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**WHORM Subject File Code:** FO006-06  
(Economic Summit, Williamsburg, Virginia,  
05/29/1983-05/30/1983)  
**Case file Number(s):** 129000-129799

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MEMORANDUM

~~CONFIDENTIAL~~

C.F. 1351  
129208

THE WHITE HOUSE  
WASHINGTON

WS

F0006-06  
F6006-12

CONFIDENTIAL

March 8, 1983

MEMORANDUM FOR THE NSC STAFF

FROM: WILLIAM P. CLARK *WPC*  
SUBJECT: Preparations for the Summit

The Economic Summit which the President will host in Williamsburg, Virginia on May 28-30, is perhaps the most important foreign economic policy event on the calendar for this year. The meeting is fast approaching, and we have a lot of work to do. I want to ensure that all staff members are fully aware of the structure that has been established within the U. S. Government. We must prepare a coherent and integrated policy for this event.

NSDD-60 established the Summit White House Group chaired by Mike Deaver and me (see attached). This group has primary responsibility for all matters relating to the Summit and will meet with the President and Cabinet Officers as needed to make final decisions. Members of this group from the NSC staff include Bud McFarlane and Henry Nau.

As a member of the Sherpa team, Henry Nau has the lead responsibilities on a day-to-day basis for all issues related to the Summit. He will be working closely with Chuck Tyson for assistance on administrative and logistical actions, and NSC staff members for assistance on substantive policy issues. In order to fulfill his responsibilities, it is essential that Henry be involved in and clear on all administrative and substantive matters related to the Summit. This covers all issues, such as East-West trade, finance and debt, multilateral and bilateral trade, scheduling of bilateral meetings, etc. In addition, Henry will attend all CCEA, CCCT or other Cabinet Council meetings that deal with issues likely to affect the Summit discussions. Two NSC staff members may attend these meetings when necessary.

Support staff should provide whatever assistance is needed for Summit preparations. From time to time, additional secretarial and logistical support may be required. Henry will identify these needs and work with Mike Wheeler to secure them as needed.

I have asked Henry to organize a small group of staff members to meet regularly under his direction to ensure maximum coordination and to keep all of the staff informed on Summit planning.

Attachment

cc: Michael Deaver  
✓ Craig Fuller  
Allen Wallis

DECLASSIFIED  
Sec 240, E.O. 12958, as amended  
White House, NSC  
BY NARA *dh* 12/13/2019

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NSC #8301351

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SYSTEM II  
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THE WHITE HOUSE  
WASHINGTON

October 9, 1982

*File  
1983  
Summit*

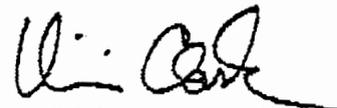
CONFIDENTIAL

MEMORANDUM FOR THE VICE PRESIDENT  
THE SECRETARY OF STATE  
THE SECRETARY OF THE TREASURY  
THE SECRETARY OF DEFENSE  
THE SECRETARY OF COMMERCE  
THE SECRETARY OF AGRICULTURE  
THE SECRETARY OF ENERGY  
THE DIRECTOR OF OFFICE OF MANAGEMENT  
AND BUDGET  
THE COUNSELLOR TO THE PRESIDENT  
THE DIRECTOR OF CENTRAL INTELLIGENCE  
THE UNITED STATES TRADE REPRESENTATIVE  
CHIEF OF STAFF TO THE PRESIDENT  
DEPUTY CHIEF OF STAFF TO THE PRESIDENT  
CHAIRMAN, COUNCIL OF ECONOMIC ADVISERS

SUBJECT: Preparations for the 1983 Summit in the U.S. (C)

The President has reviewed and formally approved the Directive establishing agency responsibilities for preparations for the 1983 Summit to be held in Spring 1983, in Williamsburg, Virginia.

FOR THE PRESIDENT:

  
William P. Clark

Attachments

NSDD-60  
1983 Economic Summit Planning Chart

DECLASSIFIED  
E.O. 12958, Sec. 1.4  
DATE 12/3/2017  
BY NARA

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~~CONFIDENTIAL~~

SYSTEM II  
90795

THE WHITE HOUSE

WASHINGTON

October 9, 1982

NATIONAL SECURITY DECISION  
DIRECTIVE NUMBER 60

DECLASSIFIED 10/23/98  
Authority EO 12958 L. Salvetti, NSC  
BY dlr DATE 12/3/2019

PREPARATIONS FOR THE 1983 SUMMIT (C)

I have invited the Summit countries to the annual Economic Summit in Spring 1983, in Williamsburg, Virginia. This Directive clarifies the responsibilities of various agencies in preparing for this Summit meeting. (U)

I. Preparations with Other Governments - "Sherpa" Team

On the recommendation of the Secretary of State, I have appointed Allen Wallis, Under Secretary of State for Economic Affairs, to be my Personal Representative for the preparation of policy aspects of the Summit meeting. In addition, I have designated Michael McManus, in the White House, to be my Coordinator for Administration of the Summit meeting. Together with Henry Nau, Senior Staff Member of the National Security Council, and Beryl Sprinkel, Under Secretary for Monetary Affairs in the Department of the Treasury, these individuals will direct the overall preparations for the Summit and act as official hosts for the U.S. in the appropriate preparatory meetings. (U)

-II. Preparations within the U.S. Government

The President's Personal Representative will chair an Interdepartmental Group (IG Summit) of the Senior Interdepartmental Group for International Economic Policy (SIG-IEP), consisting of representatives at the Under Secretary level from the Vice President's office, the Departments of Treasury, Defense, Agriculture, Commerce and Energy, Director of Central Intelligence, USTR, NSC and CEA. The IG and SIG will have responsibility for reviewing policy preparations for the Summit, and providing general Cabinet guidance on issues. These groups will also prepare the briefing materials and coordinate U.S. participation in other international meetings where Summit issues will be discussed. The SIG-IEP will coordinate with the Office of Cabinet Affairs and the Domestic Cabinet Councils to discuss Summit issues, as appropriate, in these fora as well. (C)

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CONFIDENTIAL

-2-

In carrying out their direct responsibilities for the Summit, the President's Personal Representative and the Summit Coordinator for Administration will report to a Summit White House Group (SWHG) chaired by William Clark, the Assistant to the President for National Security Affairs, and Michael Deaver, the Deputy Chief of Staff. The Summit White House Group will have primary responsibility for all matters relating to the Summit, and will provide recommendations to me for decisions. These recommendations will be reviewed, as necessary, by the National Security Council expanded to include the agencies represented on the SIG-IEP. (S)

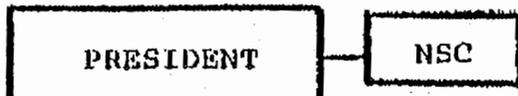
*Ronald Reagan*

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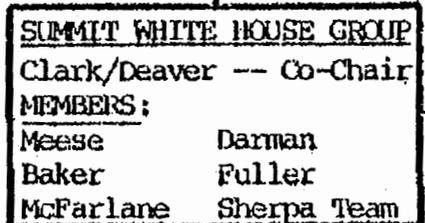
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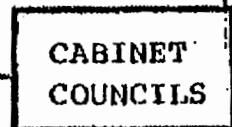
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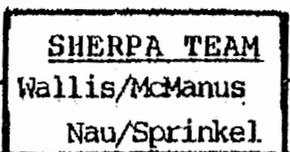
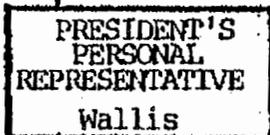
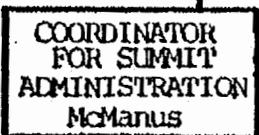
(RECOMMENDATIONS)



(DISCUSSION)



