



THE INSTITUTE OF PAPER CHEMISTRY  
*Appleton, Wisconsin*

September 26, 1953

Westminister College  
Fulton, Missouri

Attention: Head of the Chemistry Department

Dear Sir:

Plans for the meeting of the Midwestern Conference of Liberal Arts College Chemistry Teachers are moving rapidly. The time has come when it is necessary for the Conference hosts--The Institute of Paper Chemistry and Lawrence College--and for co-operating paper companies to have a general idea of the probable size of the Conference and for the Hotel Conway to plan on the requisite number of rooms. This is particularly important for the Hotel is generally booked to capacity in advance; they have agreed to hold a large number of rooms for Conference members provided these are reserved at least by October 10.

You'll find enclosed (1) a condensed program of the meeting, (2) a pre-registration card to be used for your own reservation and/or reservations from other members of your department, and (3) Conway Hotel room reservation cards.

Please return the two cards--the Conference registration card to me at the Institute by October 5 or sooner, the hotel reservation card to the Conway by October 10 or sooner.

We're looking forward to a large group--our new auditorium seats 200 comfortably. Bring your entire chemistry staff--they'll be welcome. Call on us for help if you need it for room reservations, information on automobile, train, or bus routes. There will be no Lawrence football game in Appleton the afternoon of the 17th.

With best regards,

Sincerely,

Harry F. Lewis  
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