution by Conference organizers.
Action: As above.
14. **Issue:** **Conference Bag**
Action: Need to call Dave Bracker for an update on the Conference bag.
Responsibility: Bob
Time Frame: By 8 February 1990 Administrative Meeting.
15. **Issue:** **Space for Local Program Office**
Discussion: The Conference is in the process of securing space to accommodate at least 50 on the 34th floor of 44 Montgomery.
The Local Program Office will move on 21 February 1990 at 4:00 pm.
Action: As above.
16. **Issue:** **Sign and Public Displays Meeting**
Discussion: The Sign Committee will have its first meeting at 1:00, 1 February 1990. Several members will meet with Cummings Walker on Monday, 5 February 1990.
Action: As above.
17. **Issue:** **Exhibits Update**
Discussion: A total of \$225K from exhibits has been received to date. If the Moscone floor does not sell out, the Conference may consider providing a discount to publishers. Will discuss again in two weeks.
Action: As above.

18. **Issue:** **Sign Language Interpretation**
Action: The Conference would like at least two sign language interpreters for every morning session.
Responsibility: Bill
19. **Issue:** **Facilities for the Disabled**
Action: Need to contact the Red Cross regarding disabled facilities available at the Conference.
Responsibility: Bill
20. **Issue:** **Critical Paths Planning**
Discussion: Critical paths will be outlined during the 1 March 1990 Administrative Meeting, 10:00am, 44 Montgomery.
 Paths should include (1) pre-conference, (2) on-site, and (3) post-conference tasks.
- | Topic | Date Due | Point Person |
|------------------------|-----------------|---------------------|
| Publications | Done | Lucy |
| Program | Done | Lucy/Bob |
| Exhibits | Done | Dottie |
| Social Events | 2/21/90 | Dottie |
| Ground Transportation | 2/21/90 | Jess |
| Travel | 3/1/90 | Travel Coordinator |
| Security | 2/21/90 | Bill |
| Media & Communications | 2/21/90 | Connie |
| Operations | 2/21/90 | Alice/Pam |
| On-Site Logistics | 2/21/90 | Bill |
| Signage | 2/21/90 | Dottie |
| Budget | 2/21/90 | Emilie/Barbara |
- Action:** As above.

The next Administrative Meeting is scheduled for **Thursday, 8 February 1990** from 10:00 am - 12:00 pm in the 20th & Harrison 3rd Floor Conference Room.

**SIXTH INTERNATIONAL CONFERENCE ON AIDS
LOCAL ORGANIZING OFFICE**

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Date: 12 February 1990
To: Administration/Management Team
From: Chairs
Re: Meeting, 20th & Harrison, 3rd Floor Conference Room
Thursday, 15 February 1990, 10:00 am - 12:00 pm

AGENDA

1. Review Minutes; Update and Follow-Up on Action Items
2. Additional Items
 - a. Update on BCI Contract
 - b. Update on Insurance
 - c. Update on Ground Transportation
 - d. Update on Communications (wall for edit booth section)
 - e. Update on AmFAR Video Theater
 - f. Update on Sign Language Interpretation
 - g. Update on Facilities for the Disabled
 - h. Update on Sign and Decoration Committee

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA 20-24 JUNE 1990

Administrative Meeting Minutes

8 February 1990

10:00 am, 20th & Harrison 3rd Floor Conference Room

In Attendance:

Alice Gruber
Bill O'Connor
Jess Ortiz
Emilie O'Shea
Chuck Smukler
Paul Volberding

Bob Wachter
Connie Wofsy
Barbara Woodruff
Pam Wool
John Ziegler

1. Issue:

Discussion:

Space for Local Program Office

The Conference has secured space to accommodate at least 50 on the 34th floor of 44 Montgomery.

The Local Program Office will move on Wednesday, 21 February 1990 at 3:00 pm.

Grantree Furniture is providing a 40% discount to the Conference and Eagle is donating phone units. Alice is coordinating all fundraising efforts with Dennis Hartzell.

For the month of June, the Conference will consider having a 24 hour phone answering service and one staff member available by beeper at all times.

Action:

Need to contact Prevention Sciences group regarding available parking and their manual of office procedures.

Responsibility:

Alice

Time Frame:

ASAP

2. Issue:

Discussion:

Staff

The Conference has hired Dave Bracker as Volunteer Manager 1 April 1990 - 30 June 1990. He will also continue his local corporate fundraising efforts.

The Conference will hire Dennis Laughtin, who was recommended by Charles Keegan, as Travel Coordinator. He will start on 26 February 1990 at 44 Montgomery (and be at the 22 February travel meeting in DC).

The Conference would like to contract with Krebs Management for Floor Management positions.

Action 1:

Need to plan the post-Conference staff and space needs.

Responsibility:

Barbara, Bill and Chuck

Time Frame:

ASAP

Action 2:

Barbara, Jess and Bill will meet with Krebs Management to develop a contract.

Responsibility:

Bill

Time Frame:

ASAP

3. Issue:

Action:

Budget

Need to update Conference budget.

Responsibility:

John, Barbara, Bill, Chuck, Emilie and Alice

Time Frame:

Immediately following 8 February Administrative Meeting.

4. **Issue:** **Registration**
Discussion: As of 7 February, the Conference had received approximately 4,500 registrations. This is approximately 1,500 more than Montreal had at this point last year and is just under our initial target.
Action: None required.
5. **Issue:** **Host Broadcast Firm**
Discussion: Steve Hurst is working on the contract. Barbara and Jess will continue working with CBC.
Action: As above.
6. **Issue:** **Simultaneous Interpretation**
Discussion: Kanner Language Systems is the preferred vendor. The Conference will cap the number of headsets at 1,500, although may need as few as 1,000. WHO will contract directly with Kanner for simultaneous interpretation at their Introductory Seminar.
Action: Need to fax WHO a complete checklist with costs for all simultaneous interpretation options. Will ask for a response within 48 hours. This will serve as a written commitment from WHO. Any options not chosen by WHO will not be provided at the Conference.
Responsibility: Alice
Time Frame: ASAP
7. **Issue:** **Fundraising Update**
Discussion: Syntex has a strong interest in donating \$25K for the VVIP Dinner, but needs more information on guest list before committing.
Action: Dennis and Paul talking with Gwen Aiken of Syntex.
8. **Issue:** **Social Events**
Discussion: The following is an outline of the social events planned for the Conference:
1. Opening Reception
Site--Moscone
Cost--\$150,000 (\$15 per person x 10,000)
2. Speaker/VIP Reception
Site--Exploratorium \$6,000 *contract in works at U.C.*
Cost--\$25,000 (\$25 per person x 1,000)
3. VVIP Dinner
Site--Cable Car Museum
Cost--\$10,000 (\$100 x 100)
4. Post Conference Volunteer/Staff Reception
Site--Marriott
Cost--\$10,000
TOTAL--\$201,000
Action: Need to contact Dennis Hartzell regarding donors for social events. If Spectrum is planning on sponsoring an event, the Conference needs a firm commitment.
Responsibility: Bill
Time Frame: Before 15 February Administrative Meeting.
9. **Issue:** **International Travel**
Action: Need to contact Linda Valleroy regarding the agenda for the International Travel meeting in Washington, D.C. at the end of this month.
Responsibility: John
Time Frame: ASAP

10. **Issue:**
Discussion:

Security

The contract with the security consultants has been signed and is being processed by UCSF.

Paul and Dana met with the Chief of the San Francisco Police Department. Chuck talked with Mark Kurtz of UCSF Security; they are very willing to help. The security consultants will continue working with them.

Consultants have scheduled a series of meetings with staff in preparation for their Ascertainment Report.

Action:

As above.

11. **Issue:**
Discussion:

Courtesy

The Conference will allow a 15 day grace period for accepting late registration payments. Courtesy will send the Conference organizers a list of those registrants with outstanding bills.

Action:

Need to inform Courtesy of this policy.

Responsibility:

Bill

Time Frame:

ASAP

12. **Issue:**
Discussion:

Conference Bag

Esprit will send a mock-up bag by next week for final approval. Full donation still not approved by Esprit board.

Action:

Need to approve bag.

Responsibility:

John, Paul, Bob and Bill

13. **Issue:**
Discussion:
Action:

Exhibits Update

Another \$140K was received from exhibitors in the last week.

None required.

14. **Issue:**
Discussion:

PWA Lounge

The American Red Cross and Shanti Project were originally organizing the PWA Lounge. However, Shanti has withdrawn its support from the Conference.

Action 1:

Need to contact American Red Cross regarding their involvement in the PWA Lounge.

Responsibility:

Bill

Time Frame:

ASAP

Action 2:

Need to contact UCSF (i.e. AIDS Health Project, Ward 86, etc.) regarding supplying volunteers for the PWA Lounge.

Responsibility:

Bill

Time Frame:

ASAP

15. **Issue:**
Action:

Musicare

Need to explore how UCSF will transfer Musicare money to an intermediary "fiscal agent."

Responsibility:

Barbara

Time Frame:

ASAP

16. **Issue:**
Discussion:

Music

If the Conference will be having any music in the program, copyright issues need to be addressed (i.e. may need waivers signed).

Action 1:

Need to contact the Gay Men's Chorus regarding their participation and royalties involved.

Responsibility:

Bob will ask Dana to call.

Time Frame:

ASAP

Action 2:
Responsibility:
Time Frame:

Need to contact any possible chamber music groups.
Bob
ASAP

17. Issue:
Discussion:

Research Assistant for Dana Van Gorder

Dana Van Gorder has requested increased funds to pay a research assistant for an additional 350 hours of work at \$15 per hour.

Action:

Need to add this to the budget and to amend item III.A.4. of Dana's Consultant Agreement #C12910 as necessary.

Responsibility:
Time Frame:

Barbara and Emilie
ASAP

18. Issue:
Discussion:

Critical Paths Planning

Critical paths will be outlined during the 1 March 1990 Administrative Meeting, 10:00am, 44 Montgomery.

Paths should include (1) pre-conference, (2) on-site, and (3) post-conference tasks.

<u>Topic</u>	<u>Date Due</u>	<u>Point Person</u>
Publications	Done	Lucy
Program	Done	Lucy/Bob
Exhibits	Done	Dottie
Social Events	2/21/90	Bill
Ground Transportation	2/21/90	Jess
Travel	3/1/90	Travel Coordinator
Security	2/21/90	Bill
Media & Communications	2/21/90	Connie
Operations	2/21/90	Alice/Pam
On-Site Logistics	2/21/90	Bill
Signage	2/21/90	Dottie
Budget	2/21/90	Emilie/Barbara

Action:

As above.

The next Administrative Meeting is scheduled for **Thursday, 15 February 1990** from 10:00 am - 12:00 pm in the 20th & Harrison 3rd Floor Conference Room.

- Security
- Host Broadcast
- Communications
 - DCN
 - Newspaper
 - Press conf
 - Press room

- Social
 - opening reception
 - VIP
 - VVIP
 - Musicale
 - Post-Party

- Program

- Printing

- Buss

- Decorating

- Translating

- exhibit

- Commun. T.F.

- Travel.

Travel - 2ND interview

- Personal Ref from Alice
- Bill will check out ref.
- Barbara to interview
- Sharon Kline.
- Not go to Dr. Cx

- floor managers

**SIXTH INTERNATIONAL CONFERENCE ON AIDS
LOCAL ORGANIZING OFFICE**

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Date: 20 February 1990

To: Administration/Management Team

From: Chairs

Re: Meeting, 44 Montgomery, Suite 3400 Conference Room
Please note the change in location.

Thursday, 1 March 1990, 10:00 am

**Please note there is no Administrative Meeting on 22 February
1990.**

AGENDA

Critical Paths Planning Meeting

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA 20-24 JUNE 1990

Administrative Meeting Minutes

15 February 1990

10:00 am, 20th & Harrison 3rd Floor Conference Room

In Attendance:

Alice Gruber
Bill O'Connor
Jess Ortiz
Chuck Smukler
Paul Volberding

Bob Wachter
Connie Wofsy
Barbara Woodruff
Pam Wool
John Ziegler

1. Issue: Fundraising Update

Discussion:

The Vth International Conference on AIDS will provide \$80K for travel to this year's Conference.

The NIH will provide a \$200K grant to the Conference.

Action:

None required.

2. Issue: Purpose of Administrative Meetings

Discussion:

John noted that the purpose of the Administrative Meetings is (1) to convey "need to know" information and (2) to make major decisions.

John, Barbara and Bill will meet every Tuesday at 10:00am to prepare for Thursday Administrative Meetings.

Action:

As above.

3. Issue: Local Program Office

Discussion:

The phone number for the new location of the Local Program Office at 44 Montgomery is 951-1990. Incoming calls to our present 550-0880 number will automatically be forwarded to 951-1990. After the move, staff can start giving out the new number.

Action 1:

Need to contact Prevention Sciences group regarding their manual of office procedures.

Responsibility:

Alice

Time Frame:

ASAP

Action 2:

Need to write out office procedures for 44 Montgomery.

Responsibility:

Alice and Pam

Time Frame:

By Monday, 26 February 1990.

Action 3:

Need to have a staff meeting at new location to present procedures.

Time Frame:

Monday, 26 February 1990, Suite 3400, 44 Montgomery.

4. Issue: Staff

Discussion:

Dennis Laughtin has declined the Conference's offer to hire him as Travel Coordinator. Bill has already interviewed another possible candidate for the position. The Travel Coordinator will not attend the 22 February International Visitors Committee meeting in Washington, D.C.

Discussed the possibility of hiring an experienced management team from Montreal to help organize the Marathon Program Meeting in March. The total costs would be approximately \$6-7K. A final decision must be made by Tuesday, 20 February 1990.

