8. Meetings will be held in the Battelle Auditorium. Betty Culverhouse (375-2552) will make all necessary arrangements for scheduling, projectors, chalkboards, etc. She will also take care of things like coffee, arranging the social hour, etc.

   Betty will also get out meeting announcements, take care of administrative details to obtain and pay for outside speakers, etc. She can also help on such matters as correspondence, scheduling meeting rooms for the Session Team, etc.

   Administrative costs will be allocated by attendance. Betty will accumulate costs and determine the distribution.

9. It may become necessary to allot attendance limits to the respective contractors. The Session Team is asked to ball park probable levels of interest to assist this effort.

10. Soon after your session there will be a meeting involving you and the Steering Committee to critique all aspects of the session with an objective of improving future sessions. At that time we would appreciate feedback you may receive about the session and any thoughts you would have about how to facilitate the job of the Session Team.