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July 7, 1977

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Mr. John Montgomery  
Sales Manager  
Hyatt-Regency Atlanta  
265 Peachtree Street NE  
Atlanta, GA 30303

Dear Mr. Montgomery:

This letter is to confirm conversations between you and Mr. William Burke of the University of Georgia to arrange for use of facilities of the Hyatt-Regency Hotel for the 3rd Annual Meeting of the Society of University Patent Administrators. As Mr. Burke has indicated, the meeting is scheduled for Monday, February 6, 1978. The morning session will require a meeting room for approximately 125 people. A table and chairs should be available outside the room for registration, both on Sunday evening, February 5 and Monday, February 6. In the afternoon the meeting will break into workshop sessions requiring 2 or 3 rooms capable of holding 50 people. In addition to the meeting rooms, Mr. Burke will discuss arrangements for a luncheon, cocktail hour and dinner, all to be held on Monday. Also we would like to plan for refreshments for the breaks in the morning and afternoon.

Finally, I believe Mr. Burke has discussed arranging for a block of rooms for attendees to be set aside at your hotel. If this is possible, it would be helpful if I could receive some sort of registration card which I could enclose with our meeting announcements. We typically mail announcements to approximately 1,200 potential attendees.

If you should require a deposit, please let Mr. Burke or me know, and a check will be forwarded.

Thank you for your consideration of our group's needs.

Sincerely yours,

Earl J. Freise  
Secretary-Treasurer

EJS;ms

cc: R. Woodrow ✓  
W. Burke  
L. Gilbert