

HOTEL RESERVATIONS AND RATES

The Hollywood-Roosevelt Hotel management extends the following per diem room rates, European Plan, to SMPE members and guests attending the Fifty-Seventh Technical Conference:

Room with bath, one person.....	\$4.40
Room with bath, two persons, double bed.....	5.50
Room with bath, two persons, twin beds.....	6.60-7.70

Note: There will be no parlor suites available at the hotel during the conference dates.

Special Notice

Owing to the acute housing situation in Hollywood, the hotel management can assign the conference only a limited number of rooms for Eastern and Midwestern members attending this Conference. Therefore *no room reservation cards* will be mailed to the membership as heretofore. Accordingly, you are requested to make room reservations *direct* with Stewart H. Hathaway, Manager of the Hollywood-Roosevelt Hotel, Hollywood, California. *No rooms will be assured or guaranteed at this hotel unless confirmed by Mr. Hathaway, which are subject to cancellation prior to May 10.*

Your Conference Chairman has arranged with the Mark Hopkins Hotel management in San Francisco, California, to provide accommodations for members who will visit this city while on the West Coast. Accordingly, reservations should be made *direct* with R. E. Goldsworthy, Manager of this hotel, at least 2 weeks in advance of your arrival in San Francisco. When making reservations, advise the management that you are a member of the SMPE.

RAILROAD AND PULLMAN ACCOMMODATIONS

Eastern and Midwestern members of the Society who are contemplating attending the Conference in Hollywood should consult their local railroad passenger agent regarding train schedules, rates, stopover privileges, and Pullman accommodations at least 30 days prior to leaving, otherwise no accommodations may be available.

REGISTRATION

The Conference registration headquarters will be located on the mezzanine floor of the hotel near the Studio Lounge where all business and technical sessions will be held during the Conference. Members and guests are expected to register. The fee is used to help defray Conference expenses.

TECHNICAL PAPERS

Members and others who are contemplating the presentation of papers can greatly assist the Papers Committee in their early program assembly, and scheduling in the final program, by mailing in the title of paper, name of author, and a *complete manuscript* not later than *May 1* to the West or East Coast chairman of the Papers Committee.

CONFERENCE LUNCHEON

The usual Conference Get-Together Luncheon will be held in the Terrace Room of the hotel on Monday, May 14, at 12:30 p.m. The luncheon program will be announced later.

Members in Hollywood and vicinity will be solicited by a letter from S. P. Solow, Secretary of the Pacific Coast Section, to send remittances to him for Conference registration fee and luncheon tickets. Checks or money orders should be made payable to W. C. Kunzmann, Convention Vice-President, and not to the Society.

INFORMAL DINNER-DANCE

The Fifty-Seventh Semi-Annual Dinner-Dance and social get-together of the conference will be held in the California Room of the hotel on Wednesday evening, May 16, at 8:30 p.m.

A social hour with your Board of Governors will precede the Dinner-Dance between 7:30 p.m. and 8:30 p.m. in the Terrace Room. (Refreshments)

Table reservations may be made and tickets procured for the Dinner-Dance during the week of May 6 from W. C. Kunzmann, Convention Vice-President, Hollywood-Roosevelt Hotel, or at the registration headquarters not later than noon on *May 15*. All checks or money orders should be made payable to W. C. Kunzmann, Convention Vice-President, and not to the Society.

Because of strict food rationing and a shortage of hotel labor, your committee must know in advance of the Luncheon and Dinner-Dance the number of persons attending these functions in order to make the necessary hotel arrangements. Therefore your cooperation is solicited.

LADIES' REGISTRATION

There will be no ladies' reception committee or hostess during the Fifty-Seventh Technical Conference. However, all ladies are requested to register at the registration desk to receive identification cards for admittance to the *deluxe* motion picture theaters on Hollywood Boulevard in the vicinity of the hotel. Ladies are welcome to attend the Luncheon on May 14 and the Dinner-Dance on May 16.

MOTION PICTURES

The Fifty-Seventh Technical Conference recreational program will be announced later when arrangements have been completed by the local committee.

Conference identification cards issued only to registered members and guests will be honored through the courtesy of the following *deluxe* motion picture theaters on Hollywood Boulevard:

FOX WEST COAST GRAUMAN'S CHINESE AND EGYPTIAN
HOLLYWOOD PARAMOUNT
HOLLYWOOD PANTAGES
WARNER'S HOLLYWOOD THEATRE

*Tentative Program ****Monday, May 14, 1945****Open Morning**

- 10:00 a.m. *Hotel Mezzanine Floor:* **Registration.**
Advance sale of Luncheon tickets.
- 12:30 p.m. *Terrace Room:* **SMPE Get-Together Luncheon. (Speakers)**
- 2:00 p.m. *Studio Lounge:* **Opening Conference.**
Business and Technical Session.
- 8:00 p.m. *Studio Lounge:* **Evening Session.**

Tuesday, May 15, 1945**Open Morning**

- 10:00 a.m. *Hotel Mezzanine Floor:* **Registration.**
Advance sale of Dinner-Dance tickets.
- 2:00 p.m. *Studio Lounge:* **Afternoon Session.**
- 8:00 p.m. *Studio Lounge:* **Evening Session.**

Wednesday, May 16, 1945

- 9:00 a.m. *Hotel Mezzanine Floor:* **Registration.**
Advance sale of Dinner-Dance tickets.
- 9:30 a.m. *Studio Lounge:* **Morning Session.**

Open Afternoon.

Note: Registration headquarters will be open on the afternoon of this date for those desiring to make final arrangements for Dinner-Dance tables and accommodations.

- 7:30 p.m. *Terrace Room:* **A social hour with your Board of Governors preceding the Dinner-Dance. (Refreshments)**
- 8:30 p.m. *California Room:* **The Fifty-Seventh Semi-Annual Dinner-Dance and social get-together. Dancing and entertainment.**

Thursday, May 17, 1945**Open Morning.**

- 2:00 p.m. *Studio Lounge:* **Afternoon Session.**
- 8:00 p.m. *Studio Lounge:* **Evening Session.**

Friday, May 18, 1945**Open Morning**

- 2:00 p.m. *Studio Lounge:* **Afternoon Session.**
- 8:00 p.m. *Studio Lounge:* **Evening Session.**
Adjournment of the Fifty-Seventh Semi-Annual Technical Conference.

* Subject to change.

IMPORTANT

The Eastern and Midwestern members who plan to attend the 1945 Spring Conference in Hollywood are again cautioned to check railroad and Pullman accommodations, and make hotel room reservations at least 30 days prior to leaving for the West Coast.

Owing to the strict food rationing and hotel labor conditions existing on the West Coast, your arrangements committee requests that Luncheon and Dinner-Dance tickets be procured prior to the dates of these functions so that accommodations can be provided accordingly.

W. C. KUNZMANN
Convention Vice-President