

Mr. President:

For your announcement to the Delegates regarding the Steno Pool:

- (1) The Steno Pool staff are ready to assist the Convention with its needs. Boxes have been provided in the Steno Pool Section for the various committees and the three delegation offices.

For any typing needs, such as proposals, resolutions, committee reports/recommendations, etc., must be dropped in the "For typing" box in the Steno Pool, or to be directly forwarded for my attention. This will make the coordination of the work flow in the Pool more efficient and time-saving.

- (2) Delegates are asked to sign transmittal slips whenever they receive materials from the Pool. Such slip will verify that delegates or committee chairmen receive materials assigned to them.
- (3) Requests that require immediate attention should be addressed directly to me.

Thank you.



- Ag -
- Steve Woodruff -
- Charles Calvo -