

Occidental Chemical Corporation

January 10, 1984

Chamber of Commerce
Phoenix, AZ 85001

Gentlemen:

The Vinyl Chloride Safety Association (VCSA) has selected Phoenix as the site of its 1984 yearly meeting tentatively scheduled for September or October.

As Vice-Chairman I am responsible for making all arrangements for a meeting place as well as lodging suggestions for attendees.

Knowing practically nothing of your city I am writing to ask your aid in arranging all this for a group of 60 - 80 members, half of which will come from several free-world foreign countries.

Many attendees will bring their wives and, therefore, sightseeing and recreation are two important aspects for consideration. Others are: accessibility to airport, conflict with other conventions, best weather period for the two-day meeting if weather is a factor, etc. There are others that you can probably suggest that do not presently come to mind.

Concerning cost, some caution is in order. While the VCSA members wish to have appropriate facilities, the dollar exchange rates impose a special burden on our overseas members. Therefore, we must avoid extravagance. Even U.S. company expense accounts are under corporate pressure despite the upturn in the economy.

I will appreciate your early response with whatever information, pictures, maps, etc. you may suggest. This is my first handling of such an assignment.

Very truly yours,

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