

DEVELOPING THE APPLICATION
PROCEDURE22/30
7/1/24THREE WEEKS PRIOR TO DATE OF CONFERENCE

Mail invitations and enclosures.

Three weeks prior to date of meeting is the proper period to secure results. More time means the meeting may be forgotten and less time does not allow sufficient time for the executives invited to arrange to attend.

ADVANCE PUBLICITY

Send copies of invitations, together with a memorandum as to the firms and individuals invited, to the Press Division, Bureau of Foreign and Domestic Commerce.

This enables the Press Division to get in touch with the Washington correspondents of papers in districts where the industries concerned are located, also trade and business papers interested.

Write Trade Association Secretaries notifying them of the sending out of the invitations and suggesting they get in communication with the different trade papers.

RECEIPT OF ACCEPTANCE

Special attention to acceptances is vital. All responses should immediately be acknowledged from the standpoint of courtesy and good business practice.

Acknowledge all letters of acceptance and acknowledgment.

Failure to receive acknowledgements or acceptances does not always indicate disinterest.

Check acknowledgments and acceptances against the invitation mailing list.

Note those who are favorable but who cannot attend.

File these letters separately for use at the conference.

ONE WEEK PRIOR TO CONFERENCEFOLLOW-UP

Go over list of invitations.

Note names of those from whom acceptances or acknowledgments have not been received.

Write a short follow-up letter calling attention to the "enclosed copy of invitation" previously sent, and urge attendance.

See Exhibit H

Send this letter to those from whom acceptance or acknowledgment has not been received.

CANCELLATION OR ADJOURNMENT OF MEETING

Under no circumstances should a meeting be postponed after invitations have been sent out, even though the acceptances received do not indicate a working group.

If the proper procedure has been followed this will not happen. Step 3 should not be started without assurance that sufficient interest exists to carry it through.

DEVELOPING THE APPLICATION
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7/1/24ONE WEEK PRIOR TO CONFERENCE - continuedCHECK-UP OF ARRANGEMENTS

Approximate from list of acceptances the probable attendance. Notify the Chief Clerk of the Department of Commerce and make final arrangements as to the room to be used.

Go over the facilities of the room selected with reference to

1. Projection lantern
2. Projection screen
3. Blackboard
4. Coat racks
5. Tables
6. Lamps.

LUNCHEON ARRANGEMENTS

The Department of Commerce is not prepared to serve luncheon to delegates to conferences; neither is the Department willing to select or recommend any particular establishment where a group luncheon could be served.

ARRANGEMENT OF COMMITTEE MEETING PRIOR TO GENERAL CONFERENCE

A great deal of time is lost in conferences in the preparation of resolutions, in delay in finding out the proper persons to serve on committees and in not being able to differentiate between major and minor points.

It is not the purpose of the Division of Scientific Practice to attempt to force any action; in fact, to the contrary, the Division is interested only in securing unanimous thought and opinion.

Progress in securing unanimous action may however be greatly expedited, if the leaders in the industry or those who have small differences of opinion may meet with the representative of the Division prior to the meeting and discuss the anticipated procedure, prepare tentative resolutions in case of favorable action, suggest the names of individuals particularly desired or best suited for particular committees, select or nominate who will present the resolutions or nominate the members of committees and who are willing to present certain phases of the program. It may in a broad sense be called a rehearsal of the program.

ONE DAY PRIOR TO MEETINGPERSONNEL OF DEPARTMENT INVOLVED AND DUTIES

Select personnel of Department who are to assist in the conduct of the conference and assign definite duties to each.