REGISTRATION

REGISTRATION FUNCTIONS

General:

The purpose of the following functions was to insure that our guests were courteously and, most importantly, expeditiously, processed through the registration procedures and directed into the auditorium.

Lobby Greeters:

Number: Six; male and female

Duties: To greet guests when they entered the DEB Lobby

a. Route them to the "special" (i.e., baggage check, rest) rooms.

b. To direct them downstairs into the registration area.

Position: At front doors and throughout lobby.

Cafeteria Greeters:

Number: Four; male and female (only two/three at one time)

Duties: To see that guests walking down the stairs were greeted and directed to the appropriate registration desks (alphabetical- according to their last names).

Position: At base of DEB Cafeteria stairway.

Auditorium Greeters:

Number: Four, male and female

Duties: To screen guests walking into the auditorium to insure that noone who had not registered would slip through the control/registration process. If an individual could not produce a badge, greeters directed them to registration area, explaining the purpose of the registration procedure.

Sergeant-At-Arms:

Number: Two, male

Duties: To act as final approval authority on reduced rates.

To resolve any registration problems.

Position: Floating

REGISTRATION FUNCTIONS (CON'T)

Registration Personnel:

Number: Eight, female

Duties: To register guests. Details were:

- a. Ask guest's name
- b. Locate guest's badge filed alphabetically in registration box
- Refer guest to the cashier seated next to her
- d. Mark off name on visitor control sheet

The registration girls were told that any out-of-the-ordinary requests or problems must be referred to the trouble desks.

Position: Along both back walls of the Cafeteria. Two sets of four tables each arranged in a row on either side of the stairway.

Cashiers:

Number: Ten, female - One with each registration girl and one at each of the two trouble desks

Duties: To accept registration fee. Details:

- a. Request \$5 for the registration in cash or check
- b. Issue a receipt

Position: (Same as above)

Trouble Tables:

Number: Two, female

Duties: To handle all inordinate registration problems.

- a. To make any name changes resulting from last minute changes i.e., representatives, etc.
- b. To change color groups for specified individuals.
- c. To make additions to the attendance list.
- d. To answer any questions.

Position: At end of each row of registration tables.

SPECIAL ROOMS

Message Center:

Number: Three, female

Duties:

- a. To take incoming calls and to notify appropriate tour leader of the message and the guest involved.
- b. To post message on "message board" in DEB Lobby.

Baggage Check:

Number: One, male (Guard)

Duties:

- a. To accept luggage from guest.
- b. To tag luggage and give guest stub.
- c. To match tag stub and return luggage to guest at end of day.

DEVELOPMENT ENGINEERING BUILDING & ANNEX



INVITATIONS/REGISTRATION

Registration

Marianne Cmok
Edie Donahue
Millie Hutchison
Sandy Kocsis
Kay Lehlbach
Jean Oberlin
Elaine Quayle
June Reynolds
Jean Schneider
Betty Sherwin
Eileen Staab
Ann Tisdial

Cashiers

Rose Andrew
Marge Barbaglia
Jean Biby
Jean Chapman
Peg Heintz
Darlene Hemmerich
Flo Hite
Colleen Holt
Mary Jonic
Gloria Leiner
Mary Jane Winter

Lobby Greeters

Jack Colgrove Clarence Forbes Ellen Nachman Dan Prok Elaine Sarkan John Sikora

Message Center

Helen Dobias (Wed. & Thurs.) Rose Hudac (Lunch Relief) Holly Solomon (Fri.)

Auditorium Greeters

Annie Easley Merri Fahnenbruck Chris Foutty Louis Light George Novak

Cafeteria Greeters

Rose Hudac Mary Ruth Osgood Betty Soppitt Gil Widra





TECHNOLOGY

IN THE SERVICE
OF MAN



TECHNOLOGY

IN THE SERVICE OF MAN



TECHNOLOGY

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TECHNOLOGY

IN THE SERVICE OF MAN



JAMES P. CELEBREZZE

Ohio House of Representatives

LEWIS RESEARCH CENTER Cleveland, Ohio September 19, 20 & 21, 1973

DAILY SCHEDULE - SILVER GROUP

- 9:00 WELCOMING REMARKS by the Lewis Director
- 9:10 OPENING ADDRESS by the NASA Administrator
- 9:25 START TOUR. Board bus marked with your badge color.
- 9:40 QUIETING THE FLEET 10x10 ft. Supersonic Wind Tunnel
- 10:15 SPACE ELECTRONICS TECHNOLOGY Electric Propulsion Lab.
- 10:40 COFFEE BREAK Electric Propulsion Lab.
- 11:05 POWERED LIFT 9x15 ft. Supersonic Wind Tunnel
- 11:40 THE IMPACT OF WEAR Engine Research Bldg. (West Wing)
- 12:15 CLEAN ENERGY FOR A BETTER LIFE Eng. Res. Bldg. (Center)
- 12:50 LUNCHEON DEB Cafeteria
- 1:40 RESUME TOUR. Board bus marked with your badge color.
- 1:55 SERVANTS IN SPACE Administration Bldg. Auditorium
- 2:30 BIG BOOST FROM ROCKETS Zero Gravity Facility
- 3:05 COFFEE BREAK Propulsion Systems Lab. 3 & 4
- 3:20 CLEANER SKIES Propulsion Systems Lab. 3 & 4
- 3:55 MATERIALS FOR MAN Materials Processing Lab.
- 4:30 SOCIAL at Hangar (Special Exhibits)
- 5:00 Buses start leaving for DEB, visitor parking, airport and motels.