- Action 1: Need to contact references for possible Travel Coordinator and pass on information to Barbara.
- Responsibility: Bill
- Time Frame: ASAP
- Action 2: Barbara, Jess and Bill will meet with Krebs Management to develop a contract.
- Responsibility: Bill
- Time Frame: ASAP
- Action 3: Need to outline more specifically the tasks, timelines, and responsibilities for organizing the Marathon Program Meeting.
- Responsibility: Bob
- Time Frame: ASAP
5. **Issue:** **Budget**
- Discussion: Barbara and Emilie are revising the budget. All budget information is to be kept strictly confidential.
- Action: Need to distribute new budget.
- Responsibility: Barbara and Emilie
- Time Frame: By Tuesday, 20 February 1990.
6. **Issue:** **Courtesy**
- Discussion: Courtesy is not providing adequate reports to the Conference.
- Action 1: Need to draft another letter of concern to Courtesy.
- Responsibility: John
- Time Frame: ASAP
- Action 2: Need to visit Courtesy's offices.
- Responsibility: John
- Time Frame: During trip to Washington, D.C. on 21 February 1990.
7. **Issue:** **Host Broadcast Firm**
- Discussion: Barbara, Jess and Steve Hurst are working with CBC to draft a contract. The Conference will aim for a letter of agreement with CBC by 1 March 1990. Decided to write the CBC contract with coverage of the Saturday Special Lecture as an option.
- Action: Need to draft a letter of agreement.
- Responsibility: Jess
- Time Frame: ASAP
8. **Issue:** **Simultaneous Interpretation**
- Discussion: Paul will not leave Washington, D.C. without a letter of commitment for simultaneous interpretation signed by Jonathan Mann.
- Action: Need to create a detailed checklist with costs for all simultaneous interpretation options.
- Responsibility: Alice
- Time Frame: ASAP
9. **Issue:** **Social Events**
- Discussion: A contract with the Exploratorium is in the works. Dennis Hartzell is setting up a meeting with Spectrum regarding their possible donation of F&B. Dottie will be the point person for all social events.
- Action: Need a report of all recommendations for how to proceed with social events.
- Responsibility: Dottie
- Time Frame: At 1 March 1990 Administrative Meeting.

10. **Issue:** **Conference Bag**
Discussion: The Conference is expecting a mock-up bag from Esprit.
Action: Need to contact Dennis Hartzell regarding the timeline for the bag.
Responsibility: Bill
Time Frame: ASAP
11. **Issue:** **Exhibits Update**
Discussion: A total of 24 out of 200 exhibit spaces in Moscone are left unsold. Dottie will begin telemarketing to sell the space if necessary.
Action: As above.
12. **Issue:** **PWA Lounge**
Discussion: Bill has arranged a meeting with the American Red Cross next week. Bob met with and will continue talking with Diane Miller of SFGH regarding their possible involvement in the PWA Lounge.
Action: As above.
13. **Issue:** **Music**
Discussion: The Conference is planning on going forward with the performance by the Gay Men's Chorus at the Opening Ceremony.
Action 1: Need to contact the UCSF Orchestra for a chamber group that may perform at the Conference.
Responsibility: Bob
Time Frame: By 1 March Administrative Meeting.
Action 2: Need to obtain releases and waivers from each musical group.
Responsibility: Steve Hurst and Barbara
14. **Issue:** **Bunn Communications Contract Changes**
Discussion: Barbara has a draft of the contract done, including changes in the following areas:
 1. Consulting
 2. DCR (\$150K)
 3. Conference Newsletter (possibly)
 4. Staff Hiring (\$119K)
 5. Press Information Officer (\$25K)

The total costs of additions, if these changes go forward, will be \$284K plus a 15% contingency.

The Conference would like a signed contract by 15 March 1990.

John will ask Jim Bunn about his proposed figures for producing the Conference Daily Newsletter. The Conference needs a commitment by Tuesday, 20 February 1990, or will approach Pro-Health.

John will inform Jim Bunn that he must submit the following by 23 February 1990:

 1. revised staffing timeline;
 2. full proposal for total management of Conference Daily Newsletter (i.e. all inclusive); and
 3. projections on operation costs.
- Action:** As above.
15. **Issue:** **Insurance**
Action: Need to contact UCSF Risk Management regarding their advice on liability issues.
Responsibility: Chuck
Time Frame: ASAP

16. **Issue:**
Discussion:

Ground Transportation

The RFP for Ground Transportation closes on 16 February 1990. The RFP went out to 9 vendors who had approached Bill. Five of these vendors attended the vendors conference. Two are submitting proposals. Jess will continue working on ground transportation.
As above.

Action:

17. **Issue:**
Discussion:

Critical Paths Planning

Critical paths will be outlined during the 1 March 1990 Administrative Meeting, 10:00am, 44 Montgomery.
Paths should include (1) pre-conference, (2) on-site, and (3) post-conference tasks and should be given to John no later than Tuesday, 20 February 1990.

<u>Topic</u>	<u>Date Due</u>	<u>Point Person</u>
Publications	Done	Lucy
Program	Done	Lucy/Bob
Exhibits	Done	Dottie
Social Events	2/20/90	Dottie
Ground Transportation	2/20/90	Jess
Travel	3/1/90	Travel Coordinator
Security	2/20/90	Bill
Media & Communications	2/20/90	Connie
Operations	2/20/90	Alice/Pam
On-Site Logistics	2/20/90	Bill
Signage	2/20/90	Dottie
Budget	2/20/90	Emilie/Barbara

Action:

As above.

PLEASE NOTE: There will be no Administrative Meeting on Thursday, 22 February 1990.

The next Administrative Meeting is scheduled for **Thursday, 1 March 1990** from 10:00 am - 12:00 pm in the 44 Montgomery, Suite 3400 Conference Room (please note the change in location).

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA 20-24 JUNE 1990

Administrative Meeting Minutes

1 March 1990

10:00 am, 44 Montgomery, Suite 3400, Small Conference Room

In Attendance:

Jim Bunn
Lucy Felicissimo
Alice Gruber
Bill O'Connor
Jess Ortiz
Chuck Smukler

Paul Volberding
Bob Wachter
Connie Wofsy
Barbara Woodruff
Pam Wool
John Ziegler

1. **Issue:** Budget
Discussion: A new draft of the budget will be reviewed by John, Chuck and Barbara immediately following this Administrative meeting.
Action: As above.
2. **Issue:** International Travel
Discussion: John reported on the 22 February 1990 meeting in Washington, D.C. regarding international travel and will circulate the minutes to the appropriate people.
 Sharon Klein began working as Travel Coordinator today. Sharon will meet with John, Bill and Alice to begin setting up systems at 4:00 pm today.
Action: As above.
3. **Issue:** Host Broadcast Firm
Discussion: A draft of a contract has arrived from CBC. John, Paul, Barbara, Bill, Jess, Jim, Bob and Alice have received copies of the contract for review.
Action 1: Need to meet regarding CBC contract.
Responsibility: Jess, Bill, Barbara, Jim
Time Frame: Monday, 5 March 1990, 9:00 am, 44 Montgomery, Suite 3400, Small Conference Room.
Action 2: Need to draft a letter of intent.
Responsibility: Jess
4. **Issue:** Simultaneous Interpretation
Discussion: Materials were sent to WHO and the ball is in their court.
Action: Need to fax Jonathan Mann, asking for a letter from WHO and amount of costs they are willing to cover within 24 hours.
 Need to have a decision of "go" or "no go" for KLS by 8 March 1990.
Responsibility: Barbara will draft letter from John and Paul.
Time Frame: Friday, 2 March 1990.
5. **Issue:** Social Events
Discussion: The Exploratorium has been booked and the P.O. is in the UCSF system. The Palace of the Legion of Honor is a site option for the VIP dinner, the Cable Car Museum would not be appropriate.
 Preliminary guest lists are being collected from Track Chairs and other key Conference organizers.
 Dottie is be the point person for all social events.

Action: Need to meet regarding social events.
Responsibility: Dottie, Paul, Barbara, Jess, Bill, Alice
Time Frame: Tuesday, 6 March 1990, 1:30 pm, 44 Montgomery, Suite 3400, Small Conference Room

6. Issue: Insurance
Discussion: UCSF Risk Management has assured the Conference that as far as global liability is concerned, the Office of the President will assume responsibility. Beyond that, Risk Management is reviewing all contracts.
Barbara has requested that a Risk Management person be on-site during the Conference.
Action: Need to secure letter from UCSF Risk Management regarding global liability.
Responsibility: Barbara
Time Frame: ASAP

7. Issue: Ground Transportation
Discussion: Jess and Bill will call the references for the two vendors who have made proposals tomorrow, and will hear their oral presentations within the next two weeks. The Conference should have arrangements for ground transportation by 1 April 1990.
Action: As above.

8. Issue: Office Operations
Discussion: As Director of Operations, John will be reviewing and possibly restructuring organizational meetings, policies and procedures.
Action: As above.

9. Issue: Publications
Discussion: Jess reported that a typesetting contract is approved and in place and that a verbal arrangement has been made with a printer. He will continue working with Naheed Bashir on contracts for the production of the Abstract Volumes and the Advance Program.
Action: As above.

10. Issue: Communications
Discussion: Jim noted that questions regarding specific aspects of the communications effort should be directed to the appropriate manager (i.e. questions regarding press registration should go directly to Margaret Crawford, those regarding business should go to Michele Bunn, etc.).
Action: As above.

11. Issue: Critical Paths
Discussion: Timelines for many aspects of the Conference planning were distributed and reviewed. John will consolidate all timelines into one master plan, which will be displayed in the workroom of the Local Organizing Office.
Action 1: Need timelines for on-site logistics, including equipment and phones.
Responsibility: Bill
Time Frame: ASAP
Action 2: Need timeline for international travel.
Responsibility: Sharon
Time Frame: ASAP
Action 3: Need timeline for registration, including badges and bag preparation.
Responsibility: Bill
Time Frame: ASAP

Action 4: Need business timelines.
Responsibility: Barbara and Alice
Time Frame: ASAP

12. Issue: Security

Discussion:

The Ascertainment Report from the security consultants included the following suggestions/requests:

- designation of an in-house security point person
- policy development
- security orientation for staff
- communications hardware
- contract with Trammell for badges
- on-site command post
- VIP security on-site

Conference organizers may create a security committee, the head of which will act as the security point person with the security consultants. Bill O'Connor, Dana Van Gorder, Margaret Crawford, and a representative of UCSF Security would be appropriate members of this committee.

The security committee will in turn draft a policy for review by the Conference Chairs.

A security orientation for the staff will be put on hold until Phase One of the security consultant's contract is completed.

John will contact UCSF Security to explore the possibility of their providing expert advice, security staff, and equipment to the Conference.

The Conference will pursue a contract with Trammell for production of security badges.

Please Note: discussion of all security issues, especially badges, is strictly confidential.

Action 1: Need to contact Mark Kurtz of UCSF Security to set up a meeting with him and Mike Brandt.

Responsibility: John
Time Frame: ASAP

Action 2: Need to proceed with arrangements for badges with Trammell.

Responsibility: Bill
Time Frame: ASAP

The next Administrative Meeting is scheduled for Thursday, 8 March 1990 from 10:00 am - 12:00 pm in the 44 Montgomery, Suite 3400 Small Conference Room.

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SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA 20-24 JUNE 1990

Administrative Meeting Minutes

8 March 1990

10:00 am, 44 Montgomery, Suite 3400, Small Conference Room

In Attendance:

Alice Gruber
Bill O'Connor
Jess Ortiz
Chuck Smukler
Bob Wachter

Connie Wofsy
Barbara Woodruff
Pam Wool
John Ziegler

1. **Issue:**

Organizational Meetings

Discussion:

Barbara Woodruff will run future Administrative Meetings.
There will be Managers Meetings every Tuesday at 10:00 am in the 44
Montgomery, suite 3400 small conference room. John, Bob, Barbara,
Bill, Jim Bunn and Dottie Burdine will attend.

Action:

As above.

2. **Issue:**

Host Broadcast Firm

Discussion:

Discussed the request by Jim Bunn to include the provision of additional
house lights in the CBC contract. Decided that adequate stage lighting
will be provided, but will not supply additional house lights.
Also decided to back out furniture and telephones from the CBC contract.

Action 1:

Need to draft a letter of intent.

Responsibility:

Jess

Time Frame:

Monday, 12 March 1990.

Action 2:

Need to set up teleconference with CBC.

Responsibility:

Jess

Time Frame:

Monday, 12 March 1990.

Action 3:

Need to talk to Jim Bunn regarding the decision not to provide additional
house lights.

Responsibility:

Connie

Time Frame:

At Communications Meeting today, 8 March 1990.

3. **Issue:**

Simultaneous Interpretation

Action:

The Conference will wrap up this contract within one week.

Responsibility:

Barbara, Alice and Jess

4. **Issue:**

Ground Transportation

Discussion:

Jess and Bill will be hearing oral presentations from one vendor this week and
another on Monday, 12 March 1990.

Transportation to two social events--Musicare and the Speaker VIP Reception
at the Exploratorium--will be included in the ground transportation
contract.

Action:

As above.

5. Issue:

Discussion:

Security

John talked with Mark Kurtz and Mike Brant of the UCPD. Pending approval from the Vice Chancellor, they are interested in being involved with Conference security.

Discussed the formation of a security committee. Possible members would include Dana Van Gorder, Jim Bunn or Margaret Crawford, Bob, Al Casciato and/or Jack Ballentine, and the UCPD. The purpose of this committee would be to suggest policy and to create security scenarios.

Action 1:

Need to set up a preliminary meeting with people involved with security issues, including Barbara, Bill, Bob, John, Dana Van Gorder, Jim Bunn, Jack Ballentine, Al Casciato, Mike Kurtz, and Mark Brant. The purpose of the meeting will be to collect information and to produce a draft of a strategic plan for security.

Responsibility:

Barbara

Time Frame:

Before Thursday, 22 March 1990.

Action 2:

Need to meet with security consultants and stress the need for more detailed information to support their ascertainment report.

Responsibility:

Bill

Time Frame:

ASAP

Action 3:

Need to talk with Trammell regarding costs of badges and circulate the information.

Responsibility:

Bill and Jess

Time Frame:

ASAP

Action 4:

Need to meet regarding badges.

Responsibility:

Bill, Barbara, Jess, Bob, Dottie Burdine, Al Casciato, Jack Ballentine and one media contact.

Time Frame:

Monday, 12 March 1990, 1:00 pm, 44 Montgomery, suite 3400 small conference room.

Please Note: discussion of all security issues, especially badges, is strictly confidential.

6. Issue:

Discussion:

Telephones

Alice will be the point person for Conference telephone needs.

Action:

Need to touch base with Dennis Hartzell regarding free telephone services and equipment.

Responsibility:

Alice

Time Frame:

ASAP

7. Issue:

Discussion:

Message Center

Bob Murphy of TEC, the vendor who will be organizing the Conference Message Center, will be in town next week.

Action:

Need to set up a meeting between Jess, Bill and Bob Murphy.

Responsibility:

Jess

Time Frame:

ASAP

8. Issue:

Action:

PWA Lounge

Bob will get back to Barbara regarding the participation of the American Red Cross in the PWA Lounge.

Time Frame:

ASAP

9. Issue:

Discussion:

Bunn Communications Contract

The BCI contract is 50% rewritten. Barbara and Steve Hurst are working on it and it should be ready to go within a week.