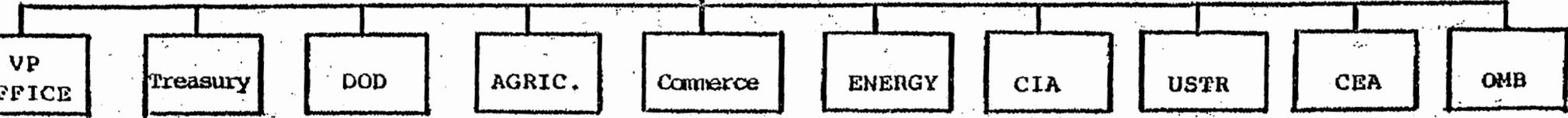
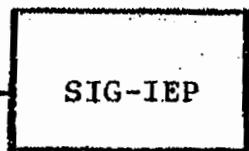
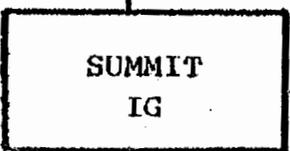
(DIRECTION)



(COORDINATION)



(DISCUSSION)



MAR 0 1 1983

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*BPB*

THE WHITE HOUSE  
WASHINGTON

WS

**C.F.**

129213

F0006-06

F0006-12

February 28, 1983

MEMORANDUM FOR WILLIAM P. CLARK  
MICHAEL K. DEEVER

FROM: MICHAEL A. McMANUS, JR.

SUBJECT: Weekly Report on Summit Preparation #3

The following matters are brought to your attention regarding the past week:

A. Schedule - The schedule has been revised to reflect the changes we went over at last Friday's Roosevelt Room session. It will be distributed to you and the other participants that were in the meeting. One area of concern which I wish to raise again is planning and coordination prior to the next Sherpa meeting to get concurrence on the schedule from the other delegates. In my view, the main issues in this regard are:

- a) Heads only meeting with no notetakers,
- b) Heads together with either a Foreign Minister or a Finance Minister and no notetakers,
- c) Only one Finance Minister per meeting or meal,
- d) An agreed upon procedure for the production of a joint statement and the participation of the Heads in the process.

While I recognize that there may be alot we can control as hosts, we must also recognize the opposition we have already seen to some of these proposals. I suggest that a small group be convened to organize an effort to gain support for these proposals prior to the meeting in San Diego. It appears to me that at least the Canadians, British and French could support our plan.

B. Financing - We now appear to have an agreement with USIA for \$1 million dollars and OMB is looking at Commerce as a possible source of additional funds. I have asked my staff to see if we can get this matter resolved this week. If it is not resolved by March 7, I will meet again with Joe Wright to get the necessary funds.

*NSC #8301374*

C. Construction - We have had a number of experts look at the costs of converting parts of William and Mary Hall into a press filing and press center. The latest cost estimate was \$700,000. I've asked them to go back and give me two other alternative plans at lower costs. At the same time we will begin lower level discussions with the College of William and Mary to see if they can't assume some of these costs that will have a residual benefit. I will meet with the President of the College upon my return.

D. Private Sector Involvement - While Private Sector involvement has been fair to date, I believe we need a more aggressive approach. I would like to propose a White House reception with the President to announce the support we have received and the unique quality of private sector involvement with government activities like a Summit. I would then follow this up with a Presidential letter of thanks and Summit photo and some Summit-related memento designed exclusively for this purpose.

E. Presidential Arrival Date - With the arrival of the President on Friday, and a number of other connected factors, Williamsburg will have to turn away the Aerospace Industry Association which has been one of their most regular customers. We should call their President to explain and thank them. I will do this if you want and suggest following the call with a Presidential letter.

cc: Allen Wallis

WEEKLY STAFF MEETING MINUTES  
THURSDAY, FEBRUARY 24, 1983

SCHEDULE

- o The scheduling meeting with Mike Deaver and Bill Clark was held. The following changes and alternatives were reviewed:
  - The service on Sunday at Bruton Parish should include the regular parishioners with the Heads placed in the front rows. Security needs will need to be discussed with Tom Holman.
  - Following the service the Heads will proceed to the Capitol for Heads only meeting, and there will be a 10 minute press opportunity.
  - There will be press pool only coverage for the day.
  - Following the "Heads only meeting" Heads will proceed to the Williamsburg Inn. There will be a 10 minute break for the Heads at the Inn. The 10 minute press opportunity originally scheduled prior to each expanded meeting is to be cancelled.
- o Following are topics that need to be discussed further:
  - A decision on a photo opportunity in the morning.
  - Subject of briefing by Secretary Regan for the group.
  - Subject of briefing by each Finance Minister.
  - A decision on the translation method for the Joint Statement.
  - A decision on a possible sherpa meeting with Heads after dinner.
  - A decision on bi-lateral meetings in Williamsburg. (Most of the bi-lateral meetings will be held in Washington prior to arrival in Williamsburg, but delegations may request bi-laterals upon arrival in Williamsburg.)
  - Jim Baker, Mike Deaver and Bill Clark have agreed and know they will not be included in meetings. Other countries need to be informed and agree to the same.

PRESIDENT REAGAN'S ARRIVAL

- o It has been decided that the President will now arrive on Friday.
- o Mike McManus, Tom Holman and Norm Beatty will need to discuss necessary arrangements for this early arrival.

BUDGET

- o Mike McManus is to meet with Gil Robinson today at 2:00P.

(cont.)

## BUDGET (cont.)

- o The purpose of this meeting is to see how they are approaching the financing.
- o It will be explained that the line items are presently general, i.e., the line item for construction also includes food and drink. USIA will be provided a more specific budget before determination of financial responsibility can be assigned.
- o The approach that USIA should be responsible for 7/8 of the requested \$3,000,000 as opposed to their stand to provide 1/3 of this amount will be taken so that this flexibility will be available. It will not actually be a request for this 7/8 but, an explanation that there are eight countries involved in this Summit therefore, seven of these countries should actually be the responsibility of USIA.
- o Larry Eastland will identify communications and housing costs for the 2:00P meeting with Mike McManus and Gil Robinson.
- o OMB says there may be more money available from the Commerce Department and the State Department.
- o Eastland and Corle will need to compile a dollar estimate of upcoming day by day costs. Before doing so, they need actual anticipated costs of line items from Division Heads.
- o Costs for personnel and travel by staff provided by the State Department is to be considered a State Department expense, and not to be incurred by the budget provided for the Summit.
- o A format for approval of large costs (i.e., construction, communications, accommodations) was discussed. Mike McManus would like an approval format established listing items such as: 1) Cost 2) A list and explanation of other alternatives at lesser cost (with dollar amount) which have been reviewed 3) Reasons for not using lower cost alternatives and 4) Recommended action. Fred Corle is working on this approval format.

## SECURITY

- o The final security draft/proposal has been completed, but needs to be reviewed by all Division Heads. A copy will be provided today to be routed to all Division Heads to review and prepare comments. Mike McManus will meet with all Division Heads to review this security plan tomorrow.
- o Tom Holman will provide samples of the security/I.D. pin that is more representative of Williamsburg.

(cont.)

## PERSONNEL

- o It was stated that it was taking too much time to process personnel contracts after the initial paperwork leaves the Summit office.
- o Contracts have not been provided for signature for the majority of individuals who have been on board since the beginning of February. Phil Walls stated that these contracts would be coming over for signature today or tomorrow.

## TECHNOLOGY

- o A meeting was held yesterday with a representative from TRW, with Mike McManus.

