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UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

September 2, 1992

Dear Colleague:

As the date of our conference "Listening to New Voices: Discourse and the Plurality of Meaning" approaches, I would like to reiterate how pleased we are that you will be participating. On behalf of my colleagues in the coordinating committee, I assure you that we will do everything possible to make your stay in Albany a pleasant one. In fact that is why I am writing to you. There are several details that require your attention as soon as possible. Your prompt response will help us to make this event work smoothly in terms of local arrangements and will allow all of us the tranquility to enjoy one another's company at the conference.

1. Regarding travel plans, please provide us immediately with the information requested below:

- a. Date and place of departure.
- b. Date of return.
- c. Any other details that might affect the scheduling of your travel.

If you are traveling by air, we must purchase the tickets well in advance in order to secure the most favorable fares. The preferred date of arrival is October 31 (Saturday), for all airlines require a Saturday night stay in order to secure the best rates. A party is being planned for Saturday night (Halloween) and the conference begins at 9:30 Sunday morning, November 1. Therefore, a Saturday arrival is encouraged. All living expenses (food and lodging) will be provided from October 31 through the night of November 5. Although our part of the larger set of events (see enclosed brochure and program) concludes on the evening of November 4, you are welcome to stay through Thursday so as to be able to attend the one-day conference "Women in the Building of New World." Thus, the logical departure date would be either November 5 or 6. Please advise us of your preference.

If you live in the area and plan to drive, we will cover travel expenses. Please retain receipts, so that we can reimburse you.

2. Regarding the text of your presentation, the requested date of receipt is September 30. The reasons for this are several:

- a. Our audience will be largely English-speaking. This conference has been publicized nationally and internationally. Therefore, we must have the Spanish and Portuguese-language texts in sufficient time to prepare English summaries for the audience and in order to orient the translators who will provide English translations during the oral presentations.
- b. Several of the presenters who are Spanish-speaking will need Spanish summaries of English language presentations. We also want to provide Spanish translations during English presentations. We cannot provide these services without having the text or a substantial summary in advance.
- c. Our goal is to circulate all papers among the participants before the conference so as to maximize the opportunity for constructive discussion at the conference itself.
- d. Finally, our sponsors in Spain and in the U. S., are eager to see the published proceedings of this conference appear as soon as possible. Obviously, this will be greatly facilitated by having full texts available for editing and revision sooner rather than later.

Several of you have already provided us with substantial summaries of your presentations. Thank you for your promptness.

We do not have titles from a number of you who have agreed to participate. Therefore, you will find that the title that appears in the program (see enclosed brochure) is a generic title that reflects what we know to be your expertise. Needless to say, we need exact titles so as to prepare the official program that will be distributed at the conference.

3. Regarding possible payment of honoraria to participants, I am doing everything possible to make our budget stretch to include this gesture of appreciation. However, a number of financial commitments for sponsorship are in writing but not

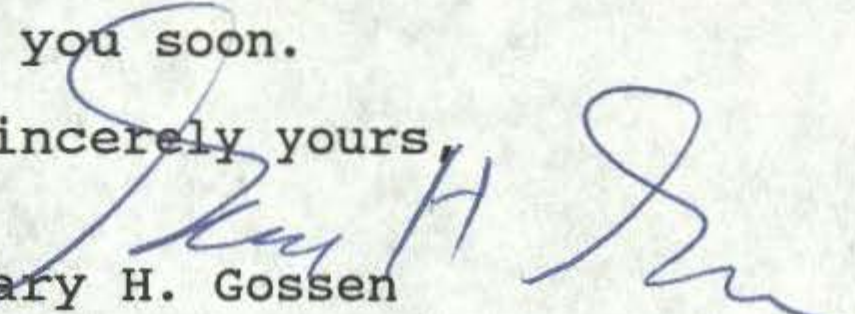
yet delivered. Therefore, I cannot make a firm commitment to you on this matter at the present time. Please be assured that I am doing my best.

We look forward very much to sharing time and ideas with all of you in November.

For efficiency in communication, we remind you that Ms. Ivelina Romagosa is available every week day at (518) 442-4711. An answering machine (which will answer as the "Cultures in Contact Project") is in place at this number when Ms. Romagosa is not available to take your calls personally. We will return your inquiries promptly. The FAX number is (518) 442-4790 (c/o Dept. of Latin American and Caribbean Studies). My personal office phone is (518) 442-4710 and my home phone is (518) 489-8874.

We look forward to hearing from you soon.

Sincerely yours,


Gary H. Gossen

Signing on behalf of:

Manuel Gutiérrez-Estévez
Jorge Klor de Alva, and
Miguel León-Portilla