

State University of New York at Albany

M E M O R A N D U M

TO: 1981 SYSTEM DYNAMICS RESEARCH CONFERENCE PARTICIPANTS
FROM: ROBERTA L. SPENCER *Roberta L. Spencer*
DATE: OCTOBER 14, 1981

After months of correspondence and many long distance phone calls, it is certainly my pleasure to meet you.

Throughout the planning and preparing for the conference there have been some major and minor changes and additions you should be aware of to fully participate in the conference and take advantage of the site facilities.

Please note that the schedule has been revised; some times have been changed and interest group meetings have been scheduled.

Included in the binders is a list of participants. Note also the last page has an up-dated roster of participants.

A registration desk will be set up at the Straus Residence on Wednesday for people who are arriving by their own means to the Institute on Man and Science. This is also where the bus will arrive from our trip from the Alumni House at the University. Jim Feldt will be at Straus to assist you. Luggage will be unloaded here, and, if needed, personnel will deliver your luggage to your residence.

For those of you who will be departing by the bus provided on Saturday, it will arrive at the Straus Residence, at approximately 11:30 a.m. You may wish to put your luggage on the bus and then enjoy the closing panel remarks and lunch before the conference ends. As indicated on the schedule, the rooms must be vacated by 11:45 a.m.

Although initially the registration desk will be at the Straus Residence, the Information Center for the duration of the conference will be in Conference Room #2 in the Guggenheim Pavillion. Jim Feldt and I will be available here to answer questions and solve problems throughout the day. Examples of what may be found at the information center are:

- Copies of technical papers
- Departure ride arrangements other than bus to airport
- Sale of Conference Proceedings (total \$25.00)

- Messages
- Meal tickets for unregistered guests
- Sign-up for sports events

After Information Center hours, if anyone is locked out of their room or needs our assistance, Jim Feldt will be staying in the Straus Residence, lower level, room #3.

The Guggenheim Pavillion. As stated earlier, our Information Center will be located in Conference Room #2. There will be a computer terminal set up in Conference Room #1. If you desire to use the computer terminal to tie into your host facility, please contact the Information Center for instructions. Conference Room #3 will hold displays. There will be a display from MIT Press and purchase forms for books at a discount. There will also be displays by The Society of Computer Simulation, DYNAMICA, DYSMAP, and a video tape presentation on equipment by Messrs. Caspersen and Ebbesen from the Technical University of Denmark.

Please note: All meetings and sessions will be held at the Guggenheim Pavillion in either the Auditorium or Main Conference Room.

The Weathervane. All meals will be served at the Conference site restaurant. Please wear your name tag at all times to facilitate Conference participants getting to know one another better. Also, your name tag serves as your "meal ticket." If you have requested vegetarian or kosher meals, please let your waitress know at the beginning of the meal. For your listening and dining pleasure, harpist Lucy Dunne will perform in the Weathervane on Wednesday and Friday evenings.

Finally, the Weathervane will provide a "box lunch" for those who intend to leave before lunch in served on Saturday. If you would like this service, please go to our information center for details.

Conference fees do not include gratuities. The Institute on Man and Science prefers that gratuities are not left on tables or in rooms. If you wish to offer gratuities to the Institute personnel who have served you, a collection basket will be in our Information Center office on Friday.

Recreation at the Institute. Sports equipment is available for: tennis, volleyball, softball, badminton, croquet, football and frisbee. I have also heard rumors of an international soccer game being planned and played by conference participants!!

I hope that your participation in the 1981 System Dynamics Research Conference will be an enjoyable and interesting affair!