The following ideas were suggested by TRW:

- Use cellular type telephones that could be carried by individuals for the Heads to use to speak with their representatives.
  - Apparently the teletech instrument mentioned in the last staff meeting is not unique, but would be a useful piece of equipment to use. For instance, photos of various places in Williamsburg could be pulled up on the screen.
  - The video disc was also discussed. It could be used to pull up various sites the Heads would be going to, etc.
  - A chalk board effect could also be used. For instance, notes written and pulled up by receiving party.
  - A system similar to the one WHCA uses for visual communication which would enable parties to view recent news casts from the respective countries.
- o TRW is to continue the search for additional options.
  - o Jack LaCovey mentioned a need for T.V. sets for the delegations and others with cable television.

## QUESTIONNAIRE

- o The embassies will be contacted and will be given an accommodation deadline of March 10. After this date, they will be on their own.
- o Larry Eastland, Dan Morris and Hugh O'Neill are to get together to discuss requirements for accommodations.
- o Jack LaCovey stated they still need numbers for accommodations from the press delegations. Great Britain and Japan have submitted their numbers.

(cont.)

## DIVISION HEAD BRIEFINGS

- o It was suggested that each Division Head give a 5 minute briefing to update others on various activities taking place in their division. It was decided that this would take in the Monday Division Heads meetings. Larry Eastland will give the first briefing on Monday, March 7 on our plans for moving to Williamsburg.

## INTERNAL OPERATIONS

- o Each division stated that they were set and felt comfortable with the office space they have been assigned.
- o The turn-around time for the production of the stationery for the Summit is taking too long. Emily Ford is trying to expedite the process and has submitted designs for samples which should be returned tomorrow. Note pads and non-personalized business cards will also be produced.

## PRESS CENTER CONSTRUCTION

- o Dave Bochnowich stated that he will be negotiating for the William and Mary contract tomorrow with Dan Denning.
- o Bochnowich hopes to have a formal contract by next mid-week.
- o His main objective for tomorrow is how to go about with extensions needed. "The Cadillac Approach" compared with a "Chevette Approach". He will discuss William and Mary providing financing for expansion that is needed anyway in the long run for the College that will be necessary for the operation of the Summit.
- o Bochnowich will also explore additional alternatives to the current so-called "Cadillac Approach". He will explore at least two other alternatives.
- o By March 15 the construction should begin and complications for William and Mary should be known (such as schedule conflicts with final examinations and graduation).
- o Dan Denning has been established as the action person from the Press Division for all press construction matters.
- o A possible meeting with the Governor of Virginia and other state government officials was discussed. It was suggested that Mike McManus, Pat Malloy and/or other individuals meet on this subject to decide how and if this approach should be taken. It could be recommended to the Governor that it might be possible for the State to pay a percentage of the expenses that would effect state owned properties such as the College of William and Mary. It would be appropriate for someone from the White House i.e., Mike McManus to approach the Governor.

(cont.)

## CRITICAL PATH

- o Dave Bochnowich stated his concern with deadlines not being met. Missing deadlines is causing a delay for other areas and for other deadlines. It also causes a delay for the contracts.
- o Bochnowich will start providing starting dates as well as end dates for deadlines since some of the due dates are past. He will start meeting with each individual to work on these deadlines and have follow-up meetings if necessary.
- o The necessity of applying staff time to help with other division deadlines was discussed. It was mutually agreed that each individual division would be willing to contribute time and efforts to help meet all deadlines.
- o Bochnowich stated the importance of a control process for the budget. After receiving approval for cost figures, the figures for operational costs should be fed to Larry Eastland. Bochnowich stated his concern for unforeseen costs, etc. Ken Bastian and Fred Corle will help monitor this process.

## FOREIGN ADVANCE VISIT - MARCH 8, 9, and 10

- o The first site survey for foreign advance teams will be held March 8, 9, and 10.
- o Hugh O'Neill will provide room requirements for these dates to Larry Eastland and Norm Beatty.
- o Dan Morris is to have action on finding availability of the Inn and locations for the delegations during this visit.
- o An introduction of the various innkeepers to whom the foreign delegations are assigned to will take place during this visit. They will then be on their own for handling all accommodations directly with the innkeepers following this visit.
- o A follow-up letter will then be written to the delegations confirming that they are now to deal directly with the innkeepers. A copy of that letter will be sent to Norm Beatty and the innkeepers.
- o It is preferable to house all the foreign advance teams in the Williamsburg Inn on this visit. If this is not possible, each team will be housed in the inn they are assigned to during the Summit.
- o Jack LaCovey stated that he thought it necessary to have representatives from the Summit Press Division on this visit.
- o There will be one representative from Security on this visit.

(cont.)

## ADVANCE

- o Dan Morris stated his need for a tent contractor. Colonial Williamsburg has someone they use. Morris will get together with this representative.
- o There will be a scheduled tour at some time for the Ambassadors in which Mike McManus and designated others will participate.
- o The interpreters have evaluated their equipment needs and will review alternatives.
- o The subject of the briefing rooms for the Heads was discussed at length. A decision on the location, after looking at alternative sites, which include William and Mary Hall and designated hotels, and costs, needs to be made.

## MILITARY

- o Bill Drennan introduced John Nettles as the Deputy for the Summit Military Division.
- o Drennan stated that the pilots will always be prepared 30 minutes prior to scheduled times. If an earlier or later departure is required, the Marines should be given notice at least an hour ahead of the original time.
- o One individual for each trip should be appointed the contact for the pilots. This will be given to Drennan/Nettles by Emily Ford for each trip.
- o Caution was expressed against "offering rides" on the helicopters to unofficial parties.

## PERSONNEL AND CRITICAL PATH COMMENTS

- o Ken Bastian stated that most of the hiring of personnel has been completed and that he will now be meeting regularly with Division Heads on matters involving each division.
- o After meeting with Fred Corle and Dave Bochnowich to discuss management and financial significance involving the critical path, Bastian will then be prepared to become involved with critical path deadlines.

## OPERATIONS

- o Larry Eastland provided material (please review material provided by Larry Eastland in this meeting) regarding progress in their division.
- o Estimated costs for communications was provided. He informed the group that WHCA is providing a Board that will save the Summit \$60,000.

(cont,)

## OPERATIONS(cont.)

- o Larry Eastland should meet with Mike McManus today to discuss costs.

## PRESS

- o Jack LaCovey raised points of discussion and input needed from the White House press office. LaCovey will provide memos outlining discussions and input needed to Mike McManus and Larry Speakes on the West Coast next week. McManus, Speakes, Rosenberger and LaCovey are to then discuss these issues.
- o Notification of March 10 deadline for housing accommodations to the White House Press Corps was released.
- o Concern of transportation for press was expressed considering an addition of 2,500 press participants. It was stated that the transportation plan should be focused on and finalized.

## COLONIAL WILLIAMSBURG FOUNDATION

- o Norm Beatty brought up the point that some areas in Williamsburg were not in the Colonial Williamsburg Foundation's realm (i.e., streets, public parks and school buses), and that some legislation will need to be passed. He stated that this would probably not be a problem, but that it would need to be focused on.
- o It was stated that Al Lowry, with the Colonial Williamsburg Foundation, had been contacted about plans for a briefing for the local Williamsburg press so that they are informed properly. Jack LaCovey will follow-up with Norm Beatty next week to select a press briefing date.

## SECURITY

- o Tom Holman discussed name checks for various individuals who would be involved with the Summit (i.e., volunteers, caterers, and entertainers for the dinners). Information on such individuals will be provided to him by Larry Eastland.
- o It was stated that all Finance and Foreign Ministers will be staying at the Williamsburg Inn.
- o It was stated that a credentialing notice was to be sent on March 15 with a return deadline of April 15.
- o Tom Holman has provided names and their respective areas of responsibility from his staff.

- END -

DRAFT SCHEDULE

Saturday, May 28, 1983

1:00-4:00 pm Delegations arrive Langley A.F.B,  
Virginia.

See DIAGRAM 1

OPEN PRESS COVERAGE

Met aboard aircraft by:

Ambassador Selwa Roosevelt, U.S. Chief  
of Protocol

Visiting Delegation Ambassador to the  
U.S.

