

Design Standards Letter

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Letter Date: 01/17/1963

Effective Date: 01/17/1963

Section/Plan No.: None

**Subject: Highway Engineers' Association Meeting Hotel Sheraton-Jefferson in St. Louis
February 27, 28, and March 1, 1963**

Body

ALL DIVISION, DISTRICT AND URBAN ENGINEERS

Reference is made to Mr. A. E. Brewer's letter to you under date of January 7, 1963, announcing the Highway Engineers' Association meeting to be held at the Hotel Sheraton-Jefferson in St. Louis on February 27, 28, and March 1. A Group Meeting is being planned by this Division on February 27th beginning at 9:30 a.m. We have set the time at 9:30 for the convenience of those Districts that prefer to make the drive on Wednesday morning so as to avoid the expense of hotel rooms, garage storage, etc., on the night before.

If it can be arranged, the program which we are planning will consist of several short talks on assigned subjects, a period reserved for showing slide pictures, and a question and answer discussion on topics of general interest. Will you please advise us if your personnel have any slide pictures (35 mm) suitable for this occasion, with a brief statement of topics covered. We would like to have your reply regarding the slide pictures along with the questions before February 8th to give us sufficient time for reviewing and editing.

We suggest that those who are authorized to attend from the District Offices be limited to Engineers of Surveys and Plans, Chief Designers or Senior Engineer II, and two from the Designer job classification. District 6 and the Urban Office, being the hosts, will not be on expenses or limited in the number of attendance. During the absence of those attending the convention, it is suggested that some qualified person be designated to handle the Division's official business.

Each employee authorized to attend is expected to purchase an Association membership card at his own expense, and to attend the convention sessions the following days. A time will be allotted during the noon hour on Wednesday, February 27 for the registration of members.

R. N. Hunter
Engineer of Surveys and Plans