Action:

As above.

10. **Issue:** **Social Events**
Action: Barbara, Jess and Dottie need to meet regarding contracts for catering and invitation printing.
Responsibility: Barbara
Time Frame: ASAP
11. **Issue:** **Decorator**
Discussion: A change order for Greyhound needs to be detailed.
A pre-Conference meeting with Greyhound has been set up on 21 March 1990 by Dottie Burdine, at which all additions included in the change order will be relayed.
Action: Need the additional scope of services for the change order.
Responsibility: Bill will give to Barbara.
Time Frame: ASAP
12. **Issue:** **Satellite Meetings**
Discussion: Bill is coordinating a calendar of satellite meetings with Gus Supé. Any information regarding satellite meetings should be forwarded to Bill immediately.
Action: As above.
13. **Issue:** **Meeting Space at the Marriott**
Discussion: Meeting rooms at the Marriott are being released to co-sponsors, Conference organizers, and large contributors to fulfill their meeting needs. Each group is responsible for making arrangements for room set-up directly with the Marriott.
Responsibility: Bill
14. **Issue:** **Cash Handling**
Discussion: There was a preliminary meeting to assess issues regarding cash handling. Barbara is working on a timeline and tasks for deployment. Costs to the Conference include personnel, renting a safe, and cash registers.
Action: As above.
15. **Issue:** **Insurance**
Discussion: A letter from the Office of the President of the University of California is not as forthcoming as Risk Management thought it might be; they want copies of a budget and contracts to review before providing the letter.
Action: Need to talk to Brent Stevenson about the letter.
Responsibility: John
Time Frame: ASAP
16. **Issue:** **International Travel**
Discussion: Sharon Klein will follow up on travellers chosen to be sponsored by the Conference and other international agencies.
Only Opening and Closing Ceremony and Plenary Speakers who are not being sponsored by other agencies will be paid for by the Conference.
Action: The Conference needs to set up a contingency plan for people who show up on-site without money.
Responsibility: Barbara

17. **Issue:**

Discussion:

Action:

Responsibility:

Time Frame:

Volunteers

Chuck suggested sending out a campus-wide letter requesting volunteers for the Conference, as did UCSF for their 125th anniversary celebration.

Need to research who sent the mailing for the 125th anniversary.

Chuck

By 22 March 1990 Administrative Meeting.

The next Administrative Meeting is scheduled for **Thursday, 22 March 1990** from 10:00 am - 12:00 pm in the 44 Montgomery, Suite 3400 Small Conference Room.

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ADMIN MTR

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA 20-24 JUNE 1990

Administrative Meeting Minutes

15 March 1990

10:00 am, 44 Montgomery, Suite 3400, Small Conference Room

In Attendance:

Dottie Burdine
Alice Gruber
Bill O'Connor
Jess Ortiz
Paul Volberding

Bob Wachter
Barbara Woodruff
Pam Wool
John Ziegler

PLEASE NOTE:

The 22 March 1990 Administrative Meeting has been cancelled due to the Marathon Program Meeting. The next Administrative Meeting will be on 29 March 1990.

1. Issue:

Office Reorganization

Discussion:

Deborah Wool is the point person for John, Paul and Barbara in the office.

Action:

As above.

2. Issue:

Services for the Disabled

Discussion:

Bruce Flynn is coming on board as Coordinator for Disabled Services for the Conference (includes sign language interpretation).

Action 1:

Need to put out a memo announcing Bruce Flynn's role.

Responsibility:

Barbara

Action 2:

Need to ask the Montreal organizers about the number of wheelchairs present at last year's conference.

Responsibility:

Alice

Action 3:

Barbara, Bill, Dottie and Bruce Flynn need to meet regarding disabled services.

Responsibility:

Barbara

Time Frame:

Thursday, 22 March 1990, 1:30 pm in Bill's office.

3. Issue:

Registration

Discussion:

The Conference is moving forward with hiring Elaine Mercer. She should be on board by next week. She will act as the interface between the Conference and Courtesy Associates.

Action:

As above.

4. Issue:

Host Broadcast Firm

Discussion:

The letter of intent between UCSF and CBC must be approved by the Vice Chancellor before being sent; Jess is working on it.

Don Dixon and Lucien Plante are back from Hungary and will be in San Francisco next week.

Jess is working on a shopping list of changes to be made to the contract, including the addition of floor microphones and the deletion of furniture.

- Action: Alice and Dottie need to meet regarding CBC's on-site needs and will get back to Jess regarding the letter of intent.
- Responsibility: Alice
- Time Frame: ASAP
5. **Issue:** **Simultaneous Interpretation**
- Discussion:** Jess has a P.O. for up to \$56K for simultaneous interpretation, which includes options and due dates.
WHO provided money for simultaneous interpretation in the press room, so it will be made available.
- Action:** As above.
6. **Issue:** **Ground Transportation**
- Discussion:** Jess is digesting a revised proposal from one group.
The Conference will decide on a ground transportation firm by early next week.
- Action:** Need a follow-up meeting between Bill, Jess and Barbara.
- Responsibility:** Jess
7. **Issue:** **Security**
- Discussion:** The security consultants will supplement their ascertainment report.
Further discussions regarding the role of the UC Police Department will be pursued.
Paul will be the point person for security issues.
- Action:** As above.
8. **Issue:** **Message Center**
- Action 1:** Jess, Bill and Alice need to meet with T.E.C. representatives to discuss Conference message center.
- Responsibility:** Jess
- Time Frame:** Monday, 19 March 1990, 4:00 pm in the 44 Montgomery, Suite 3400 small conference room.
- Action 2:** Jess, Bill and Alice need to meet prior to Monday's meeting.
- Responsibility:** Jess
- Time Frame:** ASAP
9. **Issue:** **PWA Lounge**
- Discussion:** "Just Friends" will very likely pick up the responsibility for the PWA Lounges.
Dana Van Gorder is the point person for PWA Lounges.
- Action:** As above.
10. **Issue:** **Bunn Communications Contract**
- Discussion:** Barbara will receive a draft of the contract from Steve Hurst by the end of this week.
- Action:** As above.
11. **Issue:** **Cash Handling**
- Discussion:** Barbara has organized a cash handling committee, through whom she will work on cash handling issues.
- Action:** As above.
12. **Issue:** **International Travel**
- Discussion:** The International Travel Committee needs to come up with a plan for desperate travellers. Provision of gratis bed and breakfast and \$10 per day was suggested, with a maximum of \$500 to be set aside for this purpose.

DATE

Action 1: Need to inform Norman Hearst of the need for a plan and the monetary limits within which they must work.
Responsibility: John
Time Frame: By next Administrative Meeting, 29 March 1990.
Action 2: Need to find out how UCSF deals with per diems for non-UCSF employees.
Responsibility: Jess
Time Frame: By next Administrative Meeting, 29 March 1990.

13. Issue: **Volunteers**
Discussion: The IAS would like volunteers to help staff their informational booth in the lobby of Moscone Center.
Action: Need to inform David Bracker of this need.
Responsibility: Pam
Time Frame: ASAP

14. Issue: **Badges**
Discussion: The badge committee had its first meeting.
John suggested making the names on badges as large as possible for easy reading.
Action 1: Need to meet with Carol Kummer regarding badge design.
Responsibility: Bill
Time Frame: ASAP
Action 2: Need to continue collecting information on possible badge companies.
Responsibility: Jess

15. Issue: **Exhibits**
Discussion: Seventeen out of 194 commercial exhibit booths are still available to date.
The following groups are being given 10' x 10' informational booths in the Moscone Center: WHO, IAS, UCSF, AmFAR, City and County of SF, State of CA, USAID, the 1991 Conference, and the 1992 Conference.
Action: As above.

16. Issue: **Signage**
Discussion: Sign orders are due to Dottie the first week in April.
Colored samples should arrive from UCSF Publications today.
Need to give Dottie CBC's sign needs.
Action 1: Alice
Responsibility: Alice
Time Frame: By 1 April 1990.
Action 2: Bob, Lucy and Dottie need to meet regarding poster area signs.
Responsibility: Bob
Time Frame: By 1 April 1990.

17. Issue: **Conference Bag**
Discussion: Esprit is presently modifying the bag to the Conference's specifications.
They have dropped the cost to under \$4.00 per bag.
The required delivery date is 1 May 1990; the bags will be stored and stuffed in space provided by Greyhound Expo. at no charge to the Conference.
Need to write a letter to Esprit specifying the 1 May 1990 delivery deadline.
Action: Bill
Responsibility: Bill
Time Frame: ASAP

18. Issue: **Fundraising**
Discussion: In-kind donors, such as Greyhound Expo., will be recognized by the Conference. This information must be given to Bob this week for inclusion in the Advance Program.
Action: As above.

19. **Issue:** **Plan for VIP Medical Emergencies**
Discussion: Discussed whether a specific plan for VIP medical emergencies should be outlined. Decided that the usual procedures used by the Marriott and Moscone and calling 911 will suffice.
Action: As above.
20. **Issue:** **Childcare**
Discussion: The Childcare Room has been moved to the Marriott. Bill will give the specifics to Barbara.
Action: As above.
21. **Issue:** **Krebs**
Action: Bill, Bob, Barbara and Lucy need to iron out issues regarding the hiring of Krebs Management Team.
Time Frame: Immediately following this Administrative Meeting.
22. **Issue:** **Social Events**
Discussion: Bill and Dottie met with Spectrum Foods. They are interested in possibly providing some or all of the food service for the Conference. Dottie will do a site visit with them on Saturday, 17 March 1990. Their representative will approach their board with a proposal on Monday, 19 March 1990.
Decided 1200 invitations should be printed for the Exploratorium Reception. John is writing a letter requesting a waiver on the Moscone buy-out fee.
Discussed co-sponsorship of VVIP dinner by Syntex and the Mayor.
Action 1: Need to provide Dottie with exact wording of invitation and numbers to be printed for the VVIP Dinner.
Responsibility: John, Paul and Bob
Time Frame: ASAP
Action 2: Need to discuss further the Syntex/Mayor sponsorship of the VVIP dinner.
Responsibility: John and Paul
Time Frame: ASAP
23. **Issue:** **Mailing Labels**
Discussion: Due to California privacy laws, the Conference will not sell mailing labels of Conference registrants. For those who have made financial commitments based on our previous offer of providing mailing labels, the Conference will mail their brochures using our mailing labels on a one time only basis at the cost of the ordering party.
Action: Need to talk to Steve Hurst regarding how to recharge outside organizations for the mailing service and need to see if UCSF Mail Service will directly invoice outside groups.
Responsibility: Barbara
Time Frame: ASAP
24. **Issue:** **On-Site Operations**
Discussion: Packets surveying on-site furniture and electrical needs were passed out this week and are due back to Dottie and/or Pam by Friday, 23 March 1990.
Action: As above.

The next Administrative Meeting is scheduled for **Thursday, 29 March 1990** from 10:00 am - 12:00 pm in the 44 Montgomery, Suite 3400 Small Conference Room.

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA 20-24 JUNE 1990

Administrative Meeting Minutes

29 March 1990

10:00 am, 44 Montgomery, Suite 3400, Small Conference Room

In Attendance:

Jack Ballentine
Dottie Burdine
Alice Gruber
Bill O'Connor
Jess Ortiz
Chuck Smukler

Paul Volberding
Bob Wachter
Connie Wofsy
Barbara Woodruff
Pam Wool
John Ziegler

1. **Issue:**

Disabled Services

Discussion:

Bruce Flynn will set up services for the disabled at the Conference.

Action:

Need to forward on-site needs for disabled services to Dottie.

Responsibility:

Barbara

Time Frame:

ASAP

2. **Issue:**

Host Broadcast Firm

Discussion:

The CBC proposal is under discussion. A letter of intent is not necessary unless CBC requires one in order to sub-contract with vendors.

CBC expressed concern over the sound resistance quality of the curtain to be hung in Hall A.

Action:

Need to call Greyhound or manufacturer regarding the DB rating for the curtain (Bill has the brand name).

Responsibility:

Bill

Time Frame:

ASAP

3. **Issue:**

Registration

Discussion:

Barbara has been working with Elaine Mercer on a registration plan to be unveiled next week.

Action:

As above.

4. **Issue:**

PWA Lounge

Discussion:

SFGH will take care of staffing the PWA lounges, but will probably not supply the necessary equipment/furniture.

Action:

Bill, Dana, and Jack need to meet with J.P. Molaghan and Michael Clement regarding equipment/furniture needs for the PWA lounges.

Responsibility:

Bill

Time Frame:

ASAP

5. **Issue:**

Signage

Discussion:

Bob will have the program sign orders to Dottie by the end of the week.

Elaine will have the registration sign orders to Dottie in the next few days.

Action:

As above.

6. **Issue:** **Conference Portfolio**
Discussion: Elaine will coordinate the preparations of the delegate portfolios. A Conference portfolio will accompany each full delegate badge. Portfolios will be distributed to press only if they buy Abstract Volumes.
Action: Need to find out exactly when the bags will be delivered to the Greyhound warehouse.
Responsibility: Bill
Time Frame: By next Administrative Meeting, 5 April 1990.
7. **Issue:** **Fundraising**
Action: Need to follow up on T-shirt donations for volunteers.
Responsibility: Paul
Time Frame: By next Administrative Meeting, 5 April 1990.
8. **Issue:** **Complimentary Housing**
Discussion: The Conference has 26 complimentary rooms and 25 staff rooms (\$78/night plus hotel tax) each night at the Marriott.
Action: Need to discuss the distribution of comp. and staff rooms.
Responsibility: Barbara/Bill
Time Frame: Immediately following Manager's Meeting, Tuesday, 3 April 1990, 12:00-1:00 pm.
9. **Issue:** **Childcare**
Action: Need to provide Barbara with name of vendor who will provide childcare services at the Conference.
Responsibility: Bill
Time Frame: ASAP
10. **Issue:** **Badges**
Discussion: The Conference badges will be produced by Trammell. Delegate names will be printed by computer and pasted on the badges here in the Conference Office; there will be 24 bulletin typewriters on-site to produce last minute badges.
Action: Need to research costs of pins, clips and chains for the badges.
Responsibility: Bill
Time Frame: By next Administrative Meeting, 5 April 1990.
11. **Issue:** **Commercial Exhibits**
Discussion: Dottie has 25 Exhibitor Prospectus' out and expects that 10 of these may come through. If not, will consider lowering the booth price to \$3,000 and allowing publishers to share the space.
Action: As above.
12. **Issue:** **Message Center**
Discussion: There is a question about the placement of booths and monitors. When that is settled, Jess will run the P.O.
Action: A proposal from TEC is expected back by early next week. As above.
13. **Issue:** **Security**
Discussion: Paul, Chuck and Dean Littlejohn made a solid agreement that the Conference will use UCPD to whatever extent they can provide assistance to the security effort coordinated by STI. The second office originally assigned to the Conference Chairs on-site is now assigned to security.