U. S. Ambassador to Visiting Delegation

Head of Delegation, escorted by  
Ambassador Roosevelt, Visiting  
Delegation Ambassador to the U.S., and  
U.S. Ambassador to Visiting  
Delegation, deplane and proceed to  
Nighthawk I.

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OFFICIAL DELEGATION INSTRUCTIONS

Deplane front exit of aircraft and  
are escorted to assigned  
helicopter.

---

GUEST AND STAFF INSTRUCTIONS

Guest and staff deplane rear exit  
of aircraft and are escorted to  
assigned helicopter or assigned  
motorcade vehicle.

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Head of Delegation, escorted by U.S. Ambassador to Visiting Delegation, bids farewell to Ambassador Roosevelt and boards Nighthawk I.

NOTE: Visiting Delegation Ambassador to U.S. boards assigned helicopter or motorcade vehicle if Official Delegation Member.

Arrival plus  
5 minutes

Head of Delegation, accompanied by U.S. Ambassador to Visiting Delegation, departs aboard Nighthawk I, en route Market Square.

Flying Time: 15 Minutes

Arrival plus  
20 minutes

Head of Delegation, accompanied by U.S. Ambassador to Visiting Delegation, arrives Market Square and deplanes.

See DIAGRAM 2

PRESS POOL COVERAGE

Head of Delegation, accompanied by U.S. Ambassador to Visiting Delegation, proceeds to carriage for boarding.

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OFFICIAL DELEGATION INSTRUCTIONS

Will be escorted to assigned vehicles and depart en route respective quarters.

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GUEST AND STAFF INSTRUCTIONS

Will be escorted to assigned vehicles and depart en route respective quarters.

---

Head of Delegation, accompanied by U.S. Ambassador to Visiting Delegation, departs Market Square, en route Governor's Palace, for official arrival ceremony.

NOTE: Staff accompanying Heads of Delegation but not riding in carriage will be transported to Governor's Palace by car.

Arrival plus  
25 minutes

Head of Delegation, accompanied by U.S. Ambassador to Visiting Delegation arrives Governor's Palace.

1:25-4:25 pm

THE PRESIDENT greets arriving Head of Delegation at carriage.

THE PRESIDENT is introduced to Head of Delegation by U.S. Ambassador to Visiting Delegation.

See DIAGRAM 3

OPEN PRESS COVERAGE

NOTE: U.S. Ambassador to Visiting Delegation moves to the viewing area.

THE PRESIDENT, accompanied by Head of Delegation, proceeds to platform and stands for respective national anthem.

U.S. National Anthem  
Visiting Delegation's National Anthem

Arrival plus  
30 minutes

THE PRESIDENT and Head of Delegation remain on platform while the troops pass in review.

THE PRESIDENT, accompanied by Head of Delegation, proceeds to the Governor's Palace for courtesy meeting.

See DIAGRAM 4

PRESS POOL COVERAGE

THE PRESIDENT and Head of Delegation arrive meeting room for courtesy meeting.

NOTE: ~~Whisper~~ Interpretation

OFFICIAL PHOTOGRAPHER ONLY

NOTE: Visiting Delegation Staff will be escorted to motorcade departure area.

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U.S. GUEST AND STAFF INSTRUCTIONS

Proceed to Staff Holding Room or to Staff Office in West Advance Building.

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Arrival plus  
40 minutes

THE PRESIDENT and Head of Delegation conclude courtesy meeting and depart Governor's Palace rear entrance.

Refer to DIAGRAM 4

PRESS POOL COVERAGE

THE PRESIDENT bids farewell to Head of Delegation at top of steps in rear garden area.

Arrival plus  
45 minutes

THE PRESIDENT returns to holding room after each departure.

Head of Delegation is escorted by U.S. Ambassador to Visiting Delegation to assigned vehicle for boarding and departs en route respective residence.

Head of Delegation departs Governor's Palace en route respective residences.

4:55 pm

THE PRESIDENT boards motorcade and departs Governor's Palace en route Providence Hall.

5:00 pm

THE PRESIDENT arrives Providence Hall for Private Time.

1:45-6:50 pm Private Time for Heads of Delegation.

NOTE: Time depends on arrival time.

6:35 pm THE PRESIDENT boards motorcade and  
departs en route Carter's Grove.

PRESS POOL COVERAGE

6:40 pm Those guests not accompanying  
Heads of Delegation arrive Carter's  
Grove and proceed to reception area.

6:50 pm THE PRESIDENT arrives Carter's Grove  
and proceeds to holding room.

See DIAGRAM 5

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U.S. GUEST AND STAFF INSTRUCTIONS

Guest and staff invited to  
reception proceed to rear gardens  
of Carter's Grove.

Those not attending reception  
proceed to staff tent.

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6:45-7:00 pm Heads of Delegation depart respective  
residences (in reverse protocol order  
every two minutes) en route Carter's  
Grove for reception and dinner with  
Summit Official Delegations.

6:58 pm THE PRESIDENT departs holding room and  
proceeds to greeting area for Heads of  
Delegation arrivals.

Heads of Delegation arrive in reverse  
protocol order.

7:00-7:15 pm THE PRESIDENT greets arriving Heads of  
Delegation at main entrance of  
Carter's Grove.

PRESS POOL COVERAGE

---

OFFICIAL DELEGATION INSTRUCTIONS

Proceed to Reception Area.

---

VISITING DELEGATION GUEST AND  
STAFF INSTRUCTIONS

Guest and staff invited to  
reception proceed to rear gardens  
of Carter's Grove.  
Those not attending reception  
proceed to staff tent.

---

Head of Delegation proceeds to holding  
room.

NOTE: Interpreters pre-positioned in  
holding room.

7:17 pm

THE PRESIDENT concludes greetings and  
joins Heads of Delegation in holding  
room.

THE PRESIDENT, accompanied by Heads of  
Delegation, proceeds to rear garden  
area for group photograph.

Refer to DIAGRAM 5

PRESS POOL COVERAGE

7:20 pm

THE PRESIDENT, accompanied by Heads of  
Delegation, concludes group photo and  
proceeds to reception area.

Refer to DIAGRAM 5

THE PRESIDENT, accompanied by Heads of  
Delegation, arrives reception area for  
mix and mingle.

7:45 pm

THE PRESIDENT makes brief welcoming  
remarks.

NOTE: Preprinted, translated text  
distributed to delegations.

7:50 pm

THE PRESIDENT concludes remarks and invites Heads of Delegation, Foreign Ministers, Finance Ministers, and Personal Representatives inside for dinner.

---

OFFICIAL DELEGATION INSTRUCTIONS

Heads of Delegation are escorted by THE PRESIDENT to the New Dining Room for dinner.

Foreign Ministers are escorted by Sec. Shultz to the New Room for dinner.

Finance Ministers are escorted by Sec. Regan to the North East Room for dinner.

Personal Representatives, Group A, are escorted to the North West Room and Personal Representatives, Group B, are escorted to the South West Room for dinner.

---

OFFICIAL DELEGATION INSTRUCTIONS

Proceed to Buffet Dining area at conclusion of reception for dinner.

---

U.S. AND VISITING DELEGATION GUEST AND STAFF INSTRUCTIONS

Those attending Official Delegation Dinner proceed to Buffet Dining area. Those not attending proceed to staff tent where buffet dinner will be served.

---

7:55 pm THE PRESIDENT and Heads of Delegation arrive New Dining Room and are seated for dinner.

Refer to DIAGRAM 5

NOTE: Whisper Interpretation

PRESS POOL COVERAGE AT BEGINNING OF DINNER

9:10 pm Dinner concludes and coffee is served.

