



DEPARTMENT OF STATE
WASHINGTON

In reply refer to
A-M

April 16, 1945

Dear Commander Stassen:

For your information, I am enclosing a copy of the statement of press relations policy for members of the Delegation which was approved at the Delegation's meeting on April 12.

On the basis of our discussions, I am taking the liberty of summarizing very briefly the press relations arrangements for the Conference as follows:

Mr. Michael J. McDermott will be proposed by the U. S. Delegation as Press Officer of the Secretariat of the Conference. All official news releases by the Conference will be issued through his office. His staff will also handle all contact between the press, radio, newsreels and publications generally relating to the Conference as a whole.

Mr. Homer Byington has been designated as Press Officer for the U. S. Delegation. He and his small staff will be responsible for the preparation of all official announcements and news releases by the U. S. Delegation. He will also be prepared to help the members of the Delegation in their individual relations with the press, radio and newsreels during the Conference.

Lieut. Comdr. Lloyd Dennis, U.S.N.R., will be the Department's radio officer at the Conference. He will coordinate all requests for personal appearances of members of the U. S. Delegation during the Conference with a view to advising members of the Delegation as to the best and most orderly means of using this medium. Accordingly, requests for radio appearances

during

Commander Harold E. Stassen,
Care of Department of State,
Washington, D. C.



during the Conference addressed to the members of the Delegation individually can be referred to Mr. Byington, Press Officer of the Delegation, and Commander Dennis will give you his advice and suggestions thereon.

With respect to speaking invitations, Mr. John Dickey, Director of the Office of Public Affairs, will be at San Francisco and will be prepared to help in any way he can, both as to advice regarding acceptance or rejection of any such invitations, and also in the preparation and review of material.

During the progress of the Conference, either I or my assistant, Mr. Adlai Stevenson, will be present at San Francisco, and will also stand ready to assist and advise the members of the Delegation at any time in connection with public information matters.

Sincerely yours,

Archibald MacLeish
Archibald MacLeish
Assistant Secretary

Enclosure:

Statement of Press
Relations Policy.

CONFIDENTIAL

MEMORANDUM TO THE U.S. DELEGATION

Re: Press Policy for Members of the Delegation.

The Delegation has already touched upon the subject of the public relations policy of its individual members with respect to press interviews, radio broadcasts, newsreel appearances and speeches during the Conference.

This memorandum is an attempt to formulate the views of the Delegation into an expression of policy for the guidance of each delegate.

1. Announcement of official decisions or actions by the Delegation should be made by the Chairman as the official spokesman of the Delegation.
2. Members of the Delegation should avoid taking positions publicly on controversial questions upon which the Delegation as a whole has not reached and announced a decision.
3. Delegates may wish to be free to express dissenting views after official announcement of any decision by the U. S. Delegation.
4. Members of the Delegation should be entirely free to grant interviews to the press, appear for newsreels, and make radio broadcasts and

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speeches. To avoid duplication or conflict, it would be desirable to coordinate all radio broadcasts through the Department's radio officer at San Francisco (Commander Dennis) and newsreel appearances through the press officer of the Delegation (Mr. Byington).

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BY JSH DATE 4/24/00

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(Information
Memorandum
number 1)

Department of State
Washington

MEMORANDUM ON CONFERENCE ORGANIZATION AND PROCEDURE FOR
THE UNITED NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION

The Government of the United States is thinking along the following lines with regard to certain questions of organization and procedure at the San Francisco Conference:

1) Conference Structure

The Conference would meet initially in plenary session during which the organization of the Conference would be determined. We believe that it would be desirable for the Conference to resolve itself into four or five principal commissions.

The commissions would agree upon their own agenda and such general discussions as might be desirable after which they would resolve themselves into committees, totaling probably ten or twelve, and such subcommittees as may be deemed necessary. As is customary most of the discussion and drafting would take place in the committees and subcommittees.

2) Officers and Standing Committees of the Conference

It is believed that the officers of the Conference, including those of the commissions and committees, should be selected on as widely representative bases as possible.

Determinations of policy and decisions on matters of special importance relating to Conference arrangements might be entrusted to a Steering Committee composed of the Chairmen of the Delegations. There might be established also an Executive Committee of probably eleven members.

3) Information Policy

In answer to numerous inquiries this Government has indicated publicly its confidence that the Conference will adopt a liberal information policy. We have expressed the view that the plenary sessions and the meetings of the full commissions should be open to representatives of the press and to the members of the public so far as space will permit. This is the policy followed successfully at recent international conferences.

It is anticipated that the Conference will have a Press Office staffed by experienced press relations officials and assisted by representatives of the delegations.

Considering such factors as are now known this Government is formulating its plans on the basis that the Conference will be in session from four to eight weeks.

It

It must be emphasized that the foregoing observations are all of a tentative character and that the Government of the United States will welcome any comments which the other participating Governments may wish to offer.

March 23, 1945.

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(Information
Memorandum
number 2)

Department of State
Washington

MEMORANDUM ON EXCHANGE OF INFORMATION ON ARRANGEMENTS FOR
THE UNITED NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION

Detailed information concerning the composition and travel plans of the delegations is urgently needed. It would be particularly useful to have the name, title, and delegation function of each individual, including subordinate personnel, and also mode of travel and date and port of entry into the United States. Delegation members traveling from abroad should be reminded of the necessity for carrying on their persons suitable credentials, such as a letter of appointment or passport, identifying them with the Conference. The above points are essential in facilitating entry.

It is important that full information be furnished regarding specific requirements for travel within the United States, including the number of delegation members expected, on certain dates, to travel by rail and the number expected to travel by air, as well as the types of rail accommodations desired.

Although the appropriate diplomatic missions of the United States have been requested by telegraph to seek from the respective Governments the information solicited in the present memorandum, it will nevertheless be appreciated if all information now at hand or subsequently received which may be considered essential to the preparations for this meeting is brought promptly to the attention of the Department. Telephone messages may be directed to Republic 5600, Extension 2741. It is requested that the above office be notified also of the name of an individual with whom informal liaison may be maintained.