Jack reported that not one bomb has exploded following a bomb threat in San Francisco in the last 25 years; they have trapped the phone lines in order to catch the people making the harassing phone calls. In case of future bomb threats, the person answering the phone is to inform only Paul, Jack and Al within the office, as well as the parties outlined on the instruction sheet at the receptionist's desk.

The Conference is considering having a full time security guard in the Conference Office, hopefully provided by UCPD.

For office security, the back door is not to be used for entering/exiting the suite.

Action:
Responsibility:
Time Frame:

Need to hold a meeting to discuss office security (i.e. keys, etc.)
Barbara
ASAP

14. Issue:

Discussion:

Currency Exchange

Alice is researching organizations that will provide an on-site service for foreign currency exchange.

Action:
Responsibility:
Time Frame:

Need to collect more information from Bank of America.
Alice
By next Administrative Meeting, 5 April 1990.

15. Issue:

Discussion:

Simultaneous Interpretation

Kanner Language Systems is ready to sign a contract except for some hesitation regarding move-in time. Debbie Kanner will let us know if she can wire the halls within the available access times.
KLS will provide a revised budget this week; they'll do what they can to cap the cost at \$56K.

Action:

Jess is working on a letter of intent, which will go out this week.
As above.

16. Issue:

Discussion:

Ground Transportation

Jess has all the information needed to make a decision on a ground transportation firm.

Action:
Responsibility:
Time Frame:

Need to meet to make a final decision.
Jess
ASAP

17. Issue:

Discussion:

Krebs

A draft of a contract is being reviewed by Bill and Krebs.
As above.

Action:

18. Issue:

Discussion:

Social Events

Dottie researched several hotels as possible sites for the VVIP Dinner. Nothing is available at this point, unless the guest list is reduced to under 100.

Space at Moscone Center is insufficient for the Opening Reception.

Discussed several options, including changing the location of the reception, having it during registration at the Marriott, or cancelling the reception altogether.

Action 1:

Need to check if the hold on the Palace of the Legion of Honor has been cancelled.

Responsibility:

Dottie

Time Frame:

By next Administrative Meeting, 5 April 1990.

Action 2:

Need to decide whether or not to cut the guest list for the VVIP Dinner.

Responsibility:

John, Paul and Bob

Time Frame:

By next Administrative Meeting, 5 April 1990.

Action 3: Need to check Hyatt's availability for Opening Reception, both Wed., 20 June 1990, and Thurs., 21 June 1990.
Responsibility: Dottie
Time Frame: By next Administrative Meeting, 5 April 1990.
Action 4: Need to contact Spectrum Foods.
Responsibility: Dottie
Time Frame: By next Administrative Meeting, 5 April 1990.

19. Issue: **Operations**
Discussion: The Moscone contract allows the Conference to go into the hall on Tuesday, 19 June 1990 at 7:30 am. This will not allow sufficient time for CBC's set up for the Opening Ceremony.
Action: Need to negotiate with prior show regarding earlier move-in time.
Responsibility: Dottie
Time Frame: ASAP

The next Administrative Meeting is scheduled for **Thursday, 5 April 1990** from 9:00 am - 10:00 am in the 44 Montgomery, Suite 3400 Small Conference Room.

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA 20-24 JUNE 1990

Administrative Meeting Minutes

5 April 1990

9:00 am, 44 Montgomery, Suite 3400, Small Conference Room

In Attendance:

Jack Ballentine
Dottie Burdine
Alice Gruber
Steve Hurst
Bill O'Connor
Jess Ortiz

Chuck Smukler
Paul Volberding
Bob Wachter
Barbara Woodruff
Pam Wool
John Ziegler

1. Issue:

Discussion:

Badges

After submitting the badge mock-up to Trammell, the Conference was informed that the maximum badge size is 3-1/2" x 3-1/2." The smaller badge size will not have an impact on the size of the name labels. Delivery takes places within 6-8 weeks of placing the order. Delegates will be notified that their badges will not arrive in the mail, as stated in the *Call For Abstracts and Registration*. One possibility is mailing a card indicating their badge number to be exchanged for their badges on-site. The card may or may not be sent with the Advance Program.

Action 1:

Responsibility:

Time Frame:

Action 2:

Responsibility:

Time Frame:

Action 3:

Responsibility:

Time Frame:

Need a badge meeting.

Barbara

Done

Need to research costs of pins, clips and chains for the badges.

Bill

By next Administrative Meeting, 12 April 1990.

Jack, Al, Barbara and Elaine need to develop a policy for dealing with attempts to exchange forged cards for badges on-site.

Barbara

By Administrative Meeting, 19 April 1990.

2. Issue:

Discussion:

Commercial Exhibits

Ten booths are still available on the primary floor of the exhibit space in Moscone, as well as the less desirable satellite booths. Three of the 10 are on hold and Dottie is waiting for payment.

Dottie is continuing her efforts to sell the remaining booths.

Action:

As above.

3. Issue:

Discussion:

Host Broadcast Firm

The Conference is expecting a revised proposal from CBC by fax today. CBC agreed to the proposed changes regarding furniture, but not to those regarding AV services.

The question of access to the facilities is also of great concern to CBC; they are rethinking their position with the Conference if there is no satisfactory resolution.

CBC will be in town on Monday, 9 April 1990.

- The sound proof curtain in Hall A will be discussed with CBC during their upcoming visit.
- Action 1:** Someone other than Jess needs to make a reassuring phone call to Bob O'Reilly of CBC.
- Responsibility:** Steve Hurst
- Time Frame:** Thursday, 5 April 1990.
- Action 2:** Need to review CBC's faxed proposal and decide on next move.
- Responsibility:** Jess
- Time Frame:** Thursday, 5 April 1990.
- Action 3:** Need to continue collecting information regarding the DB rating for the curtain.
- Responsibility:** Bill and Jess
- Time Frame:** By Monday, 9 April 1990.
- 4. Issue:** **Message Center**
- Discussion:** Alice reviewed the cost analysis (see attached) for the services to be provided by TEC Communications. Decisions were made to (1) have a 3-way split for the message center monitors, (2) to delete the hotel locator from the list of services, and (3) not to have the Conference name on message pads.
- Action:** Need to contact both facilities regarding the running of cable.
- Responsibility:** Alice
- Time Frame:** By next Administrative Meeting, 12 April 1990.
- 5. Issue:** **Security**
- Discussion:** Jack and Al have hired an administrative assistant. Jack suggested that the Conference provide a dedicated site for legitimate demonstrations.
- Action 1:** Need to hold a meeting to discuss the security and logistical concerns surrounding demonstrations.
- Responsibility:** Barbara
- Time Frame:** By next Administrative Meeting, 12 April 1990.
- Action 2:** Need to hold a meeting to discuss security contract.
- Responsibility:** Barbara
- Time Frame:** By next Administrative Meeting, 12 April 1990.
- 6. Issue:** **Childcare**
- Discussion:** Bill contacted the designated childcare vendor at the end of last week. They are sending full information on their services, which Bill will forward to Barbara as soon as it arrives. The childcare vendor will pay for their own move-in costs.
- Action 1:** Need to contact childcare vendor if information has not been received by the end of the day.
- Responsibility:** Bill
- Time Frame:** Friday, 6 April 1990.
- Action 2:** Need to contact childcare vendor regarding their possibility of charging customers directly on-site.
- Responsibility:** Bill
- Time Frame:** By next Administrative Meeting, 12 April 1990.
- 7. Issue:** **Currency Exchange**
- Discussion:** Alice recommended using Bank of America for on-site currency exchange because they offer the widest range of services at the least expense to the Conference (see attached). They will bring 4 staff people and their own security. Their hours will be 9:00 am - 4:00 pm from Tuesday, 19 June 1990, through Friday, 22 June 1990.

The currency exchange booth has been moved to the Yerba Buena Grand Assembly (see attached).

A suggestion was made to provide maps at the registration and information booths guiding people to nearby banks as alternative sites for changing currency.

The Bank of America will pay for their own move-in costs.

Action 1:

Need to contact the Marriott regarding changing location of currency exchange to recently completed area.

Responsibility:

Alice

Time Frame:

By next Administrative Meeting, 12 April 1990.

Action 2:

Need to contact the Marriott regarding the legal issues of having Bank of America provide this service in their facility.

Responsibility:

Barbara

Time Frame:

By next Administrative Meeting, 12 April 1990.

8. Issue:

Simultaneous Interpretation

Discussion:

Jess sent Kanner a letter of intent this morning.

Kanner will be renting receivers from another vendor instead of buying them. Deborah Kanner has resolved the question of access to the hall for wiring purposes with the Moscone administration.

The placement of headset sales will be decided by Elaine as part of the registration plan.

Action:

As above.

9. Issue:

Ground Transportation

Discussion:

The Conference has chosen Cappa and Graham to provide ground transportation services. Jess will move forward with contract arrangements.

Action:

As above.

10. Issue:

Krebs

Discussion:

The Krebs contract is finished and will be mailed out today.

Action:

As above.

11. Issue:

Social Events

Discussion:

Spectrum Foods cannot host any of the social events on a donation basis.

Catering for the Exploratorium reception is going out on bid today. Costs for the rental of the Exploratorium are a separate line item in the budget; there is \$25K available for catering, etc.

Dottie is working with Myra Snyder of the Mayor's Office to improve the services provided by FMI at Moscone for the Opening Reception.

John, Paul and Bob decided to plan the VVIP Dinner for at least 120 people.

Barbara will give Dottie some contacts for possible sites. The costs of site rental is included in the VVIP budget.

Action:

Need to contact Myra Snyder if have not heard from her by the end of the day.

Responsibility:

Dottie

Time Frame:

Friday, 6 April 1990.

12. Issue:

Fundraising/Volunteers

Discussion:

Chuck noted that the Dean's Office may have PC's to donate to the Conference and that many people in the Dean's Office are interested in volunteering.

Giving preference to UCSF employees in the volunteer policy was suggested.

Need to call Ruth Stege in the Dean's Office regarding the PC's.

Action 1:

Responsibility:

Alice

Time Frame:

By next Administrative Meeting, 12 April 1990.

PC for
Sham
Klein

Action 2: Need to invite Dave Bracker to 19 April 1990 Administrative Meeting.
Responsibility: Bill
Action 3: Need to check with Valli McDough regarding Dean's Office volunteers.
Responsibility: Barbara

The next Administrative Meeting is scheduled for **Thursday, 12 April 1990** from 10:00 am - 12:00 pm in the 44 Montgomery, Suite 3400 Small Conference Room.

COST ANALYSIS

		3WAY SPLIT	2WAY
	UNIT	TOTAL	
Network P.C.'s - Four required.	\$1,750.00	\$7,000.00	7000 -
Locator P.C.'s - Two proposed.	\$1,000.00	\$2,000.00	2000 -
Video Display Monitors Located at a Message Center. Six proposed for the Moscone Center Six proposed for the Marriott.	\$750.00	\$4,500.00 \$4,500.00	3000 - 3000 -
Video Display Monitors Located in a remote location. At the Moscone Center, in sets of three, four locations proposed. At the Marriott, in sets of three, two locations proposed.	\$1,100.00	\$13,200.00 \$6,600.00	8800 - 4400 -
Total TEC Charges		\$37,800.00	28,200
Other Charges Estimate.			
Staff, Six persons (see enclosed analysis)		\$2,480.00	2,480
Telephone, Six lines DID and one house.		\$1,500.00	1,500
Electrical, message centers and Hall C.		\$1,250.00	1,250
Set-up charge for Hotel Locator		\$ 300.00	300
Custom Message pads & printout forms - 5,000 - 10,000	\$50/hr	\$1,200.00	-
Monitor Signs		\$1,000.00	1,000
Monitor Stands		N/A	
Facsimile service, two proposed	1 - \$250.00	\$ 500.00	250
Hotel Accommodations, two rooms required		Comp.	
Drayage, not to exceed		\$1,500.00	1,500
Cable run, Moscone to Marriott - not to exceed -		\$2,500.00	2,500
Total Other Charges.....		\$12,230.00	
TOTAL as of April 2, 1990	*****	\$50,030.00	10,780
			38,98

Alice a two way split is about \$10,000 less and
a four way split is that much again.
I'll call when I have further info regarding the
cable run.

