

September 23, 1944

Mr. Warren A. Cook,
American Industrial Hygiene Association,
Zurich General Accident and Liability Insurance Co., Ltd.,
135 South LaSalle Street,
Chicago 3, Illinois.

Dear Mr. Cook:

Please accept my thanks for your usual ^{effective} manner of dealing with the meeting with representatives of A.A.I.P. and S. in Chicago last week. Also I am grateful for the full minutes which you forwarded to me. One can see from all of this information just how things are shaping up. It looks to me as though the tentative outline of the program should be reasonably satisfactory from our point of view. The next thing now is to get at the formulation of the program. In this connection I think your suggestion is very good, that we promptly get in touch with all of the agencies that are carrying on work, investigative or otherwise, in industrial hygiene. We must also consider the problem of scientific exhibits, for I think we should be able to get some exhibits together. The preparation of a good exhibit is a time-consuming affair, and it may be that none of our people have had time for this kind of work. On the other hand, we should look into it carefully. I think the best way to handle this is to have a single individual on the program committee (unless there is some other means already set up for the purpose), who will send out questionnaires and at the same time make himself responsible for giving all of the information that is necessary as to space, etc. Inasmuch as the latter information can be obtained only in Chicago, I think that a Chicagoan ought to be designated for this job. If it will be of any help, I will be glad to provide all of the information on how we went at it when we had the job to do here in Cincinnati.

I think it would be highly desirable if we were to have a meeting of our committee in Chicago on the 2nd or 3rd of October. I have to be in Chicago at another meeting on the 2nd, but I shall be entirely free on the morning of the 3rd, and if we

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could get together so as to concentrate our ideas at that time, I would appreciate it very much. If you would be so good as to let me know whether this could be done, I shall know how to arrange accordingly. At such a meeting we should be able to decide definitely just about what we are going to do and how to parcel out the work among ourselves to get it done with the greatest dispatch and the least inconvenience. In connection with the program Littlefield expressed a very good idea in his recent letter, in that he suggested that the papers be shortened somewhat by the elimination of unnecessary details. Quite a number of the papers at the St. Louis meeting were unduly long and tedious. This year I am sure we shall have to require speakers to provide us with a resume of what they are going to say and how they are going to present it. On the basis of this together with our own ideas on the importance of the subject, we shall have to assign time to the speakers and to hold them rigidly to their allotted time. It is time our speakers learned that when they are given twenty minutes, they cannot take three quarters of an hour. I almost exploded during the session for which I was responsible on finding out that nobody had any idea of the length of time he was supposed to speak. The result was that if I had not arbitrarily and almost discourteously speeded up the program, we would still have been at it at dinner time.

I think in connection with our technical session there might be a considerable interest in giving a little time to the demonstration or display of certain types of special apparatus. Obviously this can be done in most instances by satisfactory lantern slides, but there are instances when a piece of apparatus on hand will illustrate a point very nicely. Therefore, we might suggest that this be done and find out what response is obtained. If there is justification, we might provide a little time at which this can be done. A little time spent at this would be almost equivalent to an intermission in providing a little diversion between papers.

Again my thanks for your efforts.

Sincerely yours,

Robert A. Kehoe, M. D.

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