

DEVELOPING THE APPLICATION  
PROCEDURE20/30  
7/1/24PREPARATION - continued

## HOUR OF CONFERENCE

Select 10:00 A. M. (Eastern Standard Time) for Washington conferences.  
Train schedules are such that this time allows all out-of-town delegates to be present and on time.

## MEETING ROOM

Decided tentatively until after receipt of acceptances to invitation.  
Estimate the probable maximum and minimum attendance.  
Notify the Chief Clerk of the Department of Commerce of your estimated probable requirements with the information of when he will receive more definite information as to the expected attendance.

Careful consideration should be given to select a room that will just accommodate the number attending.  
As a general rule it is better to have a room overcrowded than to have a great number of empty seats. However, some "elbow room" is necessary in extended conferences.

## AGENDA

See Exhibits E and F.

Prepare an agenda defining purpose of conference and outline of subjects to be discussed.

Mimeograph sufficient copies for use at conference, distribution to press and for mailing with invitations.

## INVITATIONS

Write draft of invitation.

Make invitations concise, not over one typed page.

See Exhibit G.

Cover the following points:

1. The purpose of the conference
2. The reasons for promoting it
3. An appeal for cooperation and support
4. A forecast of probable benefits
5. Specific information as to conference
  - a. Day
  - b. Date
  - c. Hour
  - d. Place
  - e. Location
6. A request for an acknowledgment (acceptance or declination) of invitation.

DEVELOPING THE APPLICATION  
PROCEDURE21/30  
7/1/24PREPARATION - continued

## INVITATIONS - continued

If the Fabricated Production Department of the U. S. Chamber of Commerce and the American Engineering Standards Committee have been instrumental in initiating the contact with any line of industry later called together for simplified practice action, this fact, or at least mention of these cooperating bodies should be made in the invitation.

This is done primarily for the purpose of informing those called to these meetings of the status of the matter, and why the previous correspondence had with them by these cooperative bodies is now merged and conducted by the Division of Simplified Practice thereafter.

Prepare closure for your own or the signature of the Division member responsible for the conference

Cordially yours,

Signed

Division of Simplified Practice

Determine number of invitations needed from lists previously prepared.

Prepare invitations for mailing.

Date invitations three weeks prior to date set for conference.

Typewrite invitations where the number is less than 50.

Multigraph where more than 50 are required.

Fill in individual address-heading on each invitation, paying particular attention to correct addressing, giving street numbers in larger cities.

Select envelope with reference to quantity of matter to be enclosed.

Address envelopes.

Mark "personal" in lower left hand corner of envelopes addressed to individuals whose attendance is especially desired.

Keep mailing lists in such form as to be available for checking.

ONE MONTH PRIOR TO CONFERENCE DATE

Check the following items that should be ready:

- Agenda (mimeographed)
- Invitations (typed)
- Envelopes (addressed)
- Enclosures - Agenda, Copy of survey

Advise Secretary of Commerce through the assistant in charge of appointments of the proposed conference and inquire as to the availability of having the Secretary present for a short talk.

Advise Chief Clerk of the Department of Commerce of the probable requirements of the meeting place.

This may have already been done.