Regards
Larry



Bank of America

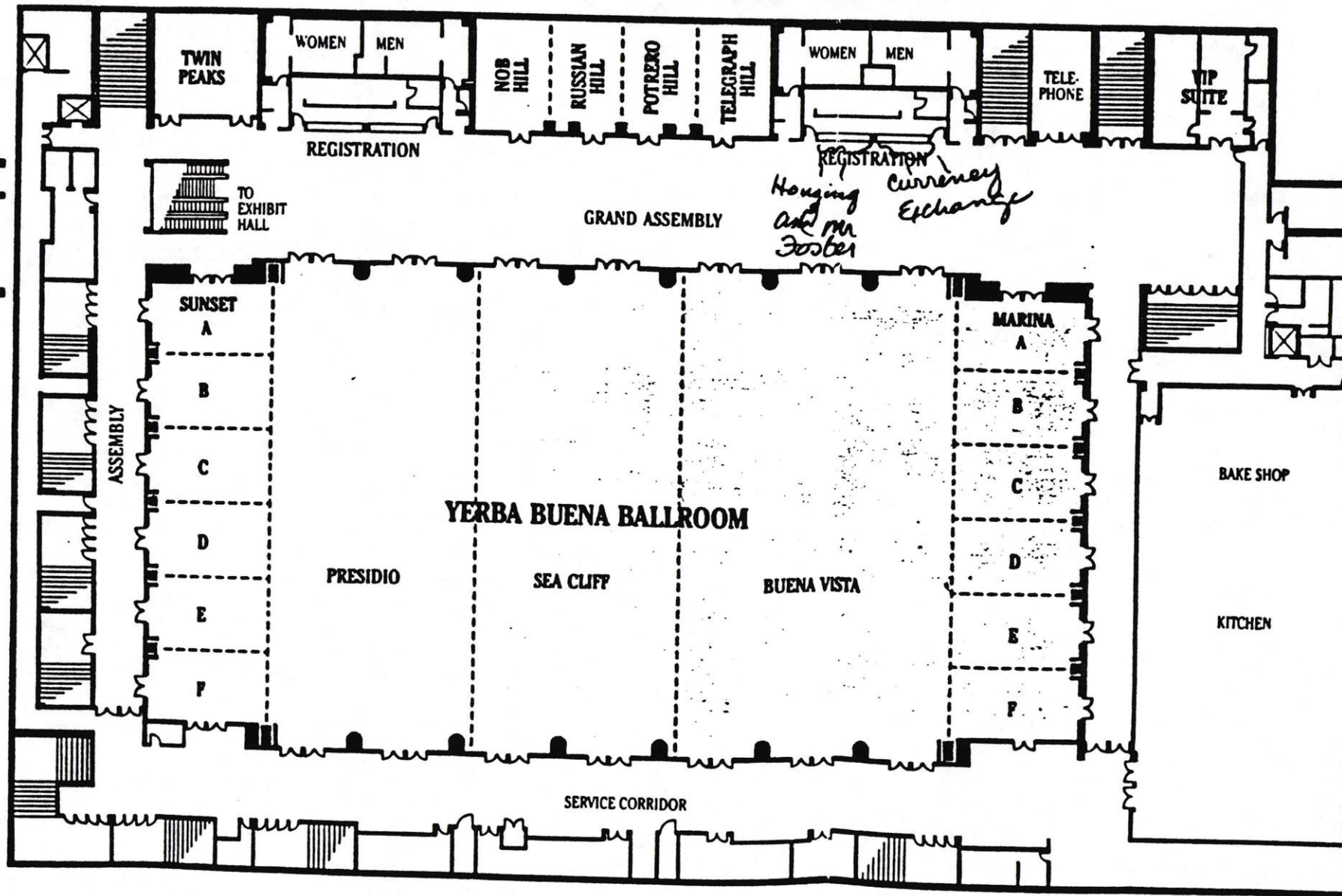
Foreign Currency Services #5089
345 Montgomery Street LL1
San Francisco, CA 94104
415/622-2451

SCHEDULE OF CHARGES FOR 1990

	rate	min.	max.
Foreign Currency Exchange <i>(cash only)</i>	1%	\$2.50	\$10.00
Travellers Cheque Sales	1%	N/A	N/A
Travellers Cheque Encashment (waived for VISA, MASTERCARD or BANKAMERICA travellers cheques)	1%	\$5.00	N/A <i>(No maximum)</i>
Foreign Draft Sales	\$35.00	N/A	N/A

Bank of America reserves the right to change these charges without notice.

YERBA BUENA BALLROOM AND MEETING SUITES



CONF (copy)

Sent 9/10 DLW
w/ copy of Blessing

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA ▪ 20-24 JUNE 1990

Sponsor

University of
California
San Francisco

April 10, 1990

Co-sponsors

World Health
Organization
City and County
of San Francisco

American
Foundation for
AIDS Research
International
AIDS Society

Bishop William Swing
Diocese of California
1055 Taylor
San Francisco, CA 94108

Dear Bill,

Thanks for your letter. The AmFAR Introductory Seminar is a creative and novel way to address this sensitive topic. Best of luck.

I enclose a "Christmas Letter" that reached us through a friend, - about Grace Cathedral. I don't know if you saw a copy of this but I thought you'd be pleased.

Best wishes.

Sincerely,



JOHN L. ZIEGLER

Chair

The 6th International Conference on AIDS

Local Program

University of
California
San Francisco

Box 1505
San Francisco
California
94143-1505
USA

Telephone
415-550-0880

Telefax
415-550-0886



A BLESSING FOR THE NEW YEAR

On our way home after a New Year's Day brunch in San Francisco, my family and I stopped to visit Grace Cathedral. This vast American Gothic Cathedral is the center of the Episcopal Church in Northern California.

As we came in through the back of the cathedral, we noticed a twenty foot column of origami paper cranes suspended from the ceiling on clear monofilament lines. At the other end of the cathedral, just in front of the altar, more paper cranes in several different sizes and many colors were suspended from the ceiling on dozens of monofilament lines to form a dazzling moving sculpture, rather like a tapestry. Special lights played across the cranes as they danced in the gentle air currents of the cathedral. Such a sight I had never seen before. The beauty of it made my heart ache.

I noticed a small sign that told the story of the paper cranes. Sixty thousand of them had been folded by members of the Grace Cathedral congregation. Each crane was made in memory of one of the people who had died of AIDS in this country by mid-October 1989. Many of the cranes hold a name written into their folds. Several artists designed the paper crane sculpture that seems to float in the front of the cathedral.

In Japan, there is a tradition of folding one thousand origami cranes as a prayer for peace and health. Several years ago, a young Japanese woman folded one thousand paper cranes as a prayer for world peace. She sent the cranes to TIME magazine which published an article about them.

For one person to make one thousand paper cranes is an incredible undertaking, a prayer made tangible. The idea of sixty thousand origami cranes is outrageous. But I saw them. May I never forget their poignant beauty or the prayer that they embody.

The paper cranes would have been enough. But there was more. A young man, probably the cathedral's assistant organist, was practicing. Organ music filled the empty cathedral. Only two or three other people shared these moments with us.

The earthquake that struck San Francisco in October, cracked some of the vaulting over the choir seats in Grace Cathedral. Until it can be repaired, the choir is closed. The organ has been moved onto a special platform just behind the altar. A four or five inch air hose snakes across the cathedral floor, connecting the organ console with three banks of pipes.

We had the rare opportunity of watching an organist play a fine cathedral organ. Ordinarily, one can only hear the music. The organist is hidden from view.

As we listened to the music, some very familiar, some unknown to us, we visited the beautiful hand carved Spanish nativity scene that is permanently installed in a niche in the north wall of the cathedral. We lighted votive candles for the New Year, candles which glowed with a special light in blue glass holders.

Then we sat beneath the dancing paper cranes and were surrounded by the music. I imagine that the organ has quite a different effect when the cathedral is filled with people whose very presence absorbs part of the sound.

The organist was unaware of any one else. He was playing for the joy of it. The last piece we heard ended with an enormous fanfare of bass notes. The organist lifted his hands from the keyboard and raised his arms up, delight shining in his face as the music hung in the air for endless seconds.

I felt doubly blessed on this first day of the New Year, the first day of a new decade. As I left Grace Cathedral, I carried with me a feeling of great peace that continues to touch my soul.

Nancy Gibbs Richard
January 2, 1990

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA 20-24 JUNE 1990

Administrative Meeting Minutes

12 April 1990

10:00 am, 44 Montgomery, Suite 3400, Small Conference Room

In Attendance:

Dottie Burdine
Alice Gruber
Steve Hurst
Bill O'Connor
Chuck Smukler

Paul Volberding
Bob Wachter
Barbara Woodruff
Pam Wool

1. Issue:

Discussion:

Registration

The registration count was 5,991 as of 10 April 1990. The Conference expects to receive 1,000-1,500 registrations in the next few weeks from accepted oral and poster presenters.

Action:

None required.

2. Issue:

Discussion:

Non-Profit Exhibits

All non-profit booths are booked; revenue has been received from all but 17. All but 4 non-profit tables are booked; invoices for payment on tables went out this week.

Action:

As above.

3. Issue:

Discussion:

Staff Meetings

The Wednesday morning staff meetings will be scheduled on an as needed basis only.

Action:

As above.

4. Issue:

Discussion:

Program

A Kenyan woman, Eunice Kiereini, Chair of the WHO Regional Nursing Midwifery Task Force will be the keynote speaker at the Opening Ceremony. June Osborne, Jay Levy and possibly Jonathan Mann will also participate in the Opening Ceremony.

Louis Sullivan, Anthony Fauci, Lars Kallings, a WHO representative, and Giovanni Rossi are among the Closing Ceremony speakers.

Ted Kennedy is interested in speaking and may participate in a Saturday morning plenary session.

President Bush's participation is uncertain at this point.

Very few invited speakers said "no" because of the travel issue.

Action:

None required.

5. Issue:

Discussion:

PWA Lounges

SFGH will provide equipment and staff for the First Aid rooms.

New Friends will staff the PLWA Assistance Centers; the Conference will provide light refreshments.

Action:

Need to finalize arrangements with people from SFGH and New Friends.

Responsibility:

Bill

Time Frame:

By next Administrative Meeting, 19 April 1990.

6. **Issue:** **Community Outreach Sessions**
Discussion: The Community Outreach Sessions are like any other satellite meeting (i.e. they are totally separate from the Conference).
Action: Need to check with Dana regarding the status of the contract.
Responsibility: Bob
Time Frame: Noon on 12 April 1990.
7. **Issue:** **Signage**
Discussion: Decided that at this late date, collecting price quotes for the program area's sign orders is impractical. All sign orders need to be turned into the decorator ASAP.
Action: Need to turn in sign orders for the peg boards at the Message Center and for the Employment Center.
Responsibility: Bill
Time Frame: By Wednesday, 18 April 1990.
8. **Issue:** **Poster Area**
Action: Need to meet regarding the poster area set-up.
Responsibility: Barbara
Time Frame: By next Administrative Meeting, 19 April 1990.
9. **Issue:** **Host Broadcast Firm**
Discussion: Steve Hurst and Barbara are wrapping up the verbage in the CBC contract. At this point, CBC feels relatively comfortable that they can provide satisfactory service within the existing time restrictions for move-in.
Action: As above.
10. **Issue:** **Bunn Communications International**
Discussion: The BCI contract is 99.9% finished and will be signed today.
Action: As above.
11. **Issue:** **Message Center**
Discussion: The total of the TEC contract will be \$39K, not including complimentary hotel rooms.
TEC will not be allowed into their space until Tuesday, 19 June 1990; the Message Center opens at 8:00 am on Wednesday, 20 June 1990.
Action 1: Need to contact TEC regarding the phone number for the message center.
Responsibility: Alice
Time Frame: 12 April 1990, if possible, for inclusion in the Advance Program.
Action 2: Need to make the following changes to the TEC contract: (1) change the day TEC allowed into their space to 19 June 1990, and (2) clarify language regarding who is responsible for pulling the cables.
Responsibility: Alice
12. **Issue:** **Fundraising/Volunteers**
Discussion: The Dean's Office will provide the Conference with volunteers and some computer equipment.
Action: Need to talk to Dave Bracker about informing UCSF volunteers that they must check with their respective departments regarding payment for the hours they volunteer at the Conference.
Responsibility: Bill
Time Frame: By Thursday, 19 April 1990.

13. **Issue:** **Childcare**
Discussion: Because of liability issues, the Conference will not provide gratis childcare. Conference participants will be notified in the Advance Program that they are to make their own arrangements through the Conference hotels.
Action: As above.
14. **Issue:** **Floorplans**
Discussion: Housing will be moved to the Willow Room. Ask Mr. Foster and Bank of America will remain at the counters in the Yerba Buena Grand Assembly.
Action: As above.
15. **Issue:** **Foreign Exchange**
Discussion: The Bank of America will pay for their own move-in costs, but must coordinate move-in with Dottie. Foreign exchange will be open from 3:00-4:00 pm on Tuesday, 19 June 1990, from 9:00 am-4:00 pm on Wednesday, 20 June 1990, and from 9:00 am-3:00 pm on Thursday, 21 June 1990. The hours on Friday, 22 June 1990 have not yet been determined. Seventy-eight percent of sponsored travellers are expected to check in on Tuesday, 18 June 1990.
Action: Need to contact Bank of America regarding move-in procedures.
Responsibility: Dottie
Time Frame: By next Administrative Meeting, 19 April 1990.
16. **Issue:** **Ground Transportation**
Discussion: The contract with Cappa and Graham is complete and ready to be signed.
Action: As above.
17. **Issue:** **Simultaneous Interpretation**
Discussion: Kanner will try to pre-wire the halls at the end of May, but if this does not work, they will need to pay over-time to have the halls wired in time for the Opening Ceremony. The total of the Kanner contract is \$59, 195, with the option to invoice no more than \$2,500 for over-time fees.
Action: As above.
18. **Issue:** **Badges**
Discussion: The size of the Conference badge has been reduced and the official order has been placed with Trammell. Trammell will ship the badges in phases, as production is completed.
Action: As above.
19. **Issue:** **Portfolios**
Discussion: The Conference portfolios will be shipped to the Greyhound warehouse in phases, as production is completed.
Action: As above.
20. **Issue:** **Security**
Discussion: Beginning next week, a series of meetings are being planned regarding security issues. Topics will include the role of the city in the Conference's security efforts and the outlining of scenarios for on-site.
Action: Need to provide the security consultants with a complete scope of services.
Responsibility: Paul

21. **Issue:**
Discussion:

Courtesy Associates

Steve Hurst and Barbara are drafting a letter to Courtesy regarding the possibility of renegotiating their rates based on the volume of work that has been withdrawn from the original scope of services.

Action:

As above.

The next Administrative Meeting is scheduled for **Thursday, 19 April 1990** from 10:00 am - 12:00 pm in the 44 Montgomery, Suite 3400 Small Conference Room.

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA 20-24 JUNE 1990

Administrative Meeting Minutes

19 April 1990

10:00 am, 44 Montgomery, Suite 3400, Small Conference Room

In Attendance:

Jack Ballentine
Dottie Burdine
Al Casciato
Alice Gruber
Steve Hurst
Bill O'Connor

Chuck Smukler
Paul Volberding
Bob Wachter
Connie Wofsy
Barbara Woodruff
Pam Wool

1. Issue:

Discussion:

Registration

The registration count was 6,196 as of 15 April 1990. On the same date in 1988, the Stockholm Conference had 4,600 registrants; in 1989, the Montreal Conference had 6,763. Please note that the San Francisco Conference is later in June than the previous two Conferences.

Action:

As above.

2. Issue:

Discussion:

Signage

Approximately 50% of all sign orders have been turned in; the deadline was 2 April 1990.

Action 1:

Barbara and Dottie need to meet regarding the collection of sign orders.

Time Frame:

Immediately following Administrative Meeting, 19 April 1990.

Action 2:

Need a price quote from Greyhound for the production of signs for the poster area to compare with costs of producing them in-house.

Responsibility:

Dottie

Time Frame:

By next Administrative Meeting, 26 April 1990.

3. Issue:

Discussion:

Commercial Exhibits

Only 7 of the "desirable" booth spaces remain unsold.

The 6 "undesirable" booths will be turned into lounge space.

Action:

As above.