9:30 pm Foreign Ministers, Finance Ministers, and Personal Representatives are escorted to staging area for boarding assigned vehicles, which become part of respective Head of Delegation's departing motorcade.

9:35 pm THE PRESIDENT, accompanied by Heads of Delegation, departs New Dining Room and proceeds to Main Entrance.

THE PRESIDENT bids farewell to departing Heads of Delegation.

9:37-9:47 pm Heads of Delegation depart Carter's Grove in protocol order en route respective residences.

PRESS POOL COVERAGE

9:52-10:02 pm Heads of Delegation arrive respective residences.

Heads of Delegation  
RON Williamsburg

9:52 pm THE PRESIDENT departs Carter's Grove en route Providence Hall.

10:00 pm Remaining guest depart.

10:07 pm THE PRESIDENT arrives Providence Hall.

RON Williamsburg

DRAFT SCHEDULE

Sunday May 29, 1983

8:15 am THE PRESIDENT departs Providence Hall en route Bruton Parish Church.

8:15 am Invited, ticketed guests are seated in sanctuary.

8:20 am THE PRESIDENT arrives Bruton Parish and is met by the Reverend Cotesworth P. Lewis, Rector. THE PRESIDENT and Reverend Lewis proceed to greeting area for Heads of Delegation arrivals.

See DIAGRAM 6

8:20 am Heads of Delegation attending Sunday services board motorcade and depart respective residences en route Bruton Parish.

NOTE: Heads of Delegation may walk to Bruton Parish if desired.

8:25 am Heads of Delegation arrive Bruton Parish and are greeted by THE PRESIDENT and Reverend Lewis.

PRESS POOL COVERAGE

THE PRESIDENT and Heads of Delegation proceed inside and are seated for prayer for peace service.

Refer to DIAGRAM 6

8:30 am Service begins.

8:45 am Service concludes.

8:50 am THE PRESIDENT escorts Heads of Delegation to motorcade departure area.

Refer to DIAGRAM 6

PRESS POOL COVERAGE

THE PRESIDENT, accompanied by the Heads of Delegation, boards motorcade and departs en route The Capitol.

8:35 am Finance Ministers arrive Williamsburg Inn and proceed to East Lounge. Foreign Ministers and Personal Representatives arrive The Capitol. Foreign Ministers proceed to Council Chamber Room 202. Personal Representatives, Group A, proceed to Committee Room 205. Personal Representatives, Group B, proceed to Committee Room 206.

NOTE: Heads of Delegation Lounge is located in the General Court Room 102. Other Delegation Members Lounge is located in Committee Room 203.

8:55 am THE PRESIDENT, accompanied by Heads of Delegation, arrives main entrance of The Capitol.

See DIAGRAM 7

PRESS POOL COVERAGE

---

VISITING DELEGATION AND U.S. GUEST AND STAFF INSTRUCTIONS

Proceed to Staff Holding Rooms.

---

THE PRESIDENT and Heads of Delegation proceed to House of Burgesses for morning meeting.

9:00 am THE PRESIDENT and Heads of Delegation arrive House of Burgesses and are seated.

Refer to DIAGRAM 7

PRESS POOL COVERAGE AT BEGINNING OF MEETING

NOTE: Four waves of press.

9:10 am THE PRESIDENT opens morning meeting.

NOTE: Simultaneous Interpretation via headphone.

10:00 am THE PRESIDENT concludes meeting and proceeds with Heads of Delegation to motorcade at main entrance of The Capitol.

Refer to DIAGRAM 7

THE PRESIDENT, accompanied by Heads of Delegation, boards assigned vehicle.

PRESS POOL COVERAGE

10:05 am THE PRESIDENT, accompanied by Heads of Delegation, departs en route Williamsburg Inn for joint meeting with Finance Ministers.

10:10 am THE PRESIDENT, accompanied by Heads of Delegation, arrives Williamsburg Inn, East door, side entrance, and proceeds to East Lounge.

See DIAGRAM 8

---

VISITING DELEGATION AND U.S. GUEST  
AND STAFF INSTRUCTIONS

Enter Williamsburg Inn through main lobby entrance and proceed to respective Delegate Lounges.

---

10:15 am THE PRESIDENT and Heads of Delegation are seated with Finance Ministers for meeting.

Refer to DIAGRAM 8

10:20 am THE PRESIDENT opens meeting.

NOTE: Simultaneous Interpretation  
via headphones.

11:30 am THE PRESIDENT concludes meeting.

Foreign Ministers and Personal  
Representatives conclude meeting  
and proceed to Delegate Lounge,  
Committee Room 203.

THE PRESIDENT, Heads of Delegation,  
and Finance Ministers proceed to  
respective Delegate Lounges for  
Private Time.

11:45 am Finance Ministers meet  
at main entrance of Williamsburg  
Inn and walk (weather permitting)  
along same path as Heads of  
Delegation en route Wetherburn's  
Tavern.

11:48 am THE PRESIDENT and Heads of Delegation  
depart respective lounges and proceed  
to main entrance of Williamsburg Inn.

See DIAGRAM 8

11:50 am THE PRESIDENT and Heads of Delegation  
meet at main entrance of Williamsburg  
Inn and walk (weather permitting) en  
route Raleigh Tavern for lunch.

See DIAGRAM 10

PRESS POOL COVERAGE

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OFFICIAL DELEGATION INSTRUCTIONS

Proceed to \_\_\_\_\_ for  
lunch.

---

U.S. AND VISITING DELEGATION GUEST  
AND STAFF INSTRUCTIONS

Proceed to staff dining area  
through rear entrance of Raleigh  
Tavern.

---

11:55 pm Foreign Ministers and Personal Representatives depart Delegate Lounge and walk (weather permitting) en route King's Arms Tavern for lunch.

12:00 n Foreign Ministers and Personal Representatives arrive King's Arms Tavern and proceed to respective rooms for lunch.

12:05 pm

THE PRESIDENT and Heads of Delegation arrive Raleigh Tavern and are seated for lunch.

See DIAGRAM 11

NOTE: Whisper Interpretation

OFFICIAL PHOTOGRAPHER ONLY

1:05 pm

THE PRESIDENT and Heads of Delegation conclude lunch and walk en route The Capitol.

Refer to DIAGRAM 10

PRESS POOL COVERAGE

NOTE: Finance Ministers depart Wetherburn's Tavern and walk (weather permitting) en route The Capitol.

Foreign Ministers depart King's Arms Tavern and walk (weather permitting) en route Williamsburg Inn.

Personal Representatives depart King's Arms Tavern and walk (weather permitting) en route The Capitol.

1:10 pm Personal Representatives and Finance Ministers arrive The Capitol. Personal Representatives, Group A, proceed to Committee Room 205 for meeting. Personal Representatives, Group B, proceed to Committee Room 206 for meeting. Finance Ministers proceed to Council Chamber Room 202.

Foreign Ministers arrive Williamsburg Inn and proceed to East Lounge for meeting.

1:10 pm THE PRESIDENT, accompanied by Heads of Delegation, arrives The Capitol and proceeds to House of Burgesses for afternoon meeting.

Refer to DIAGRAM 7

THE PRESIDENT, accompanied by Heads of Delegation, arrives House of Burgesses and is seated.

1:15 pm THE PRESIDENT opens afternoon meeting.

NOTE: Simultaneous Interpretation via headphones.

2:00 pm THE PRESIDENT concludes meeting and proceeds with Heads of Delegation to motorcade departure area.

Refer to DIAGRAM 7

THE PRESIDENT and Heads of Delegation board assigned vehicles.

PRESS POOL COVERAGE

2:05 pm THE PRESIDENT, accompanied by Heads of Delegation, departs en route Williamsburg Inn for joint meeting with Foreign Ministers.

2:10 pm THE PRESIDENT, accompanied by Heads of Delegation, arrives Williamsburg Inn, East door, side entrance and proceeds to East Lounge.

