

PECORA SYMPOSIUM
Meeting Minutes

October 20, 1975

1. EDC Tours

One hour tours of the Data Center will begin at 12:40 on Tuesday, October 28, and Friday, October 31, with the last tour beginning at 4:10, running approximately every 30 minutes. Each bus will hold 30-50 people. The following is the planned schedule at EDC for each tour:

10 minute overview slide presentation
(conference room)
walk through tour (with very little
discussion)
20 minute presentation in DAL
(followed by 5 minutes
questions/answers)

a. Tour Guides

<u>Leads</u>	<u>Helpers</u>	<u>Alternates</u>
Don Carney	Don Zoller	Ed Constant
Ron Beck	Dave Ulmer	Burt Horsted
Larry Pettinger	Tom Lee	

The lead tour guides will give the 10 minute presentation in the conference room and conduct the tour, with the assistance of one helper and one receptionist per tour.

- b. Signs will be made and placed at the agreed to viewing areas throughout the tour. Cordons will be placed throughout the building to help speed the tours along. ACTION: Fran Engel
- c. Slide presentation for the lead guides will be prepared. ACTION: Don Carney
- d. Prepare DAL briefing. ACTION: Don Orr/Jim Taranik
- e. A speaker system is required for the lobby, DRF and DAL areas. ACTION: Tom Lee/Ben Raiche

2. Assistance at Airport

One EDC girl will be required to help the Chamber of Commerce greet people at the airport. The EDC girl should be equipped with EDC brochures and be able to help with directions to hotels, etc. She will not be responsible for the assigning/locating hotel rooms for the participants. ACTION: Fran Engel

3. EDC Booth

It was decided that the Embassy room III will be more appropriate for the EDC booth.

- a. A terminal and data set will be installed at the downtown Holiday Inn. ACTION: Ed Constant

Terminal training will be required for those that will be operating the equipment. ACTION: Ed Constant/Leo Braconnier
- b. We need sign up sheets for those planning to attend each EDC tour. Some assistance will be required to get the right people on the buses. ACTION: Phyllis Wiepking/Rhonda Pugh/Gail Hanson
- c. Publications and display boards have been identified. ACTION: Leo Braconnier/Jim Taranik. Image Enhancement Display - ACTION: George Harris
- d. A microfilm viewer, with WRS microfilm, a book or file of WRS prints and 100 major cities will be set up. ACTION: Leo Braconnier
- e. A supply of brochures will be kept on hand: EDC Brochures
WRS Packages
EROS Brochure
USGS Brochure
- f. The Embassy room will be manned by various people. Three girls will be assigned from User Services. ACTION: Leo Braconnier

Two secretaries will be in from Reston and will be available to help out. ACTION: Phyllis Wiepking

Some Application Assistance geologists will be assigned. ACTION: Don Lauer
- g. The Embassy room display will be open from 8:30 A.M. until 5:00 P.M. Reminder: Everything will have to be pushed against the wall, and the terminal moved to a secure location, while the cocktail party is in progress on Thursday evening.

4. Audio Visual Equipment

Overall responsibility for the audio visual equipment has been assigned to Ben Raiche. He will be assisted by two people during the general session on Wednesday and four people during the concurrent sessions on Thursday and Friday.

5. Holiday Inn Pictures

The bad pictures at the Holiday Inn are being replaced. ACTION: Mike Donnelly/Jerry Richards

6. Additional Items

- a. The Wednesday session and selected portions of the Thursday and Friday sessions will be audio & video taped. ACTION: Al Hahn/Jim Nickerson

- b. PAO pictures should be taken of a few of the functions. The PAO photographer should not be assigned to cover the entire symposium. ACTION: Woody Yaroch
- c. Since the terminal at the Holiday Inn will not be operational, it will be necessary to have the DRF adequately staffed. ACTION: Russ Pohl
- d. The cafeteria should be alerted to the fact that there may be additional people expected while the symposium is here. However, when talking to participants of the symposium, they should be discouraged from using the EDC cafeteria. ACTION: Woody Yaroch

7. Russian Visit to Sioux Falls

Though we do not have a final agenda for the visiting Russians, we can expect approximately nine representatives in Sioux Falls from October 27, to November 2, 1975. An interpreter will accompany 4 agriculturists and 4 geologists. The 4 geologists will be attending the symposium and the 4 agriculturists will probably visit the South Dakota wheat test site. AAB needs to be available for the working group session between the US and USSR.

EDC is committed to providing meeting rooms and handling logistics problems. It is possible that the AAB personnel will be driving the Russians to and from locations. Car Rentals will be checked: ACTION: Woody Yaroch

8. The airport display should be put up if possible. ACTION: Tom Lee

cc: Sr. Staff and all
individuals named
in Minutes

8:00 A.M. Tuesday, October 28, 1975
Conference Room

Those people that will be in contact with the participants of the symposium will meet to discuss standard responses regarding EDC.



Allen H. Watkins