

Conference of College Chemistry Teachers

Agenda for Committee Meeting

September 29, 1952. 4 P.M., Chemistry Office

1. Publicity

- a. Local community
- b. Chemistry and Engineering News (See copy- education section)
- c. Journal of Higher Education (copy)
- d. In other college communities
- e. Announcement of meetings in the American Chemical Society - through secretary of the Illinois - Iowa Section.

2. Invitations

- a. Final announcement of the program - about October 15.
Provision for reply - How many expect to attend from each department, coming by train or automobile, when?
Include train service for Monmouth and Galesburg.
Include air Moline.
- b. Local citizens for Saturday night meeting - who, how many, what groups?
- c. Illinois - Iowa section of the A.C.S. Invitation should be sent to Dr. Fetzer, chairman of the Illinois-Iowa section of the American Chemical Society to participate in this special Centennial Celebration-Saturday evening.
- d. Invitations should be signed and mailed by the Secretary of the Illinois-Iowa Section to adjacent sections of the American Chemical Society to join us for the Saturday evening meeting.

3. Entertainment

- a. Housing of the Guests
- b. Transportation of the speakers and possibly a few others. Meeting of trains.
- c. Meals furnished - Friday evening through Saturday evening?
- d. Registration. assignment of rooms, etc.

4. Report of the Conference

- a. Pamphlet ? including addresses of Dr. Garrett, Dr. Lewis and Dr. Volwiler - also including summaries of the group discussions, etc.
- b. Journal of Chemical Education -(Mail copy of report for publication)

Chemistry Staff:

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