Professional Development Seminar Records, 1990-1994

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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Creator: Smithsonian Associates, Office of the Associate Director for Educational and Cultural Programs
Title: Professional Development Seminar Records
Dates: 1990-1994
Quantity: 4 cu. ft. (4 record storage boxes)

Administrative Information

Preferred Citation
Smithsonian Institution Archives, Accession 97-051, Smithsonian Associates, Office of the Associate Director for Educational and Cultural Programs, Professional Development Seminar Records

Descriptive Entry

This accession consists of the Professional Development Seminar files of the Office of the Associate Director for Educational and Cultural Programs, which is a part of The Smithsonian Associates. Many of the seminars were organized for the National University Continuing Education Association. The files for the seminars conducted between 1990 and 1994 include participant lists, faculty lists, seminar schedules and programs, evaluations, reading materials, general correspondence, and files pertaining to arrangements for the seminars.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Types of Materials:
- Manuscripts

Names:
- National University Continuing Education Association (U.S.)
Container Listing

Box 1

National University Continuing Education Association (NUCEA) Executive Development Seminar; America's Role in an Uncertain World, February 1992

Folder 1 Reading materials
Folder 2 Arrangements and purchase orders
Folder 3 Schedules and readings
Folder 4 Evaluations and expenses
Folder 5 Participant list
Folder 6 General correspondence
Folder 7 Applications
Folder 8 Embassy arrangements
Folder 9 Faculty lists and contracts
  Indiana University; Pacific Overture (Pacific Rim): Asia and the U.S.A; October 1991
Folder 10 Participants
Folder 11 General correspondence
Folder 12 General arrangements and purchase orders
Folder 13 Embassy arrangements/relations
Folder 14 Seminar schedule and reading materials
Folder 15 Evaluations and expense reports
Folder 16 Faculty lists and contracts
  Arizona Economic Development Professionals; Mexico and Korea: Trade, Economics, and Politics; April 1991; (679-502)
Folder 17 General correspondence
  University of Arizona, Tucson; The Latin American Connection: Business Opportunities in the 90s; April 1991
Folder 18 Faculty contracts/information
Folder 19 Participant list
Folder 20 Faculty list
Folder 21 Purchase orders and requisitions
Folder 22 Arrangements
Folder 23 Schedule/program
Folder 24 General correspondence
Folder 25 Embassy information
Folder 26 Purchase orders, requisitions, arrangements
  NUCEA; Europe: 1992 and Beyond; February 1991
Folder 27 Purchase orders, requisitions, arrangements
Folder 28 Evaluations
Folder 29 Participants
Folder 30 General registration information
Folder 31 Seminar schedule and program

Box 2
Folder 1 Participant registrations
Folder 2 General correspondence
Folder 3 Faculty list and contracts
  NUCEA; Latin America: Continent in Transition; February 1990
Folder 4 Purchase orders, schedules, evaluations
Folder 5 Registration
Folder 6 Contracts, correspondence
  University of Arizona; Pacific Overtures: Asia and the U.S.A.; March 1990; (666-501)
Folder 7 Registration, contracts
Folder 8 General correspondence
Folder 9 Expenditures
  University of Denver: Latin American and the USA: Commitments and Consequences, 1993
Folders 10-12 General correspondence
Folder 13 Faculty lists, resumes
Folder 14 Other expenses
Folder 15 BMD & Guards
Folder 16 Lodging
Folder 17 Travel
Folder 18 Bus
Folder 19 Embassy arrangements
Folder 20 Faculty letters, contracts
Folder 21 Audiovisual
Folder 22 Readings
Folder 23 Evaluations
Folder 24 Participant list
Folder 25 Faculty letters, contracts
Folder 26 Bus
Folder 27 Program
Folder 28 BMD, guards
Folder 29 Evaluations
Folder 30 Travel
Folder 31 Audiovisual
Folder 32 Reading materials
Folder 33 Catering
Folder 34 Income and expenses
Folder 35 General correspondence
Folder 36 Embassy arrangements
Folder 37 Faculty resumes
NUCEA: The Place of Nationalism in our Interdependent World, 1993
Folder 38 Schedule
Folder 39 Bus
Folder 40 Travel
Folder 41 Audiovisual
Folder 42 Catering
Folder 43 Building services, guards
Folder 44 Reading materials
Folder 45 Evaluations
Folder 46 Registrants
Folder 47 Income/expense report
Folder 48 Registration

Box 3
Folder 1 Embassy arrangements
Folder 2 Faculty letters, contracts
Folder 3 NUCEA cv's
Folder 4 Faculty lists, resumes
Folder 5 Ambassador gift records
  Indiana University: Europe 1992 and Beyond, 1992
Folder 6 General correspondence
Folder 7 Faculty letters, contracts
Folder 8 Participant lists
Folder 9 Seminar Schedule
Folder 10 BMD, guards
Folder 11 Travel
Folder 12 Audiovisual
Folder 13 Bus
Folder 14 Catering
Folder 15 Lodging
Folder 16 Reading materials
Folder 17 Evaluations
Folder 18 Income and expense report
Folder 19 Embassy arrangements
Folder 20 Faculty lists and resumes
Universidad Autonoma de Guadalajara: Canada, Mexico, and the U.S.A.: Commitments and Consequences of a Common Destiny, 1992

Folder 21 General correspondence

Folder 22 Faculty contracts and letters

Folder 23 Participant list

Folder 24 Seminar schedule and program

Folder 25 Building services and guards

Folder 26 Bus

Folder 27 Catering

Folder 28 Audiovisual

Folder 29 Travel

Folder 30 Reading materials

Folder 31 Lodging

Folder 32 Income and expense report

Folder 33 Evaluations

Folder 34 Embassy arrangements

Folder 35 Faculty lists and resumes

University of Denver: Pacific Overtures: Asia and the USA [Pacific rim], 1992

Folder 36 General correspondence

Folder 37 Participant list

Folder 38 Faculty letters and contracts

Folder 39 Embassy arrangements and correspondence

Folder 40 Faculty lists and resumes

Folder 41 Seminar schedule and program

Folder 42 Building services, guards

Folder 43 Bus charter

Folder 44 Lodging

Folder 45 Audiovisual

Folder 46 Catering
Folder 47 Reading materials
Folder 48 Income and expense report
Folder 49 Evaluations

Folder 50 General correspondence
Folder 51 Faculty letters and contracts
Folder 52 Participant lists
Folder 53 Seminar schedule and program
Folder 54 Building services, guards
Folder 55 Invoices
Folder 56 Travel
Folder 57 Lodging
Folder 58 Bus
Folder 59 Audiovisual
Folder 60 Income and expense report
Folder 61 Evaluations
Folder 62 Faculty list and resumes
Folder 63 Embassy arrangements and correspondence

State University of New York: America's Role in our Interdependent World, 1994
Folder 64 Hotel
Folder 65 Catering
Folder 66 Faculty/ambassador bios
Folder 67 Bus
Folder 68 Hugh Hammett correspondence
Folder 69 Registration materials
Folder 70 Evaluations
Folder 71 Reading materials
Folder 72 Embassy letters and contacts
Folder 73 Preliminary seminar information
Folder 74 Programs
Folder 75 Building forms
Folder 76 Faculty and participant lists

Box 4
Folder 1 Thank-you's
Folder 2 Miscellaneous expenses
University of Denver: China and the Four Dragons, 1994
Folder 3 Reading list
Folder 4 Bus
Folder 5 Catering
Folder 6 Faculty contracts
Folder 7 Miscellaneous expenses
Folder 8 Hotel
Folder 9 Building forms
Folder 10 Programs
Folder 11 Bonnie Orkow correspondence
Folder 12 Registration materials
Folder 13 Evaluations
Folder 14 Faculty bios
Folder 15 Participant and faculty lists
Folder 16 Embassy correspondence
Folder 17 Thank-you's
Indiana University: The Americas: Bonds of Trade and Politics, 1994
Folder 18 Evaluations
Folder 19 Faculty bios
Folder 20 Program info
Folder 21 Misc. expenses
Folder 22 Catering
Folder 23 Hotel
Folder 24 Building management & A/V
Folder 25 Printing
Folder 26 Bus
Folder 27 Information packets
Folder 28 Ambassador bios
Folder 29 Jim Weigand correspondence
Folder 30 Embassy correspondence
Folder 31 Faculty and participant lists
Folder 32 Faculty correspondence and contracts
  NUCEA: Learn from Success Seminar: Creative Non-Credit Programming in the Liberal Arts, 1994
Folder 33 Faculty/ambassador bios
Folder 34 Thank-you gifts
  NUCEA: People on the Move: International and Domestic Dimensions of Migration, 1994
Folder 35 Embassy letters and contacts
Folder 36 Audiovisual
Folder 37 Evaluation form
Folder 38 Faculty and contracts
Folder 39 Registration materials
Folder 40 Preliminary seminar information
Folder 41 Thank-you letters
Folder 42 Misc. expenses
Folder 43 Bus
Folder 44 Lists
Folder 45 Reading materials
Folder 46 Hotel
Folder 47 Program
Folder 48 Catering
Folders 49-50 Applications
Folder 51 Correspondence

Indiana University: After the Fall of the Iron Curtain: An Overview, 1993

Folder 52 Readings

Folder 53 Faculty lists, resumes

Folder 54 BMD, guards etc

Folder 55 Faculty & contracts

Folder 56 Badges

Folder 57 Income/expense report

Folder 58 Lodging, travel

Folder 59 Embassy arrangements

Folder 60 Evaluation

Folder 61 Faculty letters, contracts

Folder 62 General correspondence