March 23, 1945

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Department of State
Washington

MEMORANDUM ON GENERAL ARRANGEMENTS AND SPECIAL FACILITIES
FOR THE UNITED NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION

The following preliminary information regarding general arrangements and special facilities being offered the delegations to the forthcoming United Nations Conference at San Francisco is set forth for the guidance of the delegation secretaries and the liaison officers of the diplomatic missions at Washington.

(1) Transportation to the United States and
Air Priorities

Each delegation of course will make its own arrangements (including payments) for transportation to the United States.

Delegation members including clerical personnel traveling to and from the Conference by air may be assured that appropriate priorities will be granted. You will receive a separate memorandum on this point.

(2) Transportation in the United States

Plans are being made to assure adequate rail and air facilities for transportation to San Francisco from Washington and from principal points of entry. Detailed information will be furnished you as soon as possible.

(3) Entry into the United States

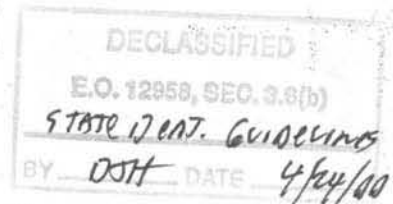
Every effort will be made to facilitate the entry of delegation members whose names and ports of arrival are notified in advance (see separate memorandum, particularly with regard to proper documentation of travelers).

(4) Residential Hotels

The Department will be glad to use its good offices, if requested, in obtaining hotel reservations at points of entry.

The Department has reserved for accredited conference personnel, including press, all available space in the leading San Francisco hotels, which are grouped in an area approximately one mile from the Conference headquarters. Owing to war-time conditions exclusive occupancy of any hotel by Conference personnel will not be possible. Specific reservations for each delegation will be made in consultation with the missions at Washington.

Rates,



Rates, European Plan (without meals), are as follows: Single, \$4 to \$12; Double (two persons), \$7 to \$12 (per room); Suites, \$10 to \$30.

(5) Offices

Offices, equipped by the central secretariat with standard office furniture, will be available for rental by the delegations in the respective hotels. Rentals will approximate residential occupancy rates.

Expendable office supplies and non-expendable equipment such as typewriters will be furnished gratuitously by the central secretariat upon application.

Since office space may be provided only upon conversion of already limited residential quarters, it is hoped that the delegations will keep their requests for such space to the absolute minimum.

(6) Living Costs

It is estimated that standard meals may be taken at the Conference residential hotels at an average cost of approximately \$4 to \$6 per day. Standard services and requisites are available at controlled prices.

(7) Wardrobe

Business suits will be adequate for all day-time functions. Senior members of the delegations may wish, however, to include dinner jacket (black tie) for evening wear.

Temperatures at San Francisco in late April and May range between 50 and 63 degrees Fahrenheit and light-weight woolen clothing and top coats are suggested.

(8) Social Activities

The Secretary of State has issued the following statement on social activities:

"This is a working Conference entrusted with the high purpose of preparing a charter for a general international organization for the main end of peace and security. No provision is being made for social activities and it is hoped that they will be kept to an absolute minimum."

(9) Services of the Central Secretariat Available to the Delegations

Limited stenographic and typing services will be available to the delegations upon special application. It is regretted, however, that it will not be possible to detail stenographers to the delegations

for

for full-time duty. Accordingly, it is suggested that the delegations be staffed to accommodate anticipated needs for ordinary stenographic services.

The secretariat will be glad to assist the delegations in the duplication of material for delegation distribution, if desired.

Information regarding availability of interpreters and translators will be furnished later.

(10) Local Transportation in San Francisco

A regular shuttle service will be operated between the residential hotels and the Conference headquarters. Information regarding supplemental service will be furnished later.

(11) Expenses

It is understood of course that each Government will be responsible for the expenses of its delegation including cost of travel to the Conference site and subsistence expenses while in the United States.

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(Information
Memorandum
number 4)

Department of State
Washington

MEMORANDUM ON GENERAL POLICY TO BE FOLLOWED WITH RESPECT
TO WIVES OR OTHER FAMILY MEMBERS AT THE
UNITED NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION

The Department of State has given careful and sympathetic consideration to the general policy to be followed with respect to the presence at San Francisco of wives or other family members who may wish to accompany members of delegations to the forthcoming United Nations conference. Special recognition has been taken of crowded conditions obtaining at this center of war activities and to the added burden which the travel of such individuals would impose upon war-taxed transportation facilities.

The Department has reluctantly come to the conclusion that it will not be practicable for wives or other family members to undertake travel to the United States for this purpose, and accordingly the Department will not be in a position to recommend that air travel priorities be granted. However, should any head of delegation desire to have his wife accompany him and should an air priority be required, the Department will gladly extend its good offices for the completion of the necessary arrangements.

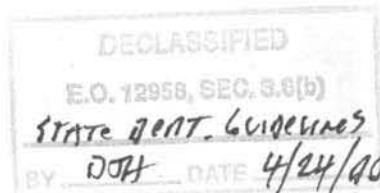
Any delegate of course would be free to have his wife occupy with him the accommodations being reserved for his use at San Francisco, in which event the Department would attempt to arrange accommodations suitable for joint occupancy.

In view of the necessity for double occupancy of double rooms within the conference reservation block, the Department considers it unwise for any delegation member below the rank of delegate, whether or not transportation factors are involved, to plan to have his wife or any other family member accompany him to San Francisco.

The Department of State is confident that the participating governments, as well as the delegation members themselves, will fully understand and appreciate that the foregoing general policy is dictated entirely by the exigencies of the war situation, particularly the necessity for the maximum utilization of transportation facilities for essential war travel and for the conservation of hotel space at the seat of the Conference.

March 23, 1945.