TECHNOLOGY

IN THE SERVICE



TECHNOLOGY

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TECHNOLOGY

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TECHNOLOGY

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TECHNOLOGY

IN THE SERVICE OF MAN



LEWIS RESEARCH CENTER

Cleveland, Ohio September 19, 20 & 21, 1973

DAILY SCHEDULE - BUFF GROUP

- 9:00 WELCOMING REMARKS by the Lewis Director
- 9:10 OPENING ADDRESS by the NASA Administrator
- 9:25 START TOUR. Board bus marked with your badge color.
- 9:40 CLEANER SKIES Propulsion Systems Lab. 3 & 4
- 10:15 MATERIALS FOR MAN Materials Processing Lab.
- 10:50 COFFEE BREAK 10x10 ft. Supersonic Wind Tunnel
- 11:05 QUIETING THE FLEET 10x10 ft, Supersonic Wind Tunnel
- 11:40 SPACE ELECTRONICS TECHNOLOGY Electric Propulsion Lab.
- f2:15 POWERED LIFT 9x15 ft. Supersonic Wind Tunnel
- 12:50 LUNCHEON DEB Cafeteria
- 1:40 RESUME TOUR. Board bus marked with your badge color.
- 1:55 THE IMPACT OF WEAR Engine Research Bldg. (West Wing)
- 2:30 CLEAN ENERGY FOR A BETTER LIFE Eng. Res. Bldg. (Center)
- 3:05 COFFEE BREAK Administration Bldg.
- 3:20 SERVANTS IN SPACE Administration Bldg. Auditorium
- 3:55 BIG BOOST FROM ROCKETS Zero Gravity Facility
- 4:30 SOCIAL at Hangar (Special Exhibits)
- 5:00 Buses start leaving for DEB, visitor parking, airport and motels

GENERAL INFORMATION

Registration Fee. The registration fee covers cost of all food and beverages.

Personal Messages. Please have incoming personal messages directed to the Message Center, Area Code 216, 433-4000 Ext. 6869, located in the Development Engineering Building (DEB). Messages will be delivered to you.

<u>Telephones</u>. Pay telephones are located in the corridor next to the DEB Cafeteria.

Other telephones are available throughout the tour for emergency use. Ask your Group Leader for assistance in locating them.

Baggage. Personal baggage may be left safely in Room 1109 next to the DEB Auditorium Foyer. Weather permitting, we urge you to leave your coats there during the torium Foyer own will never be more than a few feet from a bus or building. Buses will return you to DEB to recover your personal possessions before you leave Lewis Research Center.

Personal Cameras. Cameras are permitted at the Center.

Local Transportation. Chartered buses will be used in your tour of Lewis and to take you to the Airport or motels after the Program. NASA cars are available for special local service on request. Make advance arrangements at the Courtesy Desk or notify your Group Leader if you will need special transportation.

Travel and Hotel Reservations. Reservations may be made or confirmed for you at the Travel Office, Room 1204-06, near the DEB Auditorium, or you may call Lewis phones 8068 or 6248.

Attendance Register. The Message Center in DEB, Room 1204-06, will maintain a record of the color group assignments of guests planning to attend on your day in case you need to locate other guests or to be located.

Contacting Lewis Employees. Appropriate arrangements should be made through the Receptionist in the DEB Lobby if you wish to make contact with Lewis Employees during Registration, Luncheon, or the Social.

News Room. News media representatives are invited to use the News Room facilities and to contact Lewis Public Information Officers in DEB, Room 1204-06, The telephones are 433-4000 Ext. 5982 or 762.

<u>Dispensary Service</u>. Full dispensary facilities are available in the Engine Research Building, Lewis phone 4123. Your Group Leader will help you reach these services.

Lost and Found. Personal items left behind at Tour Stops, buses, cars, or cloakrooms will be delivered to the Baggage Room, DEB, Room 1109.

