

TELLING THE STORY
PROCEDURE
TO STIMULATE INTEREST

7/30
7/1/24

PRELIMINARY PREPARATION - continued

If talk is to be of general interest, give examples of general interest.

If talk is to be of specific interest, give in detail the facts in similar industries or industries of similar condition of diversity.

Write outline or subject heading notes of manuscript.

Write synopsis of manuscript.

Typewrite manuscript, notes and synopsis with at least two extra copies of each.

One copy is for Division's files.

One copy is for personal use.

One copy is for publication if requested.

Select literature for distribution at meeting.

Use Exhibit A-2 in all cases where proper.

Select any other exhibit where applicable, available or proper.

Pack or have packed the literature selected.

Prepare short introduction to be given to presiding officer who will introduce you.

ONE WEEK PRIOR TO GIVING TALK

Express or parcel post literature to yourself at the place where talk will be given.

If talk is to be given in Washington this is not necessary.

If it is not an overnight stay requiring personal baggage, the literature may be carried.

Write the parties concerned calling attention to necessity of providing projection lantern.

Check over the following for attention:

Lantern slides

Literature

Room accommodations

Personal clothing

IMMEDIATELY PRIOR TO MEETING

Arrange slides in proper order.

Instruct person who is to operate lantern concerning the method you wish followed.

Arrange for distribution of such literature as you have sent or brought.

Give chairman or presiding officer memorandum of your topic and title.

AFTER GIVING TALK

Pack slides.

Collect and pack all undistributed literature.

End

October, 1924

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211

DEVELOPING THE APPLICATION
PREFACE

17/30
7/1/24

EXHIBITS

E - Agenda for General Conference, Hospital Bed Sizes, held June 3, 1924.

F - Agenda for General Conference, Simplification of Sizes of the United States Flag, held November 20, 1923.

G - Invitation to Conference on Simplification of Builders Hardware.

H - Follow up notice of conference.

J - Registration Card.

DEFINITION

"Developing the Application" consists of arrangement of General Conference of all interests to consider survey, make recommendations, appoint accredited committee and determine revision period.

LIMITATIONS

As this step "Developing the Application" requires consideration and unanimous action of all concerned or affected within an industry, and the only method of bringing this about is through the medium of a general conference of representatives of all interests, these instructions are largely limited to the bringing about and the conduct of the general conference.

PREREQUISITES

"Developing the Application" is Step 3 of the Seven Service Steps of the Division of Simplified Practice.

It is the first step in which the Division of Simplified Practice assumes definite leadership.

End