See DIAGRAM 9

---

U.S. AND VISITING DELEGATION GUEST  
AND STAFF INSTRUCTIONS

Enter Williamsburg Inn through main lobby entrance and proceed to respective Delegate Lounges.

---

2:15 pm THE PRESIDENT and Heads of Delegation are seated with Foreign Ministers for meeting.

Refer to DIAGRAM 9

2:20 pm THE PRESIDENT opens meeting.

NOTE: Simultaneous Interpretation via headphones.

3:30 pm THE PRESIDENT concludes meeting.

THE PRESIDENT and Heads of Delegation proceed to motorcade departure area.

Refer to DIAGRAM 9

NOTE: Heads of Delegation may walk to respective residences if desired.

PRESS POOL COVERAGE

Finance Ministers and Personal Representatives conclude meetings and proceed to motorcade. Foreign Ministers proceed to respective quarters.

3:35 pm THE PRESIDENT bids farewell to Heads of Delegation in protocol order.

PRESS POOL COVERAGE

3:35-3:41 pm Heads of Delegation board motorcade (in protocol order) and depart en route respective residences.

3:37-3:43 pm Heads of Delegation arrive respective residences for Private Time.

3:43 pm THE PRESIDENT boards motorcade and departs Williamsburg Inn en route Providence Hall.

3:45 pm THE PRESIDENT arrives Providence Hall for Private Time.

7:00 pm Foreign and Finance Ministers and Personal Representatives arrive Governor's Palace rear entrance and proceed to gardens for reception.

7:15 pm THE PRESIDENT boards motorcade and  
departs Providence Hall en route  
Governor's Palace for reception and  
dinner with Heads of Delegation.

PRESS POOL COVERAGE

7:18 pm THE PRESIDENT arrives Governor's  
Palace and proceeds to holding room.

See DIAGRAM 12

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VISITING DELEGATION AND U.S. GUEST  
AND STAFF INSTRUCTIONS

Visiting Delegation guest and  
staff and U.S. guest and staff  
proceed to Staff Holding Rooms or  
West Advance Building where dinner  
will be served.

---

7:25-7:31 pm Heads of Delegation depart respective  
residences (in reverse protocol order)  
en route Governor's Palace for  
reception and dinner.

7:25 pm THE PRESIDENT departs holding room and  
proceeds to greeting area for Heads of  
Delegation arrivals.

7:27-7:33 pm THE PRESIDENT greets arriving Heads of  
Delegation.

Heads of Delegation arrive in reverse  
protocol order.

PRESS POOL COVERAGE

7:28-7:34 pm Heads of Delegation are escorted to  
Reception Room.

7:34 pm THE PRESIDENT concludes arrivals and  
proceeds to Reception Room.

Refer to DIAGRAM 12

7:35 pm

THE PRESIDENT, accompanied by Heads of Delegation, departs Reception Room and proceeds to rear gardens to join Foreign Ministers, Finance Ministers, and Personal Representatives at Reception.

Refer to DIAGRAM 12

PRESS POOL COVERAGE

8:05 pm

THE PRESIDENT, accompanied by Heads of Delegation, departs reception and proceeds to Ballroom for dinner.

NOTE: Foreign Ministers board assigned vehicles and depart en route Raleigh Tavern for dinner. Finance Ministers and Personal Representatives board assigned vehicles and depart en route King's Arms Tavern for dinner.

---

OFFICIAL DELEGATION INSTRUCTIONS

Official Delegation Members proceed to Williamsburg Inn for dinner.

8:10 pm

THE PRESIDENT and Heads of Delegation are seated for dinner.

Refer to DIAGRAM 12

NOTE: Whisper Interpretation

PRESS POOL COVERAGE AT BEGINNING OF DINNER

NOTE: Two Waves of Press

9:30 pm

THE PRESIDENT, accompanied by Heads of Delegation, proceeds to the Dining Room for coffee.

10:00 pm THE PRESIDENT bids farewell to departing Heads of Delegation at front entrance of Governor's Palace.

10:02-10:14 pm Heads of Delegation depart in protocol order.

PRESS POOL COVERAGE

10:04-10:16 pm Heads of Delegation arrive respective residences.

Heads of Delegation  
RON Williamsburg

10:15 pm THE PRESIDENT departs Governor's Palace en route Providence Hall.

10:17 pm THE PRESIDENT arrives Providence Hall.

RON Williamsburg

5-29-10

09:00 2/24/83

DRAFT SCHEDULE

Monday, May 30, 1983

8:30 am THE PRESIDENT boards motorcade and  
departs Providence Hall en route  
Williamsburg Inn.

8:33 am THE PRESIDENT arrives and proceeds to  
Holding Room.

See DIAGRAM 9

PRESS POOL COVERAGE

8:38-8:48 am Heads of Delegation and other  
officials attending Plenary Session  
board motorcade and depart respective  
residences (in reverse protocol order  
every two minutes and depart  
immediately) en route Williamsburg Inn.

NOTE: Members of Japanese  
Delegation are residing at  
Williamsburg Inn and will walk to  
East Lounge arriving in their  
protocol order.

8:38 am THE PRESIDENT departs holding room and  
proceeds to East Lounge for greeting  
Visiting Delegation Members attending  
Plenary Session.

Refer to DIAGRAM 9

8:40 am Heads of Delegation and Delegation  
Members arrive Williamsburg Inn and  
proceed to East Lounge.

THE PRESIDENT greets Heads of  
Delegation and Visiting Delegation  
Members as they enter East Lounge.

PRESS POOL COVERAGE OF GREETING

8:50 am THE PRESIDENT and Heads of Delegation are seated for Plenary Session.

PRESS POOL COVERAGE OF BEGINNING OF MEETING

NOTE: Two Waves of Press

9:00 am THE PRESIDENT opens Plenary Session.

10:30 am THE PRESIDENT and Heads of Delegation proceed to reception area for refreshments.

10:50 am THE PRESIDENT reconvenes Plenary Session.

12:00 n THE PRESIDENT concludes Plenary Session.

THE PRESIDENT and Delegation Members proceed to respective Delegate Lounges for Private Time.

Refer to DIAGRAM 9

12:15 pm Delegation Members depart Williamsburg Inn and walk (weather permitting) to Williamsburg Lodge, Virginia Room, for Joint Statement.

12:10 pm THE PRESIDENT and Heads of Delegation meet at East, side entrance of Williamsburg Inn for motorcade boarding.

Refer to DIAGRAM 9

PRESS POOL COVERAGE OF DEPARTURE

12:15 pm THE PRESIDENT, accompanied by Heads of Delegation, boards assigned vehicle and departs en route Williamsburg Lodge, Virginia Room, for Joint Statement.

12:20 pm THE PRESIDENT, accompanied by Heads of Delegation, arrives Williamsburg Lodge, auditorium entrance, and proceeds to Virginia Room off-stage announcement area.

See DIAGRAM 13

PRESS POOL COVERAGE OF ARRIVAL

THE PRESIDENT and Heads of Delegation arrive off-stage announcement area.

WHCA off-stage announcement of Heads of Delegation in protocol order.

THE PRESIDENT and Heads of Delegation proceed to stage and are seated.

Refer to DIAGRAM 13

OPEN PRESS COVERAGE

12:25 pm THE PRESIDENT reads Joint Statement.

NOTE: Simultaneous Interpretation via headphones.

12:35 pm THE PRESIDENT concludes Joint Statement.

THE PRESIDENT and Heads of Delegation depart stage and proceed to motorcade.

Refer to DIAGRAM 13

12:40 pm Heads of Delegation board motorcade and depart en route respective residences.

12:43 pm Heads of Delegation arrive respective residences.

12:45 pm THE PRESIDENT boards motorcade and departs en route Providence Hall.

