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Brasilia, Brazil

definite who will address the group at the briefing on April 30, but we are in the process of approaching two or three potential speakers. The Principle Officer, Colonel Ralph M. Hays, thinks that one courtesy call to The National War College, Forces General Staff Chief, Department of Defense, Washington, D.C. 20315, is desirable. This will probably take place on the afternoon of April 29.

March 11, 1970

Dear Colonel Hays: I leave Brasilia at noon for the flight to Bogota, I am assuming that you will want box lunches. Although I shall be writing you in the future with more details of your group's visit to Brasilia, I am writing you now with some of the preliminaries. Your calculation of the hour here as Z-3 is correct. The materials you sent to me through the Department of State arrived faster than those you sent through international mail. I do not yet know. Transportation will be provided during the visit by Embassy vehicles.

The Hotel Nacional has confirmed reservations for April 29: twenty-three single rooms at \$16.00 per night and six double rooms at \$21.00 per night, including continental breakfast. There is an additional ten percent service charge automatically added to the bill. The aircrew will stay in guest rooms at the Embassy, for which there is a charge of \$2.50 per night.

Sincerely yours,

The mailing address for this Embassy is the following:

(Name of person)
c/o Barry L. Benary L. Ben
American Embassy and Secretary
Brasilia/State of Embassy
APO New York 09676

Enclosure:

Tentative schedule

One should allow approximately seven days for mail to arrive.

cc: Robert Shields, Esquire

Since the group will spend considerable time at the Embassy during the visit, we shall be able to handle such matters as money exchange, mail, commissary purchases, etc. during that time.

Enclosed you will find a tentative schedule of the visit. The following comments are based on that schedule. There will be a charge of \$2.00 per person for the informal lunch at the Embassy on April 29. It is not yet

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definite who will address the group at the briefing on April 30, but we are in the process of approaching two or three potential speakers. The Principle Officer, Mr. Stephen Low, thinks that one courtesy call by Colonel Miller on Armed Forces General Staff Chief Admiral Murilo is desirable. This will probably take place during the afternoon of April 29.

Since the group leaves Brasilia at noon for the flight to Bogota, I am assuming that you will want box lunches for the entire group. Although I am exploring this matter now, please confirm this at some future time.

Expenses for the visit other than those I have already mentioned will include tipping at the hotel, which should not exceed \$12.00 total, and the box lunches, the cost of which I do not yet know. Transportation will be provided during the visit by Embassy vehicles.

The Embassy staff is looking forward to the NWC visit again this year and hopes that your short stay in Brasilia will be a pleasant one.

Until further communication, I remain,

Sincerely yours,

Barry L. Bem
Second Secretary
of Embassy

Enclosure:
Tentative schedule

7:30 - Check out of Hotel, leaving baggage ready for pick-up

cc: Robert Shields, Esquire
American Embassy
Rio de Janeiro, Brazil

9:00 - Briefing at Embassy

9:00 - 9:15 - Mr. Stephen Low
9:15 - 10:00 -
10:15 - 11:00 -

11:00 - Money exchange at Embassy

11:15 - Leave Embassy for airport

12:00 - Leave Brasilia for Bogota

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VISIT OF

definite who will address the group at the briefing on April 30, THE NATIONAL WAR COLLEGE of approaching two or three potential speakers. The Principle Officer, Mr. Stephen Low, will make a courtesy call to Colonel Miller on Armed Forces General Staff Chief of Staff, Brasilia, if desirable. This will probably take place on the morning of April 29.

Tentative schedule

April 29 - Wednesday

- 11:00 - Arrive International Airport (Military Side), Brasilia. Luggage taken to Hotel Nacional (except for that of aircrew)
- Everybody directly to Embassy
- 11:30 - Arrive at Embassy for 1) swimming
2) commissary shopping
3) churrasco lunch
- 14:30 - Leave Embassy for tour of Brasilia (TV tower and drive around city)
- 16:00 - To Hotel Nacional
- 17:30 - Leave Hotel for tour of Itamarati (Foreign Ministry) - (business suit)
- 19:00 - Arrive at Embassy for reception
- 21:30 - Return to Hotel Nacional

April 30 - Thursday

- 8:30 - Check out of Hotel, leaving baggage ready for pick-up
- Depart for Embassy
- 9:00 - Briefing at Embassy
- 9:00 - 9:15 - Mr. Stephen Low
9:15 - 10:00 -
10:15 - 11:00 -
- 11:00 - Money exchange at Embassy
- 11:15 - Leave Embassy for airport
- 12:00 - Leave Brasilia for Bogotá

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