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SANGYO NOHRITSU TANKI DAIGAKU

IBAM

(Institute of Business Administration & Management)

39-15 6-chome, Todoroki, Setagaya, Tokyo, Mail Code: 158
Cable Address: SANNODAIGAKU TOKYO
Telephone: (03) 704- 1111 File Ref:

September 30, 1977

Mr. Lawrence D. Miles
Sedgefield R5 B840
Easton, Maryland 21601
U. S. A.

Dear Mr. Miles:

I presume you both must be getting ready for your second trip to Japan.

Based on the telephone conversation between you and Mr. Narasaki earlier this month, our travel agent has reserved two seats of PANAM's package tour to Japan, for both of you. By now you must have been contacted on this by PANAM in New York.

With the result of this package tour deal on one hand and SJVE's initial budget for your visit on the other, we'd like to cover the costs of the PANAM tickets for Mr. and Mrs. Miles. The airfares in this case should total some \$2500, and this amount includes \$400 which should be used to cover hotel expenses through PANAM arrangements. Thus, it is assumed that this \$400 will somehow take care of your staying expenses in Tokyo for seven nights.... we tentatively expect you to stay in Tokyo for a total of seven days, as shown in the enclosed schedule plan.

From your arrival on Sunday, October 23, through Thursday, October 27, we'd like you to be based in Tokyo in line with Conference events. PANAM will notify you of the name of your hotel in Tokyo (possibly the Imperial Hotel. If not, one of other good hotels in this tourist's' season).

Now I must tell you that you'd have to personally pay your other staying expenses such as your inland travel expenses and hotel fees for nine other nights (mostly in other cities), with some possibility of some Japanese company(ies) taking care of part of such expenses.

So far we have one offer from Yanmar Diesel Company for you to visit their company in Osaka on November 1, perhaps with a trip to Kyoto, too. We will keep filling up the remaining portion in the schedule. Please let me know of, or bring with you, your own plan of what to see, visit or do in Japan. Hope my cable of today would not bother you.... just a few lines or a few pages of your speech plan would be much appreciated.

Best regards to Mrs. Miles, and we will be happy to be at your service in Japan.

Very sincerely,


Akira Kodama, Secretary General, SJVE

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SOCIETY OF JAPANESE VALUE ENGINEERS (SJVE)

September 1977

TENTATIVE SCHEDULE FOR MR. & MRS. L. D. MILES IN JAPAN

	<u>Date/Day</u>	<u>Event and Activity</u>	<u>Hotel Accommodation</u>
	Oct 22 Sat	Leave Washington DC Leave New York, via PANAM-801	(Package tour)
1	Oct 23 Sun	Arrive Tokyo (ETA: 14:40)	Tokyo
2	Oct 24 Mon	PM: Meeting at IBAM Evening: SJVE get-together	Tokyo
3	Oct 25 Tue		Tokyo
4	Oct 26 Wed	SJVE Conference - 1st Day	Tokyo
5	Oct 27 Thu	SJVE Conference - 2nd Day	Tokyo
6	Oct 28 Fri		
7	Oct 29 Sat		
8	Oct 30 Sun		
9	Oct 31 Mon		Osaka or Kyoto
10	Nov 1 Tue	Visit to Yanmar Diesel Company	Osaka or Kyoto
11	Nov 2 Wed		
12	Nov 3 Thu	(A National Holiday)	
13	Nov 4 Fri		Tokyo
14	Nov 5 Sat		Tokyo
15	Nov 6 Sun	Leave Tokyo for New York (ETD: 18:15)	(Package tour)

10-18-77.

2. P. M.

Telegram - Tokyo.

Akira Kodoma

Very distressed to hear of your sickness.
Suspending your travel - our sincere wishes
for your early recovery & come back for
next chance.

Please tell Mr Kato. T. C. I. N. Y. Travel
Agt. Whether you send anyone instead.
If not. S. J. V. E. take care of tour
cancellation - all join in
wishing you health.