12:48 pm THE PRESIDENT arrives Providence Hall .

1:30 pm THE PRESIDENT boards motorcade and  
departs en route Bassett Hall for  
lunch.

PRESS POOL COVERAGE OF DEPARTURE

Foreign, Finance Ministers and  
Personal Representatives proceed  
to Williamsburg Inn, Dining Room,  
for lunch.

1:33 pm THE PRESIDENT arrives Bassett Hall and  
proceeds to holding room.

See DIAGRAM 14

1:35 pm Heads of Delegation board motorcade  
from respective residences and depart  
en route Bassett Hall.

1:38 pm THE PRESIDENT departs holding room and  
proceeds to greeting area at main  
entrance of Bassett Hall.

1:40 pm THE PRESIDENT greets arriving Heads of  
Delegation at main entrance of Bassett  
Hall and proceeds to outside luncheon  
area.

Refer to DIAGRAM 14

PRESS POOL COVERAGE OF ARRIVAL

---

OFFICIAL DELEGATION INSTRUCTIONS

Proceed to \_\_\_\_\_ for  
lunch.

---

VISITING DELEGATION AND U.S. GUEST  
AND STAFF INSTRUCTIONS

Proceed to Reception Building for  
lunch.

---

1:45 pm THE PRESIDENT and Heads of Delegation  
are seated for lunch.

NOTE: Whisper Interpretation

PRESS POOL COVERAGE AT BEGINNING  
OF LUNCH

3:15 pm THE PRESIDENT and Heads of Delegation conclude lunch and proceed to main entrance motorcade departure area.

Refer to DIAGRAM 14

3:20-3:27 pm THE PRESIDENT bids farewell to Heads of Delegation (in protocol order) as they board vehicles.

NOTE: Heads of Delegation motorcade (aligned in protocol order) departs every minute.

PRESS POOL COVERAGE

3:25-3:32 pm Heads of Delegation arrive respective residences for Private Time.

3:28 pm THE PRESIDENT boards motorcade and departs Bassett Hall en route Providence Hall.

Refer to DIAGRAM 14

PRESS POOL COVERAGE OF DEPARTURE

3:31 pm THE PRESIDENT arrives Providence Hall for Private Time.

6:40 pm THE PRESIDENT and Mrs. Reagan depart Providence Hall en route Williamsburg Inn garden area for State Dinner.

PRESS POOL COVERAGE

NOTE: 6:00 pm Those guests not accompanying Heads of Delegation arrive Williamsburg Inn and proceed to garden area for State Dinner.

6:45 pm

THE PRESIDENT and Mrs. Reagan arrive Williamsburg Inn and proceed to garden area.

See DIAGRAM 15

PRESS POOL COVERAGE

THE PRESIDENT and Mrs. Reagan arrive garden area and form receiving line.

Refer to DIAGRAM 15

THE PRESIDENT and Mrs. Reagan greet State Dinner guests.

---

U.S. GUEST AND STAFF INFORMATION

Guest and staff invited to State Dinner proceed to garden area. Those not attending proceed to staff dining area.

---

6:45-6:56 pm

Heads of Delegation and accompanying spouses board motorcade and depart respective residences (in reverse protocol order every two minutes and depart immediately) en route Williamsburg Inn garden area for State Dinner.

6:46-6:58 pm

Heads of Delegation and accompanying spouses arrive Williamsburg Inn (in reverse protocol order) and are greeted by U.S. Ambassador to Visiting Delegation.

PRESS POOL COVERAGE

Head of Delegation and accompanying spouses are escorted by U.S. Ambassador to Visiting Delegation to holding room.

Refer to DIAGRAM 15

5-30-6

09:00 2/24/83

7:00 pm

Heads of Delegation and accompanying spouses, escorted by Visiting Delegation Ambassadors, depart holding room in reverse protocol order and proceed to State Dinner area.

Refer to DIAGRAM 15

THE PRESIDENT and Mrs. Reagan greet arriving Heads of Delegation, accompanying spouses, and U.S. Ambassador to Visiting Delegation at receiving line.

PRESS POOL COVERAGE

7:10 pm

THE PRESIDENT and Mrs. Reagan, Heads of Delegation, accompanying spouses, and U.S. Ambassadors to Visiting Delegations are seated for dinner.

(Guests 180) (Black Tie)

See DIAGRAM 16  
(Seating arrangements and dais positions)

NOTE: Whisper Interpretation

PRESS POOL COVERAGE AT BEGINNING OF DINNER

---

VISITING DELEGATION GUEST AND STAFF INSTRUCTIONS

Guest and staff invited to State Dinner proceed to garden area. Those not attending State Dinner proceed to staff dining area.

9:10 pm

THE PRESIDENT proposes toast.

NOTE: Preprinted, translated text distributed to delegations.

PRESS POOL COVERAGE

9:20 pm THE PRESIDENT concludes toast remarks and is seated.

Entertainment begins immediately on conclusion of toast remarks.

10:30 pm Entertainment concludes.

10:35 pm THE PRESIDENT and Mrs. Reagan escort Heads of Delegation and accompanying spouses to motorcade departure area.

THE PRESIDENT and Mrs. Reagan bid farewell as the Heads of Delegation and accompanying spouses board motorcade and depart in protocol order en route respective residences.

Refer to DIAGRAM 15

PRESS POOL COVERAGE OF DEPARTURE

10:37-10:45 pm Heads of Delegation arrive respective residences.

Heads of Delegation  
RON Williamsburg

10:45 pm THE PRESIDENT and Mrs. Reagan depart Williamsburg Inn en route Providence Hall.

10:50 pm THE PRESIDENT and Mrs. Reagan arrive Providence Hall.

RON Williamsburg

10:52 pm Remaining guest depart.

5-30-8

09:00 2/24/83

DRAFT SCHEDULE

TUESDAY, MAY 31, 1983

8:45 am THE PRESIDENT and Mrs. Reagan depart Providence Hall en route Williamsburg Inn.

8:48 am THE PRESIDENT and Mrs. Reagan arrive Williamsburg Inn and proceed to holding room.

See DIAGRAM 17

PRESS POOL COVERAGE

8:50-11:50 am. Official Delegation Members (in departure order) proceed to East Lounge, Williamsburg Inn, for staging of departure ceremony.

8:55-11:55 am Heads of Delegation depart respective residences in one-half hour intervals (in departure order) en route Williamsburg Inn.

Official Delegation Members are escorted to main lobby for departure ceremony.

9:00-12:00 n THE PRESIDENT and Mrs. Reagan depart holding room en route greeting area.

Refer to DIAGRAM 17

THE PRESIDENT and Mrs. Reagan greet arriving Head of Delegation and accompanying spouse at main entrance of Williamsburg Inn.

PRESS POOL COVERAGE

THE PRESIDENT and Mrs. Reagan bid  
farewell to Official Delegation  
Members.

NOTE: Official Delegation Members  
are escorted to assigned  
helicopters and board.

THE PRESIDENT and Mrs. Reagan escort  
Head of Delegation and accompanying  
spouse to helicopter departure area  
and bid farewell.

See DIAGRAM 17

NOTE: Whisper Interpretation

PRESS POOL COVERAGE

NOTE: THE PRESIDENT and Mrs.  
Reagan return to holding room  
after each delegation's departure.

Head of Delegation and accompanying  
spouse proceed to Nighthawk I and  
board.

Nighthawk I departs en route Langley  
A.F.B., Virginia.

Delegations arrive Langley A.F.B.,  
Virginia.

See DIAGRAM 1

PRESS POOL COVERAGE

Escorted to aircraft by:

Ambassador Selwa Roosevelt, U.S. Chief  
of Protocol

12:40 pm

THE PRESIDENT and Mrs. Reagan depart  
Williamsburg Inn and proceed to Marine  
One and board.