4. Issue:

Discussion:

Social Events

Invitations for the Exploratorium Reception, the VIP dinner at the Palace of the Legion of Honor, and the Chancellor's reception have gone to the printer. The wording for the Syntex-sponsored dinner was reviewed by Dennis Hartzell.

Catering bids for the Exploratorium Reception and the VIP dinner at the Palace of the Legion of Honor are coming in.

The City has no funds for donations for the Opening Reception, but tomorrow, 20 April 1990, Dottie will meet with the City and FMI to discuss the plans.

Mary Sheih of FMI will re-negotiate staff lunch rates.

Action 1:

Need to give invitation copy for the special reception following the Opening Ceremony to Dottie.

Responsibility:

Bob

Time Frame:

ASAP

- Action 2:** Need to give Dottie mailing lists for Exploratorium Reception and VIP dinner at the Palace of the Legion of Honor.
Responsibility: John, Paul and Bob
Time Frame: 30 April 1990
5. **Issue:** **PWA Lounges**
Discussion: A meeting with Diane Miller of SFGH is set for Wednesday, 25 April 1990.
Action: As above.
6. **Issue:** **Budget**
Discussion: Alice presented a status report on the budget. The Conference is running a modest overdraft.
Action: None required.
7. **Issue:** **Fundraising**
Discussion: AmFAR is not willing to convert their loan into a gift at this point. They will re-evaluate the situation after the Conference.
Action: As above.
8. **Issue:** **Host Broadcast Firm**
Discussion: CBC is putting together a final proposal, which is expected to come in this week or early next week.
Action: Responsibility for phones in the edit booths is the only outstanding question. As above.
9. **Issue:** **Bunn Communications International**
Discussion: The Conference has signed a contract with BCI.
Action: As above.
10. **Issue:** **Monitoring Contractors**
Discussion: Discussed reporting mechanisms for Conference contractors. It was decided that the Tuesday morning Managers Meeting is the appropriate place to evaluate contractors. It was also suggested that regular meetings with Barbara and one-page expense status reports to those contractors working against an expense account would be a good idea.
Responsibility: Alice
11. **Issue:** **Foreign Exchange**
Discussion: Foreign exchange will be located in the Grand Assembly of the Marriott.
Action: Need a letter from Bank of America releasing UCSF from liability.
Responsibility: Alice
Time Frame: By next Administrative Meeting, 26 April 1990.
12. **Issue:** **Message Center**
Discussion: The phone number for the message center will be printed in the Advance Program. The hours will be from 8:00 AM on Wednesday, 20 June 1990, through 2:00 PM on Sunday, 24 June 1990. The total of the TEC contract will be \$36,500 with an additional \$4,000 billable. The grand total is \$40,500.
Action: Need to contact TEC regarding their move-in schedule.
Responsibility: Dottie
Time Frame: By next Administrative Meeting, 26 April 1990.

13. **Issue:** **Simultaneous Interpretation**
Discussion: The contract with Kanner Language Systems was signed yesterday. The total of the contract is \$61,695.
Elaine and Alice are responsible for the distribution of headsets (i.e. cash handling and risk management).
Action: As above.
14. **Issue:** **Ground Transportation**
Discussion: The contract with Cappa and Graham is signed.
Action: As above.
15. **Issue:** **Badges**
Discussion: The contract with Trammell is completed.
Action: As above.
16. **Issue:** **Audio Casette Sales**
Discussion: Discussed including a statement in the program regarding copyright issues of audio taping Conference sessions. The group decided that it is an unenforceable policy; therefore the Conference will not make a statement.
Action: As above.
17. **Issue:** **Xeroxing On-Site**
Discussion: Xerox can have a station in the Moscone Center located with other services on one of the loading docks.
The Conference may post a sign outside of the business center with information regarding other options for photocopying services in the area.
Action: As above.
18. **Issue:** **Security**
Discussion: The SFPD has cancelled all vacations around the Conference dates.
Whereas the Conference cannot regulate the content of signs brought into the hall, it can regulate the time, place and manner in which sign can be presented (i.e. no sticks).
Security consultants will be training Marriott operators regarding bomb threats; any new Conference staff may want to attend.
Action: Need to look into renting a TV and VCR for the office to monitor media coverage of the Conference.
Responsibility: Alice
Time Frame: By next Administrative Meeting, 26 April 1990.
19. **Issue:** **25 April Press Conference**
Discussion: The Conference will host a press conference after the Local Organizing Committee and Program Committee meetings on 25 April 1990 at the UCSF Faculty Alumni House, 745 Parnassus Avenue.
The primary focus of the press conference will be the Conference program. This press conference is separate from the one planned by the City.
Action: As above.
20. **Issue:** **Opening Ceremony**
Discussion: The Conference is considering hiring a producer to stage the Opening Ceremony. Bob has the name of one candidate.
Action: As above.

21. **Issue:** **Media**
Discussion: The seating of the press in session rooms will be decided at the next Communications Meeting.
Action: As above.
22. **Issue:** **Local Organizing Office**
Discussion: The fax machines in the office are in constant use, making it difficult for people to fax both in and out when necessary.
Action: Need to look into a roll-over fax machine at the front desk.
Responsibility: Alice
Time Frame: By next Administrative Meeting, 26 April 1990.

The next Administrative Meeting is scheduled for **Thursday, 26 April 1990** from 10:00 am - 12:00 pm in the 44 Montgomery, Suite 3400 Small Conference Room.

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA 20-24 JUNE 1990

Administrative Meeting Minutes

26 April 1990

10:00 am, 44 Montgomery, Suite 3400, Small Conference Room

In Attendance:

Jack Ballentine
Alice Gruber
Steve Hurst
Bill O'Connor
Chuck Smukler

Bob Wachter
Connie Wofsy
Barbara Woodruff
Pam Wool
John Ziegler

1. Issue:

Discussion:

Staff Gathering

The Conference will have a T.G.I.F. party on Friday, 4 May 1990.

Action:

Need to circulate a flyer.

Responsibility:

Deborah

2. Issue:

Discussion:

Registration

The current registration count is 6,458.

Action:

As above.

3. Issue:

Discussion:

Telecommunications

A Telecommunications Committee has been formed. Alice will chair the committee. Steve Hurst, Richard Preston and Lucien Plante have been asked to serve as committee members.

The Conference will need approximately 460 lines. Moscone Telecommunication can provide 230 lines, so they cannot service all of our needs.

It was decided to use Moscone's 230 lines for all Conference phones except for those in the broadcast area; the broadcast media will arrange for outside lines with Pac Bell.

Moscone will charge \$120 per line and \$35 per instrument.

Action:

Need to talk to Lucien Plante or Richard Preston and Moscone

Telecommunications regarding the possibility of the broadcast area phones being "outgoing only".

Responsibility:

Alice

Time Frame:

ASAP

4. Issue:

Discussion:

Social Events

Invitations for the Exploratorium Reception may be produced in-house.

The stock and colors of the invitations for the VIP dinner at the Palace of the Legion of Honor have been renegotiated and are now being printed.

Action:

As above.

5. Issue:

Discussion:

PWA Lounges

A meeting with Diane Miller of SFGH is set for Friday, 27 April 1990.

Action:

As above.

6. Issue:
Discussion:

HIRE VIP
COORDINATOR

Action:

7. Issue:
Discussion:

Action 1:

Responsibility:

Time Frame:

Action 2:

Responsibility:

Time Frame:

Action 3:

Responsibility:

Time Frame:

8. Issue:
Discussion:
Action:

9. Issue:
Discussion:

Action:

10. Issue:
Discussion:

VIP Policies

Discussed the special treatment of VIP's on-site, especially at the Opening Ceremony and Reception.

Issues discussed included volunteer escorts, a separate entrance, parking, a VIP lounge, and instructional signs.

Decided VIP policies will fall under the administrative wing.
As above.

Opening Ceremony/Reception

A person has been identified for the role of producer of the Opening Ceremony. Barbara is working on a consulting agreement.

The Conference will limit the sale of additional tickets to the Opening Ceremony/Reception to 1,000.

Discussed the option of printing an invitation to the Opening Ceremony/Reception that would be slipped into a plastic holder on-site and act as a badge.

Bill has been talking to the Gay Men's Chorus about their staging requirements.

The Opening Ceremony producer will think about where in the program the UCSF Orchestra will play.

Need to contact Courtesy regarding the limit on Opening Ceremony ticket sales.

Barbara

ASAP

Need to secure an adequate piano for the Gay Men's Chorus.

Bill

ASAP

Need to research issues regarding the local musician's union.

Steve

ASAP

Host Broadcast Firm

The CBC contract will be signed no later than Monday, 30 April 1990.

As above.

Security

Jack and Al will develop the scheme for all future security meetings, as well as security scenarios for on-site.

The plan includes separate training meetings with Moscone Center and the Marriott Hotel.

Jack and Al will consult with the SF Health Department regarding demonstrations by PWA's.

The Conference is considering having UCPD take care of VIP security.

Jack and Al are in contact with the Secret Service and the State Department regarding Louis Sullivan's security.

As above.

Program Update

The Conference should hear in the next few days whether or not President Bush will be sending a videotaped presentation.

Jonathan Mann will probably speak at a plenary session on Saturday, 23 June 1990.

The Conference is still waiting to hear about Senator Kennedy's participation.

The Conference may present awards at the VIP dinner at the Palace of the Legion of Honor, one of which will go to Jonathan Mann.

The final program goes to press in 2-3 weeks.

Action: Need any legal language that should be included in the final program.
Responsibility: Steve
Time Frame: ASAP

11. **Issue:** **Audio Casette Sales**
Discussion: PPI is the vendor who will provide audio cassette taping services for the Conference.

The contract should be set by Monday, 30 April 1990.
Need to give PPI a time schedule of all sessions.

Action 1:
Responsibility:
Time Frame:
Action 2:
Responsibility:
Time Frame:

Bob
ASAP
Need to ask PPI for order forms to be included in portfolios.
Bill
ASAP

12. **Issue:** **Budget**
Discussion: Alice presented a status report on the budget. The Conference is running a modest overdraft.
Action: None required.

13. **Issue:** **Courtesy Associates**
Discussion: The Conference will cap the discretionary funds in the Courtesy contract.
Action: Need to put Courtesy "on notice" for variable services.
Responsibility: Barbara
Time Frame: ASAP

The next Administrative Meeting is scheduled for **Thursday, 3 May 1990** from 10:00 am - 12:00 pm in the 44 Montgomery, Suite 3400 Small Conference Room.

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA 20-24 JUNE 1990

Administrative Meeting Minutes ✓

3 May 1990

10:00 am, 44 Montgomery, Suite 3400, Small Conference Room

In Attendance:

Jack Ballentine
Dottie Burdine
Alice Gruber
Steve Hurst
Bill O'Connor
Jess Ortiz
Lucien Plante

Chuck Smukler
Bob Wachter
Connie Wofsy
Barbara Woodruff
Pam Wool
John Ziegler

1. **Issue:**

Registration

Discussion:

See attached "Registration Record for the International AIDS Conferences 1988-1990."

Action:

As above.

2. **Issue:**

Commercial Use of Conference Broadcast Signal

Discussion:

A French group has requested the use of the Conference broadcast signal, raising the issue of the Conference licensing the signal for commercial use.

Decided to stick with original policy of allowing free use of the signal only for non-profit purposes.

Action:

Lucien, Barbara, and Steve will meet with the French group.

Time Frame:

Friday, 4 May 1990.

3. **Issue:**

Use of Conference Logo

Discussion:

The policy of the Conference is not to engage in any licensing of logo use, except by the media.

If unauthorized use of the Conference logo is brought to the attention of the Conference organizers, the following course of action will be taken:

- (1) a Conference official will ask for distribution of the unauthorized merchandise to be stopped;
- (2) if distribution is not stopped, then the SFPD will confiscate the unauthorized merchandise;
- (3) if problems still occur, then the party distributing the unauthorized merchandise will be denied further participation in the Conference (i.e. if exhibitor, then they will lose their booth).

Action:

Need to put the enforcement of this policy in writing and include in the on-site security manual.

Responsibility:

Jack and Al

4. **Issue:**

Social Events

Discussion:

A catering company has been identified for the dinner at the Palace of the Legion of Honor and the Exploratorium Reception. Dottie and Jess are working on the contract.

The budget for the dinner at the Palace of the Legion of Honor is \$12,000, which must cover florals, entertainment, furniture rental, service costs and food and beverage costs. Dottie has identified a classical trio; she is working on a P.O. to hire them. She is also arranging for a microphone set-up.

No decorations are needed at the Exploratorium Reception.

The budget for the Opening Reception is presently \$150K, \$85K of which will be applied to drinks, and \$65K of which will pay for food. The Conference has requested both a high and low quote from bidders for this event. The deadline for upgrading the event is Thursday, 17 May 1990. The Conference has received a bid from FMI for the Opening Reception.

Dottie will contact Cappa and Graham regarding transportation for social events.

John and Paul want to see copies of menus before final decisions are made. Need to forward invitation lists to Dottie (including # of invites to be sent to the Mayor's Office).

Action:

Responsibility:

Time Frame:

John, Paul, Bob

By Friday, 4 May 1990.

5. Issue:

Discussion:

PLWA Lounges

A meeting with Diane Miller and Michael Clement of SFGH is set for Friday, 4 May 1990.

Action:

As above.

6. Issue:

Discussion:

Telecommunications

The Telecommunications Committee met last week.

The Conference will use Moscone's 320 lines for all Conference phones except for those in the broadcast area; the broadcast media will arrange for outside lines with Pac Bell.

The Conference will need approximately 41 phone lines at the Marriott, most of which are data lines for the delegate registration area.

The committee is working on securing phones for developing country journalists.

Action 1:

Need to circulate list of phone needs for comment; nothing has been ordered yet.

Responsibility:

Alice

Time Frame:

ASAP

Action 2:

Need to research possibilities for banks of pay phones in the lower lobby and/or east mezzanine of Moscone Center.

Responsibility:

Alice

Time Frame:

ASAP

7. Issue:

Discussion:

Host Broadcast Firm

Lucien raised concern about location of broadcast vehicles: they cannot park on Folsom Street as previously planned.

The Conference needs to find a spot for 8-10 broadcast vehicles within close enough vicinity to Moscone to run power cables. Lucien will survey the possibilities.

Lucien is reviewing final draft of contract, which should be completely revised by Monday, 7 May 1990.

Need to contact Moscone regarding parking broadcast vehicles on their roof.

Action 1:

Responsibility:

Alice

Time Frame:

ASAP

Action 2:

Lucien, Jess and Alice need to discuss 46 TV monitors in detail.