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(Information
Memorandum
number 5)

Department of State
Washington

MEMORANDUM ON CREDENTIALS

It is assumed that the delegations appointed to participate in the United Nations Conference on International Organization will have suitable credentials in the form chosen by their respective governments. It is anticipated that, as is customary, the credentials will contain the name and designation of each member of the delegation arranged in the order it is desired that they appear on the official list. Credentials might be in the following forms:

- 1) A communication or certificate from the Foreign Office of the accrediting government;
- 2) A note from the Chief of the Diplomatic Mission at Washington.

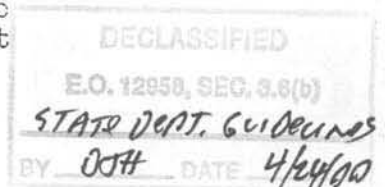
All formal notifications received in the Department of State will be duly presented to the Credentials Committee of the Conference at the Committee's first meeting. Credentials not previously deposited with the Department of State should be submitted to the Secretary General of the Conference immediately upon arrival at San Francisco.

In view of the fact that the Conference has been called for the purpose of formulating a Charter for an International Organization, it is believed that the respective participating governments will wish to take whatever action is necessary to authorize their respective chiefs of delegations, and possibly their delegates, to sign such a multilateral instrument at the Conference. The need or nature of such authorization will depend upon the constitutional requirements of the respective governments. It is possible, however, that the Conference may wish to have the plenipotentiaries deposit their Full Powers or other authorization prior to the time of signing.

Considering the complexities which may arise in connection with the affixing of the personal seal of each representative who signs the agreement, it is believed that, as in the case of the signing of the Declaration of the United Nations at the White House at Washington on January 1, 1942 and of other recent multilateral instruments, seals will not be used.

March 27, 1945

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(Information
Memorandum
number 6)

Department of State
Washington

MEMORANDUM ON THE STRUCTURE OF THE
UNITED NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION

Following further study of the structure of the Conference (see item number one, Information Memorandum number 1) this Government is currently of the opinion that the Conference might resolve itself into the following Commissions and Committees:

COMMISSION I - GENERAL PROVISIONS

- Committee 1 - Preamble, Purposes, and Principles
- Committee 2 - Membership and General (to include Principal Organs, Secretariat, and Amendments)

COMMISSION II - THE GENERAL ASSEMBLY

- Committee 1 - Structure and Procedure
- Committee 2 - Political and Security Functions
- Committee 3 - Economic and Social Cooperation
- Committee 4 - Trusteeship System

COMMISSION III - THE SECURITY COUNCIL

- Committee 1 - Structure and Procedures
- Committee 2 - Peaceful Settlement
- Committee 3 - Enforcement Arrangements
- Committee 4 - Regional Arrangements

COMMISSION IV - JUDICIAL ORGANIZATION

- Committee 1 - International Court of Justice
- Committee 2 - Legal Problems

The diplomatic missions of the United States in the countries invited to participate have been requested to communicate the foregoing to the respective governments.

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(Information
Memorandum
number 7)

Department of State
Washington

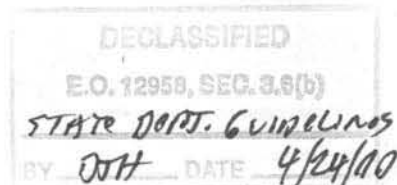
MEMORANDUM ON THE EXTENSION OF INVITATIONS
TO SYRIA AND LEBANON TO PARTICIPATE IN THE
UNITED NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION

Following the receipt from the Governments of Syria and Lebanon of communications of adherence to the United Nations Declaration, the four nations sponsoring the San Francisco Conference have agreed that those Governments should be invited to participate in the Conference. Accordingly, the Government of the United States has extended invitations to Syria and Lebanon on behalf of the sponsoring nations.

The French Government has indicated its support of this action having taken the initiative in proposing that these two Governments be invited to participate in the forthcoming Conference.

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(Information
Memorandum
number 8)

Department of State
Washington

MEMORANDUM ON TRANSPORTATION FROM NEW YORK CITY
AND WASHINGTON TO THE SITE OF THE UNITED
NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION

The following special transcontinental rail service will be provided for the accommodation of members of the participating delegations and other accredited personnel.

FROM NEW YORK:

A special train to be known as the DELEGATE will leave New York at 10:00 p.m. on April 20 and arrive at San Francisco at 2:00 p.m. on April 24. This train is intended primarily for the members of the delegations. Accredited members of the press from nations other than the United States who are accompanying the delegations of their respective countries may, if desired, also be accommodated on the DELEGATE.

An additional train from New York, to be known as the MORAPRESS, is tentatively scheduled. As now planned this train will leave New York at 10:00 p.m. on April 12 and arrive at San Francisco at 11:00 a.m. on April 23. This train is intended primarily for members of the domestic press and radio broadcasting personnel, but accredited members of the press of the other participating nations will be accommodated upon request.

There will be a branch Conference Transportation Office set up in the Waldorf-Astoria Hotel, Room 603, at New York to accept reservations and make all arrangements in connection with the departure of the special train or trains from that city. Those planning to leave from New York should communicate with that office upon arrival there.

FROM WASHINGTON:

The PRECON will leave Washington at 7:00 p.m. on April 17 and arrive at San Francisco at 3:30 p.m. on April 21. This train is for members of the Conference Secretariat and certain members of the United States Delegation.

The CORRESPONDENT will leave Washington at 10:30 p.m. on April 19 and arrive at San Francisco at 8:40 a.m. on April 23. This train is intended exclusively for accredited members of the press and radio broadcasting personnel (from both the United States and the other United Nations).

The DELBARR will leave Washington at 10:00 p.m. on April 20 and arrive at San Francisco at 3:30 p.m. on

April 24.

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April 24. This train is intended primarily for the members of the United Nations Committee of Jurists which meets at Washington before the Conference, as well as for personnel of the Diplomatic Missions at Washington who have been designated by their governments as members of the respective delegations.