REGISTRATION LISTS

DIVIDED ALPHABETICALLY: A - C

Two Trouble Desks - For Late Arrivals and Walk-Ins

NASA LEWIS RESEARCH CENTER

	NASA EXCHANGE
FOR Registration Fee	NACA EVOLIANCE
	DOLLARS
RECEIVED OF	
Septemb	per 19, 20, 21, 1973

TRAVEL ITINERARY

Walter, T. Olson TAC-11061 FOR_

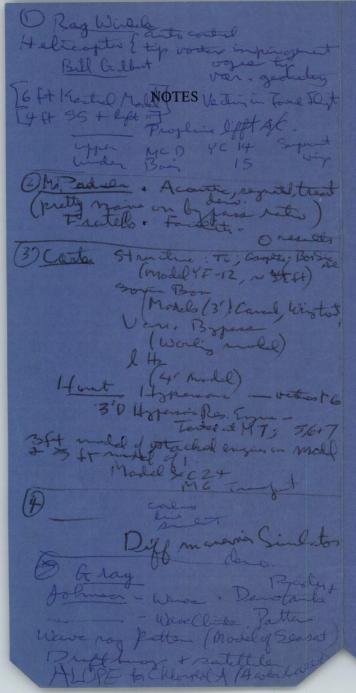
(Reconfirm re	etum reservation at least 6 hours before departure time.)
DATE	TIME (Local each point)
WED 9/11	LV. Cleveland 6:00 am AR. Langley VIA N.A.S.A. PLANE
•	LV. Langley 4:00 pm AR. Cleveland VIA N.A.S.A. PLANE
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	AR. VIA Z. Crash worlders
	LV. AR. VIA

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION LEWIS RESEARCH CENTER CLEVELAND, OHIO 44135

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TECHNOLOGY IN THE SERVICE OF MAN

DR. WALTER T. OLSON

DIRECTOR, TECHNOLOGY UTILIZATION AND PUBLIC AFFAIRS

NASA - LEWIS

BLUE GROUP

GENERAL INFORMATION

Registration Fee. Covers cost of all food and beverages.

Baggage. Personal baggage may be left safely at the Hangar Annex. Buses will return you to the area to recover your personal possessions before you leave Langley Research Center.

Personal Cameras. Use of personal cameras is permitted at the Center.

Travel and Motel Reservations. Assistance will be provided at the special Travel Desk in the Hangar Annex and during the luncheon at the Activities Building.

Lost and Found. Inquiries regarding personal items left behind at stops, buses or cars should be directed to the Information Desk at the Activities Building (Ext. 3671) or later to Area Code 804-827-2932.

Contacting Langley Employees. Appropriate arrangements should be made through the Information Desk at the Hangar Annex if you wish to make contact with Langley employees during registration, luncheon, or the social.

News Room. News media representatives are invited to use the special News Room facilities and to contact Langley Public Information staff members in the press trailer near the Hangar Annex, telephone number 3184.

Local Transportation. Chartered buses will be used for the tour of Langley and to take you to the airport or local motels after the program is completed. NASA cars are available for special local service on request. Make advance arrangements at the Information Desk during the luncheon or notify your Group Leader if you will need transportation.

SCHEDULE INSIDE

DAILY SCHEDULE - BLUE GROUP

8:00 a.m.	Registration and Coffee – Hangar Annex	
8:30 a.m.	Introductory Activities – Hangar Annex	
8:50 a.m.	START OF TOUR. Board the bus marked with your badge color.	
9:00 a.m.	LOW-SPEED AIRCRAFT - V/STOL Tunnel (Building 1212C)	
9:30 a.m.	QUIETER AIRPORT COMMUNITIES - ANRL (Building 1208)	
10:00 a.m.	TOWARD AIRCRAFT OF THE FUTURE - Unitary Wind Tunnel (Building 1251)	
10:30 a.m.	COMPUTING AND SIMULATION – MAN'S SIXTH SENSE – Flight Control Research Laboratory (Building 1268A)	
11:00 a.m.	PROTECTING OUR MARINE ENVIRONMENT — Environmental & Space Sciences Laboratory (Building 1250)	
11:30 a.m.	LUNCHEON – Activities Building (Building 1222)	
12:20 p.m.	Resume Tour. Board bus marked with blue color.	
12:30 p.m.	PRESERVING THE EARTH'S ATMOSPHERE - Stabilization & Control Laboratory (Building 1298)	
1:00 p.m.	ENERGY EFFICIENT FLIGHT - Visitor Center (Building 1202)	
1:30 p.m.	EXPLORING OUR PLANETARY ENVIRONMENT – Fatigue Laboratory (Building 1205)	
2:00 p.m.	ENERGY FOR SPACESHIP EARTH — Hangar (Building 1244)	
2:30 p.m.	TECHNOLOGY FOR SAFER AIRCRAFT - Hangar (Building 1244)	1
3:00 p.m.	SOCIAL PERIOD at Hangar Annex. Guests are encouraged to visit the special technology utilization exhibits from all NASA Centers on display.	
3:30 p.m.	Buses start leaving the Hangar Annex for Patrick Henry Airport and local motels.	

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