Responsibility:

Alice

Time Frame:

ASAP

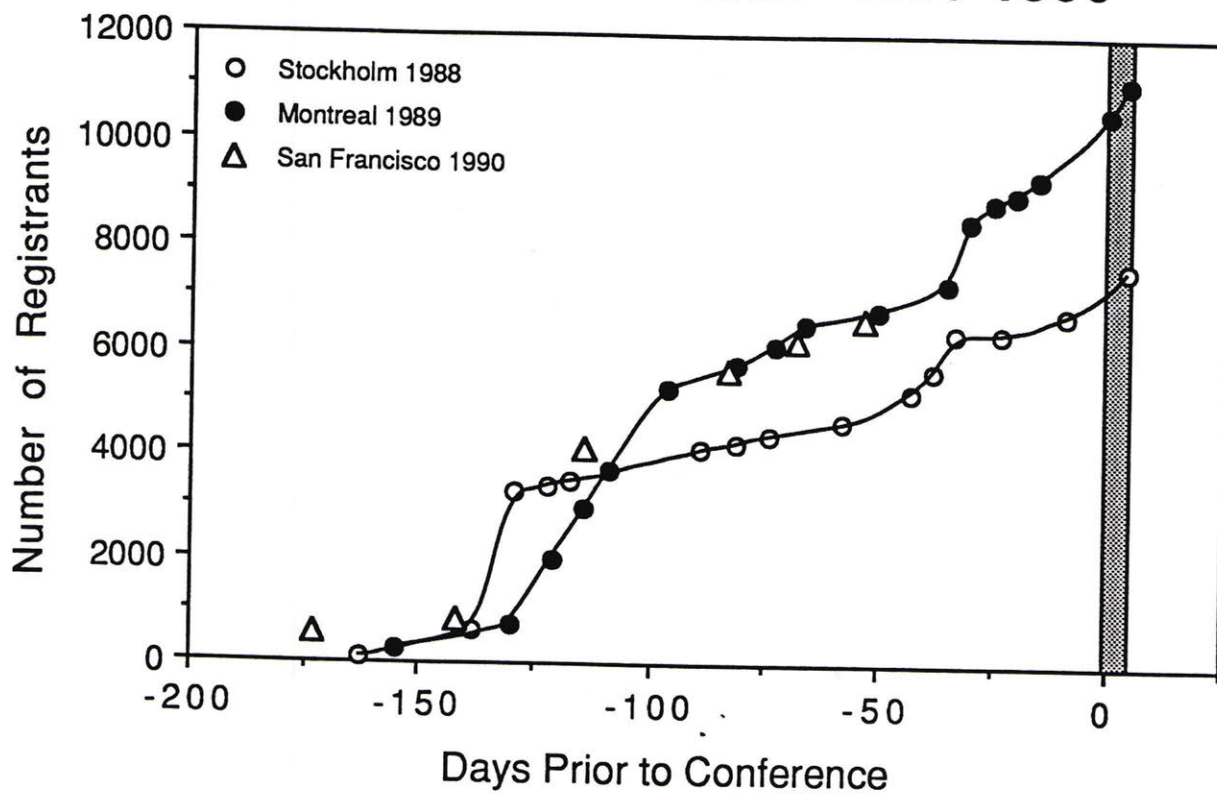
Action 3:
Responsibility:
Time Frame:

Need to test sound quality of sound-deadening curtain for Hall A.
Lucien and Bill
ASAP

8. **Issue:** **Computers**
Action: Need to arrange for set-up of computers on site and for the moving of all rented computers to Moscone and Marriott.
Responsibility: Alice
9. **Issue:** **Security**
Discussion: Jess and Barbara are working on the contract for ESI.
Action: As above.
10. **Issue:** **Courtesy Associates**
Discussion: Courtesy has received a letter limiting their future scope of services.
Action: Need to follow up with a phone call and a more detailed letter.
Responsibility: Barbara
11. **Issue:** **Program Update**
Discussion: The Conference is "fairly likely" to get a videotaped presentation from President Bush. If so, Conference will need to pay a \$200 production fee and will need to obtain permission to reproduce the tape. Because floorplans for exhibits were not included in the Advance Program, a separate guide to the exhibits will be produced and distributed on-site. Dottie will be the point person for this publication.
Action: As above.
12. **Issue:** **VIP Activities**
Discussion: David Weisberg will be coming on board to coordinate VIP activities.
Action: As above.

The next Administrative Meeting is scheduled for **Thursday, 10 May 1990** from 10:00 am - 12:00 pm in the 44 Montgomery, Suite 3400 Small Conference Room.

Registration Record for the International AIDS Conferences 1988-1990



Daniel T. O'Keefe
[REDACTED]
[REDACTED]
[REDACTED]

May 15, 1990

Dr. John L. Zeigler, Chairman
International AIDS Conference
University of California, San Francisco
P. O. Box 1505
San Francisco, CA 94143-1505

Dear Dr. Zeigler,

I need your help. On behalf of the thousands of disabled Americans, like myself, I am soliciting your expertise and influence in the hope that my experiences will not be repeated in the future. I am asking that legislation be initiated to insure that in times of need, disabled Americans can rely upon their rightful benefits without fear of their being interrupted.

The enclosed letter to J. W. Marriott, Jr., Chairman and President of the Marriott Corporation tells my story. I am sure that there are similar stories with others in my same position, where the policies of a large corporation can interrupt the benefits of an employee. Because of my own personal experience, I feel strongly that no American worker should be at risk of having his/her medical or disability benefits severed, especially while continuing employment in the same company. When corporations request or solicit its employees to transfer across state borders, that corporation should be legally responsible for providing continuity of insurance benefits. If a corporation, like Marriott, transfers an employee to a state which mandates a year's residency for disability insurance entitlement, the corporations should be legally responsible to fill this void. Furthermore, a corporation should be obligated to inform its employees of any such limitation and tell them the exact limits and the extent of all insurance coverage. Failure of this corporate responsibility only leads to financial and emotional hardship: something I have experienced firsthand.

Hopefully, by bringing the aforementioned issue to your attention, we can bring about legislative change so that disabled Americans can rely, without interruption, on adequate medical and disability insurance when needed. To this end, I remain readily available to assist in this important issue.

Sincerely,



Daniel T. O'Keefe

Gen. Corr.

sent 5/23

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA ■ 20-24 JUNE 1990

May 23, 1990

Sponsor
University of
California
San Francisco

Daniel T. O'Keefe

[REDACTED]

Co-Sponsors
World Health
Organization
City and County
of San Francisco
American
Foundation for
AIDS Research
International
AIDS Society

Dear Mr. O'Keefe,

In response to your letter of May 15, I am genuinely sympathetic to the plight you face. It would be inappropriate, however, for me to engage in a dispute between you and your employer regarding your health insurance.

I wish you well.

Sincerely,



JOHN L. ZIEGLER, M.D.

Chair

6th International Conference on AIDS

Local Program
Office
University of
California
San Francisco
Box 1505
San Francisco
California
94143-1505
USA
Telephone
415-550-0880
Telefax
415-550-0886



Daniel T. O 'Keefe

May 8, 1990

J.W. Marriott, Jr.
Chairman of the Board and President
Marriott Corporation
1 Marriott Drive
Washington, D.C. 20058

Dear Mr Marriott,

As a three year veteran employee, working at the San Francisco Marriott, I feel compelled to exercise my Marriott Guarantee of Fair Treatment by appealing directly to you to right a wrong which has been visited upon me. The events and issues I have experienced directly affects the hundreds of thousands of hourly employees through-out the Marriott system. After a review of the issues raised, I expect as guaranteed that you will,

"reaffirm and supplement the long-standing and continuing commitment of Marriott Corporation to equal employment opportunity,...a specific Affirmative Action Program sets forth the action to be taken by officials and employees of the company to meet its legal and moral responsibilities concerning equal employment opportunities."

To this end I am requesting to meet with you directly to underscore the importance and critical nature of my request.

This past September I answered Marriott's request for qualified employees to transfer to the newly opened San Francisco Marriott Hotel. Unfortunately, soon after my arrival and employ I was diagnosed with Pneumocystis Carinii Pneumonia (PCP), a life threatening opportunistic infection. At the time of my hospitalization, I was informed, for the first time, that I was HIV positive or infected with the Human Immunodeficiency Virus. I was diagnosed with Acquired Immune Deficiency Syndrome, AIDS, a terminal condition, which according to the Centers For Disease Control (CDC) in Atlanta, Georgia, is totally disabling. Furthermore, I was informed that a strong possibility existed that I would be unable to continue work due to the damage to my lungs.

During this grief filled time, I felt secure in the knowledge that, per Marriott's Guaranteed Benefits Package, I would be provided for throughout what remaining time I had left,

and would be able to maintain my current quality of life. Not only was this not the case, but since my hospitalization I had to fight for what little benefits Marriott provides its disabled employees.

The following issues were brought to the attention of Marriott Executives and to date, seven months later, these issues still have not adequately been addressed.

On September 25, 1989 the San Francisco Marriott officially opened its doors to its employees. At that time, I, along with the hundreds of other veteran employees, was notified that medical benefits were being interrupted and would not be available until November, 1989. Soon after my health was in decline and despite my pleas for medical coverage and help, I was told while Marriott was sorry, nothing could be done. I know had I sought help from any medical institution, other than Kaiser Permanente, my primary insurance carrier, I would have been told that because of a pre-existing condition, a prohibition of medical insurability for the rest of my life would be in effect. Because of Marriott's unwillingness to act promptly during this critical period, I was forced to forgo treatment for thirty days while living with life threatening PCP. Shockingly, two months after becoming a member of Kaiser's plan, I was notified that my policy had actually been in effect since October 6, 1989.

On November 1, 1989, I was notified by Kaiser's Social Workers that despite my three year tenure with Marriott, I was ineligible for California Disability Insurance due to a one year residency requirement. Like the thousands of other Marriott employees who are encouraged by the company to transfer to other properties throughout the United States, I was shocked to learn the extent to which its hourly employees are underinsured; Marriott Corporation provides no supplemental or long term disability coverage. What little coverage is available, when available, is at a fraction of the employees normal salary. When I addressed this issue with a Regional Vice President of Human Resources, I was told Marriott has met its legal responsibilities by law, and there is no obligation on the company's part to inform transferring employees of either a one year residency requirement, or the amount of insurance they actually could expect in time of need. This policy is unacceptable and should be changed.

Additionally I was told by another executive that, fortunately until recently, due to Marriott's relatively young workforce, there really wasn't a need for supplemental and long term disability insurance; it has only been recently that the need posed itself due to AIDS. As American workers, the employees of Marriott Corporation have waited fifty years for a comprehensive disability program which, should have long preceded the AIDS epidemic.

I have been told that several senior level executives are currently looking into the issues that I have raised and, while they cannot address my needs on a personal level, they are "intrigued" that this sort of thing has happened. I wonder how intrigued these individuals would be if they were stripped of their financial security in time of need, i.e. supplemental and long term insurance. Perhaps if your Captains experienced the humiliation of knowing that public assistance is the only alternative to their survival perhaps they would act differently. I suspect that if these individuals were faced with the possibility of losing their homes, unable to provide for their children or being stripped of everything they worked for in their lives, they would have more than just passing intrigue.

Throughout my employ I have been led to believe , that Marriotts disability program was not only adequate , it was superior. I interpreted this to mean if an employee became disabled, he/she would be able to receive a large percent of their normal income for the remainder of their disability and/or life. Sir, the employees of this industry will not tolerate the Marriott Corporation complying with the minimum requirements by law when it comes to their health and welfare, particularly in time of catastrophic need. You expect and receive 110% standard of excellence from the workforce, and in return we demand not to be fraudulently misled.

I personally want to tell you of the living hell I have experienced as a direct result of Marriotts Corporate policies:

What it was like for this thirty-seven year old employee, to be told that due to his terminal condition, his life expectancy was twelve to fifteen months.

Because of Marriott transfer Policies I was informed during my hospitalization my medical benefits had been terminated.

Because of Marriott policies, while being hospitalized, I was informed that I had no financial coverage and no short term, supplemental or long term disability insurance.

Because of Marriott policies, while being hospitalized, I was told by Social Workers I would eventually face bankruptcy and lose my home. This is now a reality.

Because of Marriotts policies, after twenty-five productive years service in the American workforce I will have to seek public assistance. This is a humiliating and unacceptable option to me.

I would like you to know what it was like to stand on my feet for eight hours, per day, for the last five months, despite my disabling physical condition. I want you to be aware what it was like having guests and employees alike telling me that I ap-

peared to be in a fog, a daze, that I had an unpleasant personality, and that I should be fired due to my obnoxious attitude.

Without a choice I had to return to work with the San Francisco Marriott. I did this with the full understanding of the precarious nature of my health and that it would eventually decline to a point where work would be an impossibility. That eventuality is today's reality. Since my diagnosis, I have experienced the emotional trauma of knowing I was one paycheck away from financial collapse and losing my personal independence.

On September 25, 1989 I received a letter from the San Francisco Marriotts General Manager Alan Piallatt offering me a position with the Hotel. Mr Piallatt stated:

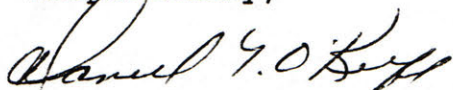
"We realize the reason we are able recruit and retain such service-oriented associates, is because the care and well being of our associates is one of our most important priorities. Over the years we have developed and maintained wages, benefits and most importantly personnel policies and practices that are second to none in our industry. We recognize that we can achieve our ultimate goal of being the best only if we provide the best work environment for our entire Marriott team."

Mr Marriott, I am requesting that I personally meet with you in order that you can tell me first hand that the treatment I have received is in keeping with the letter and spirit of the founders commitment:

"Take good care of your employees and they'll take good care of the customers..."

Sir, if you can look me straight in the eye and say J.W. Marriott, SR.'s commitment to me and Marriotts other employees has been met, I will symbolically return to you my name badge. I will tell you directly that Marriott Corporation is not worthy of this Disabled Americans employ.

Respectfully,



Daniel T. O'Keefe

cc:

William R. Tiefel
Pete Hulschmitt
Alan Piallatt
Geoffrey W. Haynes

Daniel T. O'Keefe

May 6, 1990

Mrs. Rebecca Peralta
Chairperson, Quality Assurance Committee
San Francisco Marriott
777 Market Street
San Francisco, CA 94103

Madame Chairperson and QAC Members:

As members of Marriott's Quality Assurance Committee (QAC) entrusted with overseeing the overall quality of service to guests and employees alike, I submit for your consideration and review the following proposals. The attached correspondence to J. W. Marriott, Jr., Chairman and President of Marriott Corporation, articulates important issues which effect the health and welfare of all Marriott associates, system wide. In exercising my Guarantee of Fair Treatment, I speak on behalf of all Marriott disabled employees, in the hope that the tragic events described be stopped.