Domestic press correspondents and radio broadcasting personnel cannot be accommodated on any of the special trains other than the CORRESPONDENT and the MORAPRESS, but it will be noted that members of the press of the other United Nations may also travel on the DELEGATE from New York. It will not be possible to accommodate Delegation members on the press trains.

All departure and arrival times listed herein are tentative and should be considered as only approximations made for the convenience of the prospective travelers.

In view of the added burden which would be imposed upon war-taxed transportation facilities, it will not be possible to accommodate the wife or any other family members of any delegation member below the rank of delegate on the special Conference trains.

A special Conference Transportation Office has been established in charge of Mr. Don Watson, Department of State, REpublic 5600, Extension 625, Room 806, Walker-Johnson Building, 1734 New York Avenue, NW. This Office urgently desires complete information concerning the travel plans of Delegation members and press personnel. The number (and eventually the names) of those requiring reservations on each of the above-mentioned special trains, together with an indication of the exact type of accommodations desired by each traveler, is urgently needed. This information should be communicated to either Mr. Don Watson or Mr. William Kittrell at the above-mentioned Transportation Office, Department of State, Extension 625. Should a Delegation member be unable to avail himself of any of the special Conference transportation facilities, the Conference Transportation Office will, upon receipt of a detailed statement of requirements, lend its good offices in the procurement of reservations for the date and time desired.

Detailed information concerning baggage arrangements, purchase of tickets, et cetera, will be communicated to the Missions of the United Nations at Washington as soon as available.

March 30, 1945

(Information
Memorandum
number 9)

Department of State
Washington

MEMORANDUM ON LOCAL TRANSPORTATION AT THE SITE OF
THE UNITED NATIONS CONFERENCE ON INTERNATIONAL
ORGANIZATION

Because of the distance between the various residence hotels and the Conference Headquarters it has been found necessary to provide special local transportation and courier facilities for use by the delegation members (and other accredited personnel). All of the facilities enumerated below will be provided by the United States Government as a service to the Conference, without charge to the individual or to the participating delegations.

SCHEDULED BUSES

Busses will be operated on regular schedules between the Conference Headquarters and the various residence hotels.

MOTOR POOL

Passenger cars will be available on call twenty-four hours a day for special trips of an official nature.

ASSIGNMENT OF CARS FOR EXCLUSIVE DELEGATION USE

One passenger car with chauffeur will be assigned to each delegation for its exclusive use during the period of the Conference.

BAGGAGE TRUCKS

Trucks will be operated as required between the railroad stations and airport and the Conference residence hotels to handle the baggage of the incoming and outgoing Conference personnel.

LOCAL COURIER SERVICE

Courier jeeps will be operated between the various Conference buildings. They will be available for the delivery of classified and unclassified documents, light equipment, and essential materials.

Arrangements for the above-described transportation facilities will be made by the Conference Transportation Office which will be set up at the Conference Headquarters. After the Conference Secretariat has been established at San Francisco inquiries concerning these facilities may be directed to Major Claude Lyle at the above-mentioned office.

April 2, 1945

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SAN FRANCISCO AND THE BAY AREA

San Francisco occupies the tip of the southern thumb of the twin peninsulas which enclose San Francisco Bay. Overlooking the Pacific on the west, the city is surrounded by the waters of the Bay on the east and the Channel, one mile wide and four miles long, of the Golden Gate on the north.

The hills of the city form the western rim of a huge bowl. The bottom of the bowl is occupied by the land-locked harbor of the Bay, 450 square miles in area. Dotted along the 322 miles of shoreline are wharves, warehouses, shipyards, factories, assembly plants, and industrial areas. On the slopes above are cities such as San Francisco itself, Oakland, Berkeley, Alameda, San Leandro, Hayward, Sausalito, Petaluma, San Rafael, San Anselmo, Vallejo, Richmond, San Jose, Santa Clara, Palo Alto, Redwood City, San Carlos, Belmont, San Mateo, Burlingame, Half Moon Bay, South San Francisco and San Bruno. The residential areas of these cities spread over the surrounding foothills, and behind these are the mountains, the highest of which rises nearly 4000 feet above the Bay.

Since the city of San Francisco is largely surrounded by water it occupies the comparatively small area of only 44 square miles. The city has been built upon hills, some of the steepest of which are still served by picturesque cable cars. The number of automobiles is small as compared with most Western cities. Formerly served principally by ferries, the city is now tied to the mainland on the north by the Golden Gate Bridge and on the east by the eight mile stretch of the Oakland Bridge. The number of commuters has increased rapidly within recent years as the result of the improvement in rapid means of transportation. Population of the city proper is only about three-fourths of a million persons, but the number in the entire Bay Area is more than double this figure. The whole area now forms a vast and well-integrated metropolitan community.

San Francisco is the financial, banking, marketing, communications and transportation center of the West Coast. It is also the western headquarters for both the Army and the Navy. The Bay Area is the terminus for three transcontinental railway systems and in normal times a port of call for 177 steamship lines. Approximately 3000 miles from Washington, San Francisco can be reached in 15 to 17 hours by plane and in 85 to 90 hours by rail. It is the fourth largest cable and telegraph center in the world. The normal industrial activities have been tremendously stimulated in recent years by defense contracts and use as a supply base for the war in the Pacific.

Climate

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Climate

San Francisco is favored by a mild and invigorating climate which the city advertises as "warm in winter, cool in summer." Temperatures vary only slightly during the year, with averages for the winter months ranging about 50 degrees and for the summer months about 59 degrees. In late April and May, the period of the Conference, temperatures usually average about 57 degrees. Rain during this period is quite rare.

A unique feature of the San Francisco climate is the fact that the temperature varies considerably only a few miles from the city. The suburbs and other cities of the Bay Area are all somewhat colder in winter and warmer in summer. In the central valley, sheltered by the Coastal Range, the temperature often rises to 120 degrees in summer. Persons leaving downtown San Francisco on a summer day usually find that the temperature rises one degree for each of the first fifteen miles regardless of whether they go north, east, or south.