PRESS POOL COVERAGE

Marine One departs en route Camp David.

5-31-2

09:00 2/24/83

SUMMIT CONFERENCE STAFF TELEPHONE AND LOCATION DIRECTORY

1750 Pennsylvania Avenue, N.W.

Summit Admin. - 202-724-0611\*

Summit Press - 202-724-0911\*

<u>NAME</u>	<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>TELEPHONE</u>	<u>INT</u>	<u>AFTER HOURS</u>
Andrews, Marianne	Receptionist	Summit 220	724-1656	68	703-549-3160
Balfour, Dave	Trans. Dir.	Summit 214	724-9048	39	202-546-8391
Barbieri, Jan	Press/Asst.Dir.	Summit 200C	724-2990	57	202-333-8545
Bastian, Ken	Asst. to Admnstr	Summit 10	724-1657	32	202-395-2000
Battaile, Mary	Ex-Secy to Dir. OPS	Summit 220	724-0906	78	202-342-9887
Bochnovich, Dave	Critical Path	Summit 15	724-0909	37	703-920-1567
Brown, Marshall	Press/Staff Asst	Summit 206D	724-2990	67	202-584-1424
Bull, Jeannie	State/Admin.	DOS 3800	632-9414		
Cebuhar, Barbara	Info. Office		724-2990		
Clarey, Don	Adv/Site	Summit 4	724-9035	74	703-548-0175
Cochran, Angela	Adv/Schdle & Flow	Summit 4	724-9028	74	301-320-4876
Cochran, Butch	Admin/Site	Summit 2	724-9586	28	301-320-4876
Corle, Fred	Asst to Admnstr	Summit 14	724-0910	33	202-395-2000
Crawford, Margie	Ex Asst/Admnstr	White House	456-6687		202-456-1414
Denning, Dan	Deputy Press Dir.	Summit 206	724-2990	64	703-759-3149
DesCoteaux, Andrea	Ex.Sec./Advance	Summit 220	724-9028	77	202-544-0329
Donaldson, Jane	Ex Press Secretariat	Summit 200A	724-2990	72	703-536-6811
Douglas, Doug	Deputy Dir. of OPS	Summit 12	724-0907	43	703-524-4000
Drennen, Bill	Military Office	White House	456-2150		202-456-1414

2/23/83

<u>NAME</u>	<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>TELEPHONE</u>	<u>INT</u>	<u>AFTER HOURS</u>
Durkin, Tom		Summit 220	724-0611		202-965-3817
Eastland, Larry	Dir. of OPS	Summit 11	724-0906	42	301-261-6335
Edwards, Becki	Ex-Asst/Dir. OPS	Summit 11	724-0906	27,	703-998-5825
Ford, Emily	Asst to Admin/Int	Summit 220	724-1655	46	703-683-2727
Gardner, Pam	Adv Admn Off	Summit 4	724-9035	74	703-998-8254
Harper, Stan	Communications	Summit 212	724-9365	41	703-892-8789
Hebb, Jennifer	Admin/Support	Summit 213	724-9026	35	703-683-0795
Henkel, Bill	Dir. of Advance	OEOB 179	456-7565		
Henze, Chris	Liason USIA/Press	Summit 206E	724-2990	63	202-364-8929
Hofmeister, Ruth	Budget/Fiscal	Summit 210	724-9048	45	202-362-6437
Holman, Tom	USSS	1310 L. St.	395-4117		
Huggins, Tom	USSS	1310 L. St.	395-4117		703-556-4403
Hunsaker, Jerry	USIA Press/Finance	Summit 206D	724-2990	62	703-276-1142
Hurt, Althea	Adv Asst	Summit 220	724-1653	36	202-244-5920
Jerome, Dale	Accommodations	Summit 18	724-0045	48	202-296-6860
Johnson, Lindsey	Adv.Asst	Summit 220	724-9343	51	202-547-9324
Kingsbury, Heidi	Press	Summit 200A	724-2990	55	202-333-1191
LaCovey, Jack	Deputy Press Dir.	Summit 200B	724-0911	56	703-821-8209
La Fleur, Jerome	State/DSD	Summit 213	724-9335	48	301-268-6057
Lang, Alden	Press	Summit 206A	724-2990	52	703-683-5149

- 3-

<u>NAME</u>	<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>TELEPHONE</u>	<u>INT</u>	<u>AFTER HOURS</u>
Locke, Diane	Ops/Computer	Summit 17	724-9027	30	703-836-1997
Malloy, Patrick	Deputy to Admnstr	Summit 9	724-1657	22	202-456-1414
Manzanaras, Bob	Trans Asst	Not on staff yet			
McGlone, Carol	Press Asst.	Summit 220-B	724-2990	72	703-548-5375
McManus, Mike	Administrator	Summit 8	724-1654	23,40	202-456-1414
		White House	456-6687		
Mermoud, Frank	Adv/Forgn Min.	Summit 2	724-9287	28	202-338-1316
Morris, Dan	Deputy Advance Dir.	Summit 6	724-1651	25	703-998-5943
Nakki, Helen	Press/Sec	Summit 220D	724-2990	61	703-683-2337
O'Neill, Hugh	Adv/Frgn Del/Liaison	Summit 7	724-1651	24	703-548-5375
Oliver, Mary	Admin Deputy	Summit 213	724-9027	30	301-868-9373
Phillips, Kim		Summit 200A	724-2990	59	
Pirkle, Nancy		Summit 220	724-2990	65	
Queen, Gillford	Press/USIA	Summit 200A	724-0911	73	202-966-7476
Quinn, Tom	USSS	OEOB 12	395-4011		
Read, Ellen	Exec. Sec/Admin	Summit 220	724-1655	44	202-223-6009
Reinhold, Frank	State/Controller	Summit 210	724-9048	45	703-978-4939
Rosenberger, Eric	Dir. of Press	Summit 200C	724-2990	57	301-229-5807
Sachs, Susan		Summit 200A	724-0911	73	
Shanaghan, Kate	OPS Sec	Summit 13	724-9028	38	703-548-0895

2/23/83

<u>NAME</u>	<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>TELEPHONE</u>	<u>INT</u>	<u>AFTER HOURS</u>
Shellenburger, Jack		Summit 206E	724-2990	63	
Sinclair, Kelly	Critical Path/Asst	Summit 211	724-0045	29	202-347-5399
Sutten, Chuck	WHCA	OEOB 595	395-4040		202-456-1414
Swift, Judd	Accom/Hotels	Summit 211	724-0045	31	703-548-5711
Terry, Kathy	Press/Asst	Summit 3	724-0911	75	
Thomas, Hal	USSS	1310 L.D.C.	395-4117		202-456-1414
Trees, Susan					703-821-3041
Ullrich, Dan	State/OC	DOS 44A21	632-3868		703-569-9332
Walls, Phil	Admin Dir.	Summit 16	724-9027	21	703-527-2638
Summit Conference Room			724-0611	33,34,37	

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TO CLARK

FROM MCMANUS, M

DOCDATE 28 FEB 83

KEYWORDS: WILLIAMSBURG SUMMIT

SUBJECT: WEEKLY RPT ON SUMMIT PREPARATIONS # 3

ACTION: APPROPRIATE ACTION DUE: 03 MAR 83 STATUS S FILES

FOR ACTION

FOR CONCURRENCE

FOR INFO

NAU

MCMINN

BAILEY

TYSON

SIMS

COMMENTS

REF# LOG NSCIFID ( M / )

ACTION OFFICER (S)	ASSIGNED	ACTION REQUIRED	DUE	COPIES TO
<i>Nau C 3/1</i>		<i>No action required</i>		

DISPATCH \_\_\_\_\_ W/ATTCH FILE *(WH)* *H.* (C)