I think you will agree, the issues I raise warrant corrective, affirmative action. Therefore, I have requested my QAC representative submit on my behalf the following proposals.

I respectfully propose that:

1. Marriott formulate a national Blue Ribbon Commission consisting of representatives of industry, the medical community, and Marriott associates, with proven experience in dealing with the needs of the disabled. This commission should be responsible for developing a comprehensive strategy to help employees stricken not only with AIDS but all disabling conditions. This strategy and its implementation should be national in scope rather than regional.
2. Marriott develop a national policy for all employees, hourly and management, that they be entitled to short, supplemental and long term disability insurance. Currently Marriott provides this comprehensive coverage only to its management associates.

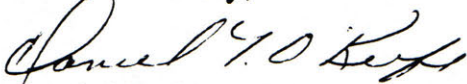
3. Marriott change its transfer policy to insure all employees continuity of benefits, especially medical and disability insurance. Loyal and dedicated employees, meeting Marriott's call to transfer to new properties across state borders, deserve a guarantee of reliable, adequate and continuous benefits. Currently, any employee who transfers into California, for example, is without full disability benefits for one year because of a state mandated residency requirement. Additionally the first day a new property opens its doors, the transfers would be provided with medical coverage, and not have to wait for 31 days.
4. Marriott alter its policy requiring 30 hours per week average for two periods for the continuation of benefits. Currently, if a disabled associate is unable to work the mandated average 30 hours, because of a physical and/or emotional limitation, that associate is in jeopardy of losing his/her benefits. There is little question that a terminally ill associate will be able to meet some of the intensity and rigors of healthy full time associates. Therefore, Marriott should guarantee that a disabled employee would not lose benefits because of that person's disability.
5. Marriott adopt a policy which protects its disabled associates with full medical coverage in the event that the employee is unable to continue working. If an individual has been diagnosed as terminally ill without hope of returning to work, Marriott should guarantee, without cost, medical coverage for the remainder of that person's life. Currently, upon leaving the company, the financial burden of medical coverage is totally that of the disabled. At a time of greatest need, when the associate realizes significant income loss due to his disability coverage, SSI, &c, that person immediately assumes a monthly medical insurance premium of upwards of \$250. per family per month.
6. Marriott develop a National Donors Program for all its associates, allowing employees to donate a specified amount of their accrued sick/vacation time per year. This pool of time would be used specifically by those disabled employees who have exhausted all their own sick and vacation time due to their illness. Currently, if a disabled associate is unable to work a full 8 hour work day, or he/she fall ill without any remaining sick/vacation time, the associate suffers significant financial hardship.
7. Marriott adopt a Living Life Insurance clause on all associate Group Life Insurance policies. This proposal would entitle those associates diagnosed with a terminal condition to borrow against their own policy, in effect permitting themselves beneficiary status while still living. This clause, if adopted would guarantee the note be paid in full upon the death of the

associate. By adopting this policy, the terminally ill associate would be able to supplement his income for the last days of his life.

8. Finally, Marriott should establish a corporate national policy promoting a commitment to community service of the part of all associates. This policy should state explicitly that as a prerequisite for growth within the Marriott system, any aspiring associate or current member of management be required to demonstrate commitment, dedication and leadership in meeting the needs of the larger community. This expectation of solid corporate citizenship hopefully will teach tomorrow's leaders compassion and understanding for the human condition.

I am confident, after careful review of the above stated issues, that you will see the merit in them and endorse their implementation. With the expectation that the next time Marriott salutes its 6,000 disabled employees, there will be substantive policy changes,

I am, sincerely,

A handwritten signature in cursive script, appearing to read "Daniel T. O'Keefe".

Daniel T. O'Keefe
Associate
San Francisco Marriott

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA 20-24 JUNE 1990

Administrative Meeting Minutes

17 May 1990

10:00 am, 44 Montgomery, Suite 3400, Small Conference Room

In Attendance:

Jack Ballentine
Al Casciato
Alice Gruber
Bill O'Connor
Jess Ortiz
Chuck Smukler

Paul Volberding
Bob Wachter
Connie Wofsy
Barbara Woodruff
Pam Wool

1. **Issue:** **Registration**
Discussion: The current registration count is 8,080.
Action: As above.
2. **Issue:** **Conference Office Staff**
Discussion: Sue Schrottenboer has been hired to help Sharon Klein and Michelle Aldrich with international travel and housing, respectively.
Action: As above.
3. **Issue:** **PLWA Lounges**
Discussion: Equipment and staffing for the PLWA lounges on-site will be provided by SFGH.
Michael Clement will do a site visit to evaluate what furniture and equipment will fit into the rooms; he will also determine the staffing schedule. Bob suggests that at least two trained people need to be on hand at all times and a physician should be on call throughout the Conference.
Because SFGH will provide this service to the Conference free of charge, Bill will arrange for complimentary audio cassettes, videotapes, Abstract Volumes and T-shirts for the SFGH representatives.
Action 1: Need to check with Paul about arrangements made with SFGH regarding admission to sessions in exchange for staffing the PLWA lounges.
Responsibility: Barbara
Action 2: Need to collect list of names for badges from Michael Clement.
Responsibility: Barbara
4. **Issue:** **Signs**
Discussion: Signs are not allowed at the airport; Ask Mr. Foster will represent the Conference at there.
Jack, Al and David Weisberg are in contact with the airport regarding protocol for Conference participants.
Action 1: Need to tally signs and give to John for review.
Responsibility: Bill
Time Frame: By 24 May Administrative Meeting
Action 2: Need to set up a meeting with Charles Keegan.
Responsibility: Barbara
Time Frame: By 24 May Administrative Meeting

5. Issue:
Discussion:

International Travel

The International Travel Committee is serving two functions: (1) distributing the Developing Countries Scholarship Fund (\$180,000), and (2) outlining disaster scenarios for on-site.

The Committee has developed a numerical scoring system for applicants for financial aid from developing countries. Approximately 75-80 people will be sponsored by the Conference, in addition to 100 people sponsored by Fogerty, 80 by WHO and 80 by USAID.

On-site, one member of the Committee will be on call at all times. When a person approaches the Conference with a request for aid on-site, they will be given a room and \$15/day up to \$75 total if they have a role in the program and have made it to San Francisco on their own. If they do not have a role in the program, they will be given the number of the Traveller's Aid Society and possibly the honorary consulate of their country.

A specific amount of money from the Developing Countries Scholarship Fund will be designated for the Emergency Scholarship Fund. If the budget is exceeded, then decisions must be deferred to Bob or Barbara on-site.

Action 1:
Responsibility:
Action 2:

Need to purchase BART tickets.

Alice

Responsibility:
Action 3:
Responsibility:
Action 4:

Need to work out cash handling policy for distribution of Emergency Scholarship Fund on-site.

Barbara

Need to collect phone numbers for honorary consulates in San Francisco.

Sharon Klein or a member of the International Travel Committee

Responsibility:

Need to develop of matrix for determining who will receive money from the Emergency Scholarship Fund on-site.

Norman Hearst, Barbara, Bob, Sharon Klein and Alice

6. Issue:
Discussion:

Exceptions to Policy re: First Class Airfare

The Conference has informed those individuals receiving complimentary airfare that it will be in the form of a "coach" ticket and that they are responsible for the difference if they choose to upgrade.

Any exceptions to this policy are to be determined on a case-by-case basis.

Action:

As above.

7. Issue:
Discussion:

Exceptions to Policy re: Waiver of Registration Fees

If an individual from a developing country has a role in the program as a poster presenter or above, then they might receive a free registration if that would allow the individual to attend the Conference. This might be a good way to stretch the Developing Countries Scholarship Fund to help more people. To be determined on a case-by-case basis.

Action:

As above.

8. Issue:
Discussion:

Exceptions to Policy re: Registration Fee Refunds

The Conference will not make exceptions to the refund policy stated in all Conference publications. If a person is insistent, he/she can put request in writing for review after the Conference or donate registration to the PLWA or Developing Countries Scholarship Funds.

Action:
Responsibility:

Need to ask Dennis Hartzell about tax deductions for donated registrations.

Alice

9. Issue:
Discussion:

Host Broadcast Firm

CBC is still pricing items before providing the Conference with a final contract.

The issue of broadcast vehicles parking on the roof of Moscone is being discussed with the redevelopment agency.
CBC is trying to obtain an expedited H visa in order to carry out their work for the Conference.

Action:

As above.

10. Issue:
Discussion:

Security

Paul, Jess and Barbara are working on developing a security model necessary to write a purchase order for ESI.

Jack reported that demonstrations are expected on 18 June and 19 June by ACT-UP. A large march is planned for Saturday, 23 June 1990.

The SFPD is meeting every Tuesday with a group of captains regarding the Conference.

Action:

As above.

11. Issue:
Discussion:

Social Events

FMI is not forthcoming with assistance for the Opening Ceremony and staff lunch menus.

Paul and John have OKed the menus for the dinner at the Palace of the Legion of Honor and the reception at the Exploratorium.

Action:

Need to ask Dottie for Opening Ceremony proposals for John and Paul to review.

Responsibility:

Bill

Time Frame:

ASAP

12. Issue:
Discussion:

Program Update

A meeting to discuss the Opening Ceremony is planned for 12:30 today; Bob has received a proposal for the Opening Ceremony that looks good.

The Conference will not receive a videotaped presentation from President Bush.

Action:

As above.

13. Issue:
Discussion:

Communications

The UCSF Department of News and Public Information Services will receive staff badges for the Conference. Jim Bunn will determine their access to the press area.

Publicists are not being credentialled as media, but the Communications Committee is working out other ways for them to be in contact with the media center during the Conference.

The Conference will not make an exception to the press credentialling policy for the staff of the CRI publication (i.e. they will not be credentialled as press).

Action:

As above.

14. Issue:
Discussion:

Abstract Volumes

Abstract Volumes will be sold on Sunday, 17 June 1990, at press registration.

The Abstract Volumes will not be made available at the 14 June UCSF press conference; instead, the UCSF News and Public Information Services will make local abstracts available, as they have in past years.

Action:

As above.

The next Administrative Meeting is scheduled for **Thursday, 24 May 1990** from 10:00 am - 12:00 pm in the 44 Montgomery, Suite 3400 Small Conference Room.

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA 20-24 JUNE 1990

Administrative Meeting Minutes

24 May 1990

10:00 am, 44 Montgomery, Suite 3400, Small Conference Room

In Attendance:

Alice Gruber

Elaine Mercer

Jess Ortiz

Chuck Smukler

Paul Volberding

David Weisberg

Connie Wofsy

Barbara Woodruff

Pam Wool

John Ziegler

1. **Issue:**

Registration

Discussion:

The current registration count is 8,664; a more realistic figure (excluding duplicates, etc.) is 8,000.

Action:

As above.

2. **Issue:**

Host Broadcast Firm

Discussion:

The Conference still has not received an amendment from CBC. Broadcast vehicles will be allowed to park on the roof of Moscone. CBC is working out their immigration issue.

Action:

As above.

3. **Issue:**

Security

Discussion:

Paul reported that the main focus of the meeting with the Mayor's office on 23 May 1990 was potential demonstrations. ACT-UP, the parade organizers, the Conference organizers, the SFPD, and the airport police were some of the meeting's participants.

The City is fully on board and wants to provide security for the Conference. To this end, the SFPD and the airport police are communicating with each other.

The meeting did not provide a clear idea of who is responsible for the parking lot.

The Conference will ask the City to pay for the necessary reinforcement of the fence around the construction site.

The Conference will suggest to the City that (1) a note be placed in the newspaper regarding parking and traffic flow near the Marriott and Moscone during the Conference and (2) they inform the gay community about demonstration areas prior to the Conference dates.

Action:

Responsibility:

Need to send a memo of understanding to Fred Lau.

John and Paul

4. **Issue:**

Opening Ceremony/Reception Logistics

Discussion:

Delegates with badges and ticket-buyers for the Opening Ceremony/Reception will enter Moscone via the main entrances. People with invitations will enter through a designated door marked "Invited Guests Only."

Approximately 300 invitations went out; a maximum of 200 invited guests are expected to attend.

The Conference will reserve seating for invited guests in several small sections not directly in front of the stage. The seats will be released 15-20 minutes prior to the beginning of the Ceremony.

The Conference will stop the sale of extra OC/OR tickets as of today.

Action 1:

Need to order the following signs: (1) "Invited Guests Only" sign to mark the VIP entrance to Moscone, (2) information sign(s) regarding OC/OR tickets being sold out.

Responsibility:

Bill

Action 2:

Need to send a letter to all invited guests reminding them to bring their invitation with them, instructing them where to enter the hall and informing them of reserved seating procedures.

Responsibility:

David W.

Action 3:

Need to contact Bill/Krebs regarding reserved seating for invited guests.

Responsibility:

David W.

Action 4:

Need to find out the delivery timeline for badges.

Responsibility:

Elaine

5. Issue:

Complimentary Registrations

Discussion:

The organizers of the International AIDS Conference to be held in Berlin in 1993 will not receive complimentary registrations.

Action:

As above.

6. Issue:

Social Events/Catering

Discussion:

Paul approved the addition of chocolate covered strawberries and other assorted fruit to the Opening Reception menu.

The group budgeted for staff and volunteer lunches--\$30K at Moscone and \$20K at the Marriott (\$25/person/day for 100 staff and 200 volunteers).

Action:

As above.

7. Issue:

Operations

Discussion:

John, Paul and Barbara will make a decision regarding the Krebs change order by the end of the day.

The Manager's Meeting on Tuesday 29 May 1990 will be devoted to the move-in schedule.

John circulated his suggestions for a staff handbook.

Elaine and Barbara will be in charge of staff badges and staff housing.

Action:

As above.

8. Issue:

Airport

Discussion:

Charles Keegan is arranging for two counters near the United baggage claim area. He will staff the counters and provide roving staff in the international terminal from 18-25 June from 8:00 AM-9:00 PM.

Action:

As above.

The next Administrative Meeting is scheduled for **Thursday, 31 May 1990** from 10:00 am - 12:00 pm in the 44 Montgomery, Suite 3400 Small Conference Room.