The heat generated inland is the chief contributing feature in the persistent breeze from the Pacific which cools the city in summer. The sharp contrast in temperature is also the cause of the fog which often covers the lowlands of the Bay Area in mid summer.

Scenic and Other Attractions.

The country around San Francisco is extremely varied. Within a few miles of the city are lakes, mountains, seashore, forests, open range land, orchards, vineyards, deserts and farmland. Only a few hours distant are Yosemite Valley and the Shasta, Mt. Lassen, Sequoia and General Grant National Parks, the "Redwood Empire", the high Sierras, Lake Tahoe, the Monterey Peninsula and Bay, the "Valley of the Moon", the Santa Clara, San Joaquin and Sacramento Valleys and many other scenic areas. Separate booklets concerning San Francisco and the surrounding area are being prepared by the Chamber of Commerce and other local organizations. For more detailed information inquiry may be made at the Information Desk in the lobby of the Veterans' Building at Conference headquarters.

Enclosed with this memorandum are the following maps:

1. Central section of San Francisco.
2. Location of hotels and conference area.
3. Conference area.
4. Location of United Nations Consulates.

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(Information
Memorandum
Number 11.)

Department of State
Washington

MEMORANDUM ON GENERAL PROCEDURE TO BE FOLLOWED IN
REGARD TO THE SPECIAL CONFERENCE TRAINS FROM
NEW YORK AND WASHINGTON TO THE SITE OF THE UNITED
NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION.

SPECIAL CONFERENCE TRAINS:

As stated in Information Memorandum Number 8, of March 30, 1945, the special trains leaving from New York and Washington will be as follows:

FROM NEW YORK:

The DELEGATE, which is intended primarily for members of the delegations; and the MORAPRESS, which is intended primarily for members of the domestic press and radio broadcasting personnel.

FROM WASHINGTON:

The PRECON, which is intended primarily for members of the Conference Secretariat and certain members of the United States Delegation; the CORRESPONDENT, which is intended exclusively for members of the press and radio broadcasting personnel (from both the United States and from the other United Nations), and the DELBARR, which is intended primarily for members of the United Nations Committee of Jurists meeting at Washington, and those persons attached to the Diplomatic Missions at Washington who have been designated delegation members.

All of these trains will be through trains from Washington or New York to San Francisco. They will each be equipped with a baggage car which will be sealed at the city of departure (not to be unsealed until the train reaches San Francisco) and will contain, in so far as wartime conditions permit, adequate dining, lounge, and sleeping facilities. Owing to the present shortage of Pullman equipment resulting from military requirements, it is essential that the available space be utilized in the most efficient manner; for example, double bedrooms, compartments, and drawing rooms should be occupied by two passengers.

RESERVATIONS AND TICKETS:

It is desirable that requests for Pullman reservations be communicated at the earliest possible date to the Conference Transportation Office. In the case of those leaving from Washington, these requests should be addressed to Mr. Donald Watson, Department of State (Republic 5600, Extension 625), Room 806, Walker-Johnson Building, 1734 New York Avenue, N.W. This office will confirm reservations in writing to the delegation

secretaries

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secretaries or designated persons as soon as space is allocated. Upon presentation of the confirmation notice to the ticket office of the railroad indicated therein, rail and Pullman tickets may be purchased. Those leaving from New York should communicate with the branch Conference Transportation Office, Room 603, Waldorf-Astoria Hotel. Rail and Pullman tickets may be purchased at this office.

COST OF RAIL AND PULLMAN TICKETS:

The cost of rail and Pullman tickets from New York and Washington to San Francisco will be as follows:

FROM NEW YORK:

| | |
|--------------------------|----------|
| First Class rail ticket: | |
| One way | \$101.98 |
| Round trip | 153.35 |
| Pullman ticket (one way) | |
| Upper berth | 19.15 |
| Lower berth | 25.15 |
| Roomette | 35.20 |
| Single bedroom | 45.30 |
| Double bedroom | 50.30 |
| Double compartment | 70.50 |
| Drawing room | 88.95 |

FROM WASHINGTON:

| | |
|--------------------------|----------|
| First Class rail ticket: | |
| One way | \$ 96.76 |
| Round trip | 145.40 |
| Pullman ticket (one way) | |
| Upper berth | 18.05 |
| Lower berth | 23.75 |
| Roomette | 33.20 |
| Single bedroom | 42.65 |
| Double bedroom | 47.40 |
| Double compartment | 66.45 |
| Drawing room | 83.20 |

A Federal Tax of 15% must be added to all of the quoted fares unless a Tax Exemption Certificate is presented at the time the tickets are purchased. Tax Exemption Certificates may be obtained for Delegation members traveling at the expense of their Governments. These Certificates may be procured at the branch Transportation Office at the Waldorf-Astoria Hotel; at the Internal Revenue Offices, located in the Grand Central Annex, 110 East Forty-fifth Street, and at 17 East Forty-second Street, New York City; at the Customs House on Lower Broadway, New York City; or at the Division of Protocol, Department of State, Washington.

BAGGAGE HANDLING PROCEDURE:

Special Conference baggage tags will be issued at Washington by the ticket agent at the time the Pullman

space and railroad tickets are purchased, and at New York at the branch Conference Transportation Office, Room 603, Waldorf-Astoria Hotel. These special Conference tags will be issued only to members of the Delegations and of the Secretariat, and to members of the press of the other United Nations who may be traveling with their respective delegations. Baggage of passengers on the CORRESPONDENT and the MORAPRESS will be transported in the baggage cars of the respective trains but will be tagged with regular railroad baggage tags and handled as is the baggage of travelers on the regularly operated trains.

