

Outline for CONFERENCE and GALA

Locations

Conference: Congressional A&B

Reception: Palladium

Gala Dinner: Diplomat

CONFERENCE

AIC arrival Meet with: caterer, person in charge of function rooms
Set up information table
Make sure microphones and recording systems work
Confirm transcriptionist
Check for messages from office
Make sure that hotel notifies Trita at 609 575 4362 if we get any faxes.

People will start arriving around 3:00pm for Conference. Speakers may arrive sooner. Someone must greet the panelists as they arrive at the hotel throughout the afternoon. All panelists have been contacted and given Trita's cellular number, so they know who to contact at arrival to the hotel.

- 3:30pm Welcome arrivals for conference
Check in and registration
Needed: Name tags
Directions to **Congressional A and B**
Secure container for checks, credit card numbers
- 3:30 pm Welcoming Remarks, explanation of program (Hooshang)
Needed: Notes for speech
- Introduction (Don Weadon)
Needed: CV for Amb. Hosseinian; give to Don Weadon
- Opening Address (Amb. Hosseinian)
- Introduction (Shireen Hunter)
Needed: CV for R. Matzke; give to Shireen Hunter
- Keynote Address (Richard Matzke)
- 4:45 pm Announce break; tell guests to return by 5:00 (Hooshang)
Refreshment Break (Location: **Outside Congressional A and B**)
- 5:00 pm Master of Ceremonies: Hooshang; call guests in, explain topic of panel, introduce panelists and chair

Needed: Bios for panelists; give to Hooshang
Panel I: Views on US-Iran Relations
(Amb. Miller, Amb. Pelletreau, Japeh Youssefi, Michael Hudson)

6:00 pm Master of Ceremonies: Hooshang; announce break, announce upcoming panel “A View from Capitol Hill.”
Refreshment Break (Location: **Outside Congressional A and B**)

6:15 pm Master of Ceremonies: Hooshang; call guests in, explain topic of panel, introduce panelists and chair
Needed: Bios for panelists; give to Hooshang
Panel II: Views from Capitol Hill
(Judith Kipper, Tom Lantos, Bob Ney)

7:00 pm Introduction
(Hamid Shirvani)
Needed: CV for Sen. Specter

Closing Address
(Sen. Specter)

Master of Ceremonies: Hooshang thanks everyone for attending – mentions that these proceedings will be published and sold on the web page. Mention www.american-iranian.org.

NOWRUZ RECEPTION AND GALA DINNER

Location: Diplomat

7:00 pm AIC person starts greeting people at Diplomat

7:00pm Registration for dinner starts. All attendants will be informed that seating is open, EXCEPT the AIC member, dignitaries etc who are seated. They will be informed on what table they are supposed to sit. That information will be made available on the registration sheet.

7:30 pm Reception. John Radsan (?) makes welcoming speech, announces that dinner will start in 1hour.

8:15 pm John Radsan (?) announces the seating for dinner. Seating is free except for 3 tables at the head. Needed: list of those seated at reserved tables; give to John Radsan.

8:30 pm Hooshang gives welcoming speech – explains the entire evening program. Thanks caterers, recognizes presence of dignitaries. Needed: list of dignitaries; give to Hooshang. IMPORTANT: At this stage, Hooshang also thanks the following:

- A. Sponsors: Chevron, Conoco, Ismart and Exxon Mobile
- B. Georgetown University.
- C. Najmie Batmanglij, Susan Kasraei, Annie King and the Omni Shoreham Hotel
- D. Our Staff: Trita Parsi (announce new Director of Development), John Burns, Janet Anderson, Krupalee Shah, Syeda Udeen and Amina Semlali).

- 8:40 pm Haft-seen presentation (10 minutes)
- 9:45 pm Hooshang expresses hope that the food has been enjoyed, announces surprise that we have a gift for our non-iranian guests: Persian Cooking books. Says that you can pick them up when you leave the party.
Hooshang explains AIC Honorees program
Hooshang introduces Bob Ney and presents plaque
Bob Ney makes speech (7 minutes)
Amb. Pelletreau introduces Dr. Ghajar and presents plaque
Dr. Ghajar makes speech (7 minutes)
Needed: Bio and plaque for Bob Ney – give to Hooshang
Bio and plaque for Dr. Ghajar – give to Amb. Pelletreau
- 10:30 pm Master of Ceremonies (Hooshang) introduces Classical Persian Music and requests that the audience be quiet during the performance.
- 11:00 pm Hooshang thanks classical music performers and audience, announces opening of cash bar and beginning of informal music with disc jockey.

ENDS FORMAL FESTIVITIES, ANNOUNCES INFORMAL FESTIVITIES