

PRIME MINISTER

INSTITUTE OF DIRECTORS

Tomorrow afternoon you will speak at the Institute of Directors' 35th Annual Convention at the Royal Albert Hall. The all-day rally will be attended by over 3,000 delegates. TV, radio and the writing press will also be present.

On your arrival at 3.00pm at the Royal Albert Hall you will be met by Mr Derek Cottman, the Institute's Director of Education, at the Artists' Entrance - the Knightsbridge side of the Hall. Mr Graham Mather and Mr Neil Hamilton, the Institute's Policy Unit, will then escort you down a flight of stairs through to the Green Room where you will meet the Institute's Secretary, Mr John Whitfield.

As soon as the previous speaker, Dr Reuben Mettler, Chairman of TRB Inc., completes the question and answer session after his speech, Mr Whitfield will escort you up the bull-run - slight slope - and onto the right hand side of the platform where you will take your seat immediately to the right of the centre lectern.

The Chairman of the Convention's proceedings, Lord Erroll, the Institute's President, and Walter Goldsmith will be seated on your left and the Institute's Chairman, Dr Richard Harris, and the previous speaker Dr Mettler on your right. Lord Erroll will welcome you and invite you to speak.

The platform tables will be covered in dark blue felt and the back-drop to the platform will consist of 4ft high green foliage with yellow flowers and two large projector screens of the speaker either side of the white banner carrying the Convention's slogan in blue letters - "Britain's Future, Free Trade and Free Enterprise".

The TV cameras down in the stalls will be located between the auto-cues. The writing press will be seated in the front 3 rows of the stalls. Stills photographers will also be at the front of the stalls.

After your speech followed by about 10-15 minutes of questions and answers you will be escorted back to your car by Mr Whitfield.

pp *W. Wallau*

B. INGHAM

22 February 1983



10 DOWNING STREET

From the Principal Private Secretary

25 February, 1983

PERSONAL

This is just to thank you for the very useful material which you sent for the Institute of Directors speech. As you probably know - or will soon find out - the Prime Minister's method of forming speeches is to use material put to her and refine it through successive stages until it becomes completely her own. You may therefore not detect any words of yours in the final version, but the passages you provided were included in the draft material worked on and we were very grateful for it.

E. E. R. BUTLER

N. C. Owen, Esq.