MEMORANDUM TO: Members, Associate Members and Principal Investigators, Committee on Viral Infections, AFER

FROM: W. McD. Hammon, M.D., Director

DATE: 6 February 1959


It is time to prepare an agenda for the Spring Meeting of the Commission. All of you will have submitted annual reports on any contract work which you are doing which will be available to read, but in addition to this a verbal presentation of a few of the highlights in summary form will be in order. I would appreciate very much, therefore, if you would submit to me at the earliest possible date a topic and a few sentences or a paragraph regarding what you think should be presented at the meeting so that I can arrange the agenda. Please also indicate the time that you think will be necessary for this presentation. I cannot guarantee at this time that you will have this much time but in so far as possible, this will be arranged.

Should you have other topics that you feel should be dealt with or propose to bring a visitor who would have data of importance to present, please let me have these suggestions so that they may be included if possible. Any such reports should be kept to the minimum. You will recall that we are inviting summary reports from research teams of the Army, Navy, Air Force, and the Public Health Service and these will reduce somewhat the time for all other business.

I would like again to call attention to my recent reminder of the deadline date for the annual report. Please follow instructions carefully. I look forward to seeing you all at the meeting.

W. McD. Hammon, M.D.
DIRECTOR
COMMISSION ON VIRAL INFECTIONS

cc: Dr. Francis Babione

P.S. Those of you in the Hepatitis Subgroup will be sending agenda material directly to Dr. Paul. It will not be necessary to duplicate this.

WMH