The Special Conference baggage tags will be of two types; one printed in RED, which is to be fastened to baggage intended for the baggage car, and one printed in BLACK, which is to be fastened to baggage that the traveler wishes to take with him in his Pullman space. Each of these two types of tags will have two stubs, both of which are to be removed by the traveler before his baggage is turned over to the appropriate officials at the station. They are to be held by the traveler until they are collected. One of the two stubs from each tag will be collected on board the train before it reaches San Francisco; the other will be surrendered by the passenger when he claims his baggage at the hotel in which he is to reside during the Conference.

The special baggage tags should be filled in by the traveler with the information requested thereon. Inclusion of the hotel and room number on the baggage tag is considered desirable, so that, upon arrival at San Francisco, the baggage may be taken direct to the hotel room. If this information is not available at the time of departure, the baggage will nevertheless be segregated and distributed as quickly as possible to the respective hotel rooms of the delegation members.

STATION ARRANGEMENTS:

NEW YORK:

The DELEGATE will leave from Grand Central Station. Special arrangements will be made for the handling of baggage and to assure that the Delegation members experience no inconvenience at the station. The details concerning these arrangements will be communicated to the Missions at Washington at a later date. They may also be obtained from the branch Transportation Office at the Waldorf-Astoria Hotel at New York.

The MORAPRESS will leave from Pennsylvania Station.

WASHINGTON:

All of the Conference trains leaving from Washington will leave from Union Station. Special facilities for the handling of Conference baggage will be arranged at the Baggage Room on the west side

of the main entrance of the Concourse at Union Station. Baggage should not be deposited at the truck platform on the basement floor. To assist those persons traveling on the PRECON, a Department of State official will be at the Baggage Room (Telephone: Executive 4300, Extension 408), to assure the proper handling of Conference baggage intended for the Baggage Car at all times between 8:00 a.m. on April 16, and 5:00 p.m. on April 17. Similarly, to assist those traveling on the DELBARR, an official of the Department of State will be at the Baggage Room at all times between 8:00 a.m. on April 19 and 9:00 p.m. on April 20.

It will be the responsibility of the individual traveler to arrange to have those pieces of his baggage intended for the Baggage Car delivered, properly tagged, at the Union Station Baggage Room between the hours designated above for the train on which he is to travel. It will also be the responsibility of the individual traveler to arrange to have those pieces of his baggage which he wishes to take with him on the train delivered to his Pullman space at the time he boards the train. "Red cap" porters will be available, but because of congestion at the railroad terminal owing to wartime traffic, it will be advisable for passengers to board the special trains well in advance of the time of departure.

For several hours prior to the departure of each train the East entrance (extreme eastern end of the Union Station Concourse) will be reserved for Conference use. Taxicab drivers and chauffeurs should be directed to deliver their passengers to this entrance.

ARRIVAL AT SAN FRANCISCO:

Upon arrival at San Francisco baggage transported in the baggage cars of the various special trains will be taken to the hotel and room specified on the baggage tag, or, if hotel room number is not specified, it will be segregated for distribution to the delegation members as quickly as possible.

Hand baggage transported in the sleeping cars may be taken by the individuals in automobiles provided by the Conference Secretariat to the hotels they will occupy or delivered by the Conference baggage trucks as desired.

INFORMATION CONCERNING SPECIFIC TRAINS:

Detailed information concerning each of the special Conference trains will be communicated to the Missions of the United Nations as soon as available.

April 9, 1945.

~~RESTRICTED~~

(Information
Memorandum
Number 12)

Department of State
Washington

MEMORANDUM ON TRANSPORTATION VIA SPECIAL CONFERENCE TRAIN,
THE DELBARR, FROM WASHINGTON TO THE SITE OF THE UNITED
NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION

With reference to Information Memoranda numbers 8 and 11, the following information regarding arrangements for the special Conference train the DELBARR is presented for the convenience of the delegation members who may wish to avail themselves of these facilities.

The DELBARR will leave Washington at 10:00 p.m. on April 20 and arrive at San Francisco at 4:50 p.m. on April 24. There will be no special Conference train leaving either from New York or from Washington after this time. In view of difficulties resulting from wartime traffic, it will be necessary for the Conference Transportation Office to complete all arrangements for this train by April 15. It is imperative, therefore, that requests for specific Pullman reservations on the DELBARR be made in accordance with the procedure outlined in Information Memorandum Number 11 on or before that date. In order for the Transportation Office to make these reservations, they must know the names of those wishing to travel on the DELBARR, and the exact Pullman accommodations desired for each traveler. This information should be communicated to the Conference Transportation Office, Department of State (Republic 5600, Extension 625), Room 806 Walker-Johnson Building, 1734 New York Avenue, N.W.

Pullman accommodations on the DELBARR will be of the following types: Upper and lower berths, roomettes, bedrooms, compartments, and drawing rooms. The dining and lounge equipment will consist of 2 dining cars and 1 club car.

Upon presentation of the reservation confirmation slip issued by the Conference Transportation Office, rail and Pullman tickets may be purchased at the ticket office of the Chesapeake and Ohio Railroad, 809 Fifteenth Street, N.W., where a special Conference ticket desk will be open on April 16th between the hours 8:30 a.m. and 5:30 p.m. for the convenience of the delegation members.

Baggage intended for the baggage car should be brought to the Union Station Baggage Room between 8:00 a.m. on April 19 and 9:00 p.m. on April 20. This baggage should be tagged by the traveler with the RED printed baggage tags. A Transportation Officer will receive the baggage and will assist the agents of the railroad in loading the baggage car, which will be sealed before departure and will not be opened until arrival at San Francisco. The baggage car will be sealed at 9:00 p.m.

DECLASSIFIED

E.O. 12958, SEC. 3.6(b)

STATE DEPT. GUIDELINES

BY DHH DATE 4/24/00

Tags

Tags printed in BLACK should be attached to all baggage which will be required in the sleeping cars for the trip to San Francisco. The travelers will arrange to have their baggage placed in the Pullman space reserved. It must be emphasized that failure to segregate and mark baggage properly in accordance with the arrangements outlined above may result in misplacement and delay.

