

## 7th INTERNATIONAL DIFFUSE REFLECTANCE CONFERENCE

August 14-19, 1994, Wilson College  
Chambersburg, Pennsylvania USA

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May 16, 1994

«Title» «First» «Last»  
«Address»

Dear «Title» «Last»:

It is time to start detailed planning for the 7th IDRC to be held at Wilson College in Chambersburg, Pennsylvania, August 14-15, 1994.

You are cordially invited to participate as an exhibitor. All exhibits are planned to be in "Laird" Hall. This is a large open area which will afford more room than the Science Center which was used in the past. The area will be divided off as needed and should avoid any of the past problems related to movement and congestion. In addition, the poster session and evening receptions will be near by. The purpose being, to give your exhibit the maximum exposure to the select group of highly distinguished scientists attending this conference.

Space is available for table-top exhibits. Each table costs \$750, which includes registration for the meeting sessions for one person. The surface area is 30 x 96 inches capable of supporting approximately 200 pounds of instruments. Stronger tables (30 x 60) may be substituted at no additional cost. Electrical service to each table is 110V/15A. Additional services may be arranged by special request. The week-end prior to the conference is available to set up all exhibits. Take-down time is by noon Friday, August 19.

All exhibit space is to be assigned on a first-come first-served basis. If you wish to reserve space now, please mail me the check, payable to 7th IDRC. You are encouraged to send one or two scientists to man the exhibit allowing greater interaction with the conferees.

Sponsorship of the wine and cheese receptions or the hospitality suite will be also be covered by the table charge for this meeting. The receptions are on Sunday evening and before the banquet on Thursday. Hospitality suites are before dinner and after the evening sessions on Monday, Tuesday and Wednesday.

Since its inception in 1982, the conference has operated as a non-profit meeting. Income generated from exhibits provides two valuable assets: 1) top international diffuse reflectance scientists, who would not otherwise be able to attend, can be invited, and 2) promising graduate students can be invited at a reduced cost.

If you elect not to exhibit, then please consider sending one or two of your scientists as conferees. No where else can you find as many of the best diffuse reflectance people in such an intimate setting.

I am personally available before and during the conference to see that all your requirements are met. I look forward to working with you as an exhibitor next August. Otherwise, I look forward to meeting you at the conference as a fellow attendee for the exchange of ideas, problems, and solutions.

For further information, please do not hesitate to call me at (301) 504-8294 during the hours of 8-4 EST.

Sincerely,

James B. Reeves, III  
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Enclosure: