



American Chemical Society

DEPARTMENT OF MEETINGS
AND DIVISIONAL ACTIVITIES

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September 11, 1987

Dr. William H. Daly
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Dear Bill:

I apologize for taking so long to respond in writing to your letter of May 7 requesting pre-registration assistance by ACS staff for forthcoming Polymer Division workshops. Although I have spoken with you, Jane Vogl and John Zeigler since receiving that letter, it seems best to acknowledge our agreement of arrangements for ACS staff support by letter, as well as to report on the current status of the November Workshop on Silicon-based Polymer Science.

To date, we have collected 42 registrations, answered a considerable number of questions regarding the registration fees and hotel location, and responded to many requests for brochures for the Hawaii Workshop. A call for papers appeared in Chemical and Engineering News on May 11 and a meeting announcement with registration coupon is scheduled for the September 28 issue. In return for the service fee of \$10 for each advance registrant and spouse, we will collect registrations, acknowledge receipt of each deposit and full payment, prepare an alphabetized registration list and print the badges. In addition, a rooming list will be prepared and sent to the hotel in Hawaii, along with the required one-night pre-payment, no later than 30 days prior to the opening of the Workshop. A copy of the registration list will be annotated with the balance due on each account, where applicable, making the collection of these balances a bit easier during the on-site registration procedure. It is our understanding, at this point, that we will not be publishing the abstract book; we will, however, charge the account for direct expenses such as the typesetting and printing of the badge inserts and the purchase of badge cases.

We look forward to working with Norm Johnson on the symposium in Jackson, Wyoming in March, 1988 and with Bill Culbertson on the symposium to be held in San Diego in November of 1988. The charge for pre-registration handling for these meetings also will be \$10 for each registrant and spouse.

Should you have any additional questions, please do not hesitate to contact me directly at (202) 872-4402.

Sincerely,

Nancy L. Elder, Staff Associate
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NLE:hs

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