On arrival at San Francisco the travelers will be transported in Conference automobiles to their respective hotels. Baggage-car baggage will be delivered to the hotel rooms by the Conference Secretariat. Hand baggage may be taken by the travelers, in the passenger automobiles provided, to the hotels, or delivered by the Conference baggage trucks, as desired.

April 9, 1945.

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~~RESTRICTED~~
(Information
Memorandum
Number 18 A)

SUPPLEMENTARY MEMORANDUM
ON TRANSPORTATION VIA SPECIAL CONFERENCE TRAIN
"THE DELBARR"
FROM WASHINGTON TO THE SITE OF THE UNITED NATIONS
CONFERENCE ON INTERNATIONAL ORGANIZATION

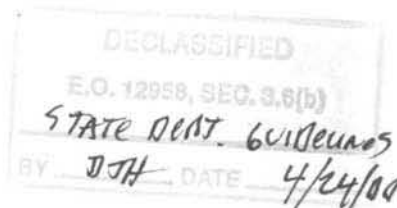
Information has just been received that the DELBARR will arrive at the Oakland, California Station of the Western Pacific Railroad (Oakland Pier) rather than at San Francisco as stated in the previous memoranda. Oakland is situated across the bay from San Francisco. This station may be reached from San Francisco either via the San Francisco-Oakland Bay Bridge or by ferry.

As stated in the previous memoranda, transportation will be furnished to DELBARR passengers from the station to their respective hotels at San Francisco.

The departure and arrival hours, as well as all other details outlined in previous memoranda remain unchanged.

April 11, 1945

500.CC



~~RESTRICTED~~

(Information
Memorandum
number 13)

Department of State
Washington

MEMORANDUM

REGULATIONS AND SPECIAL ARRANGEMENTS COVERING
INTERNATIONAL CABLE, RADIO, AND TELEPHONE
COMMUNICATION FACILITIES AT THE UNITED
NATIONS CONFERENCE ON INTERNATIONAL
ORGANIZATION

For the convenience of the delegations participating in the United Nations Conference on International Organization and in order to facilitate and expedite as much as possible their international communications, certain special arrangements are being made by the Conference Secretariat. These arrangements will extend privileges to designated official communications in accordance with the procedure outlined below. Personal messages will be accepted by the communications companies in the usual manner, and it is understood, of course, that such personal communications will be subject to the usual wartime regulations. In the case of personal international telephone calls, it is important that the delegates take care to identify themselves clearly to the operators.

The delegations may use secret cipher or code in communicating with their respective governments. Clear messages which relate to the official business of the delegations are permitted in the native language of the respective countries or in English, French, Spanish, or Portuguese.

All cable and radio messages should be signed by the head of the delegation, or an alternate, whose signature is on file with the communications companies; sample signatures of the head of the delegation and of additional designees will be obtained at the time of conference registration. Photostatic copies of these signatures will be distributed to the various communications companies. Upon presentation of a message for transmission, the signature on the message will be compared with the photostatic copy to ascertain its authenticity. If it is desired that the signature not be transmitted with the message, it should be enclosed within brackets. The same signature method will be employed for clear messages as for those sent in secret cipher or code.

With regard to official international telephone calls of the delegations to their respective governments, such communications should be made in English, French, Spanish, or Portuguese, and, in case privileged treatment is desired, only by the head of the delegation or by an alternate whose name is on file with the Secretariat. Unless otherwise indicated, it will be assumed that the alternates are identical with those designated to sign cables. It is desirable that for preferential treatment, telephone calls be made either from the Conference or hotel residence switchboards, but this is not a requirement.

While it is the desire of the authorities that every courtesy be extended, the delegations are reminded that no information of use to the enemy should be transmitted in any communication which the enemy may successfully intercept.

April 9, 1945.

500. CC

DECLASSIFIED

E.O. 12958, SEC. 3.6(b)

DATE 11/17/09 BY 4600/4600
1000/1000

UNRESTRICTED

(Information
Memorandum
Number 14)

Department of State
Washington

MEMORANDUM ON FACILITIES FOR
SHOWING MOTION PICTURES AT SAN FRANCISCO

Documentary Films

A small theater, with a capacity of between 100 and 200 seats, will be established in one of the hotels, for the showing of documentary films. This theater will be equipped with both 35 and 16 mm. projectors.

Any delegation desiring to show documentary films may communicate with the Film Officer of the Secretariat regarding the use of these facilities.

Entertainment Features

In addition, a motion picture theater near the hotels, with a seating capacity of 1,100, will be operated by the Motion Picture Industry. This theater will show feature films, short subjects, and newsreels every evening for the entertainment of those attending the Conference.

Admittance to the theater will be open only to those showing their conference passes. There will be no admittance charge.

Any delegation which may have 35 mm. entertainment moving pictures it would like to have included in one of these programs should communicate with Mr. Will H. Hays, President, Motion Picture Producers and Distributors of America, Inc., 28 West Forty-fourth Street, New York City, (Bryant 9-4000) as soon as possible.

April 9, 1945

500.CC

~~RESTRICTED~~

(Information
Memorandum
Number 15)

Department of State
Washington

MEMORANDUM ON TRANSPORTATION VIA SPECIAL CONFERENCE TRAIN
"THE PRECON"
FROM WASHINGTON TO THE SITE OF THE UNITED NATIONS
CONFERENCE ON INTERNATIONAL ORGANIZATION

Reference is made to Information Memoranda numbers 8, 11, and 12 regarding rail transportation to San Francisco. Although the PRECON is intended primarily for members of the Conference Secretariat and certain members of the United States Delegation, the following information is presented for the convenience of delegation members at Washington who may find it necessary to travel on this train.

The PRECON will leave Washington at 7:00 p.m. on April 17 and arrive at San Francisco at the Third and Townsend Station at 3:30 p.m. on April 21. Reservations have already been made nearly to the capacity of the train. It is suggested, therefore, that the names of travelers and their requirements for specific Pullman space on the PRECON be communicated as soon as possible, preferably by April 13, to the Conference Transportation Office, Department of State (Republic 5600, Extension 625), Room 806, Walker-Johnson Building, 1731 New York Avenue, N.W. It will be impossible to entertain requests for space after 4:00 p.m. April 16.

Pullman accommodations on the PRECON will be of the following types: upper and lower berths, single bedrooms, drawing rooms, roomettes, and compartments. The dining and lounge equipment will consist of two dining cars and a club car.

Rail and Pullman tickets may be purchased on April 13, 14, and 16 at the ticket office of the Baltimore and Ohio Railroad, 1508 H Street, N.W., upon presentation of the reservation confirmation slip issued by the Conference Transportation Office. Mr. Tipton of the railroad company will be on hand to assist the delegation members in the purchase of their tickets. The sale of tickets for the PRECON will close at 1:00 p.m. April 17.

Baggage intended for the baggage car may be brought to the Union Station Baggage Room between the hours of 8:00 a.m. on April 16 and 5:00 p.m. on April 17. The baggage should be tagged by the traveler with the RRL printed baggage tags. A Transportation Officer will be at the Baggage Room to supervise the handling of Conference baggage. The Baggage Car will be sealed before departure and will not be opened until arrival at San Francisco.

Tags

DECLASSIFIED

E.O. 12958, SEC. 2.4(b)

STATE DEPT. BUSINESS

BY JTH

4/24/00

Tags printed in BLACK should be attached to all baggage which will be required in the sleeping cars for the trip to San Francisco. The travelers will arrange to have their baggage placed in the Pullman space reserved. It must be emphasized that failure to segregate and mark baggage properly in accordance with the arrangements outlined above may result in misplacement and delay.

On arrival at Third and Townsend Station at San Francisco the travelers will be transported in Conference automobiles to their respective hotels. Baggage transported in the baggage car will be delivered to the hotel rooms by the Conference Secretariat. Hand baggage may be taken by the travelers to their hotels in the passenger automobiles provided or, if desired, may be turned over by the travelers to a Conference Secretariat official who will be on hand to receive such baggage and who will arrange for its transportation to the respective hotels and delivery to the rooms assigned.

April 10, 1945

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~~RESTRICTED~~

(Information
Memorandum
number 15A)

Department of State
Washington

SUPPLEMENTARY MEMORANDUM ON TRANSPORTATION
VIA SPECIAL CONFERENCE TRAIN
"THE PRECON"
FROM WASHINGTON TO THE SITE OF THE
UNITED NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION

Information has just been received that the departure date of the "PRECON" has been postponed. As now scheduled the PRECON will depart from Washington on April 18, rather than April 17, and will arrive on April 22 rather than April 21. All other details regarding the PRECON, including the hour of departure and arrival remain the same as stated in Memorandum number 15. Accordingly, the PRECON will depart from Washington at 7:00 p.m. on April 18 and arrive at San Francisco at 3:30 p.m. on April 22.

April 13, 1945

500.CC

DECLASSIFIED
E.O. 12958, SEC. 3.8(b)
STATE DEPT. Guidelines
JTH 4/24/00

Department of State
Washington

MEMORANDUM ON TRANSPORTATION VIA SPECIAL CONFERENCE TRAIN,
THE DELEGATE, FROM NEW YORK TO THE SITE OF THE UNITED
NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION

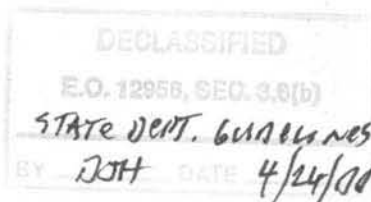
With reference to Information Memoranda numbers 8, 11, 12, and 15 regarding rail transportation to San Francisco, the following information on the special Conference train, the DELEGATE, is presented for the convenience of those delegation members who may wish to avail themselves of these facilities.

The DELEGATE will leave from Grand Central Station, New York at 10:00 p.m. on April 20 and arrive at the San Pablo Avenue Station, Oakland, California (across the bay from San Francisco) at 2:30 p.m. on April 24. Requests for reservations should be communicated to the branch Transportation Office located in the Waldorf-Astoria Hotel, Room 603, on or before 4:00 p.m. on April 19. An agent of the New York Central Railroad is on duty daily at the Transportation Office to sell rail and Pullman tickets. Delegation members holding reservations on the DELEGATE are requested to purchase their tickets at the Waldorf-Astoria Transportation Office prior to 1:00 p.m. April 20.

Pullman accommodations on the DELEGATE will be of the following types: upper and lower berths, single bedrooms, compartments and drawing rooms. The dining and lounge equipment will consist of two dining cars and an observation car.

Baggage intended for the baggage car may be brought to the Grand Central Station Baggage Room to the left of the Forty-fifth Street entrance between the hours of 8:00 a.m. on April 20 and 8:00 p.m. on April 20. This baggage should be tagged by the traveler with the RED printed baggage tags. A Transportation Officer will be on hand at the Baggage Room to supervise the handling of Conference baggage. The baggage car will be sealed before departure and will not be opened until arrival at Oakland. Tags printed in BLACK should be attached to all baggage which will be required in the sleeping cars for the trip to San Francisco. The travelers will arrange to have their baggage placed in the Pullman space reserved. It must be emphasized that failure to segregate and mark baggage properly in accordance with the arrangements outlined above may result in misplacement and delay.

Upon



Upon arrival at the San Pablo Avenue Station at Oakland, the travelers will be transported in Conference automobiles to their respective hotels. Baggage transported in the baggage car will be delivered to the hotel rooms by the Conference Secretariat. Hand baggage may be taken by the travelers to their hotels in the passenger automobiles provided or, if desired, may be turned over by the travelers to a Conference Secretariat official who will be on hand to receive such hand baggage and who will arrange for its transportation to the respective hotels and delivery to the rooms assigned.

April 12, 1945.

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