November 7, 1945

Mr. Frank A. Patty,
16247 Roselawn,
Detroit 21, Michigan.

Dear Patty:

I am sending you herewith a fairly rough statement of our position with reference to possible contributions to the program of AIHA. As you can well imagine very little of the material listed has been prepared for publication or is ready at this time for presentation. Consequently I have tried to give you the general subject matter of our available work in order that your committee might fit that which you want into a general program. In handling the matter this way I have drawn on my own experience and have tried to give you what seems likely to be most useful to you. We shall be glad to work up any of these subjects for presentation within the time limits specified. In this connection it is my feeling that your committee should inform participants in the program that they will be held strictly to the time allotted. I personally believe in giving enough time for the proper presentation of a subject so that it can really be understood. For this reason I have set down the time opposite our various papers on the basis of what I think are minimal requirements. The general tendency of those who present papers is to give very little attention to their time requirements. The result is that programs get hopelessly snarled. I expect to instruct the chairmen of our various meetings that they must hold to schedule. Your committee may wish to give ample time for the discussion of papers, thereby allowing some leeway in the program. However, I do suggest that you allot the time for each paper and for each discussion, and that this be included either in the program or in a sheet of information which can be presented to the chairman of each meeting so that he will know what he is supposed to do. Two years ago I presided at a meeting on which there were some seven or eight papers. I had no information on the length of any of the papers, this being a joint meeting, and the result was that the allotted time for the meeting was well over two-thirds gone before we had reached the half-way mark in the papers. At this point I had to begin pushing people around and choking off discussion. This was awkward from the point of view both of speakers and the chairman. Such things ought not to be.

I am sure that you appreciate these difficulties as well as I, but I make mention of them at this early date for the purpose of warning you and your committee that you should begin at once arbitrarily selecting the papers that you think should be presented, allotting them a definite period of time in accordance with what you consider to be their relative importance in a complete program, so that everybody will know just what to expect. To some

degree program making is always a bit arbitrary. The important thing is to do it as well as possible, but after all to stick to a plan once it has been developed.

Sincerely yours,

Robert A. Kehoe, M. D.

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