

VLSB

ARRANGEMENTS FOR SUMMER COURSE
"PLASTIC DESIGN IN STRUCTURAL STEEL"

by

Jerome E. Smith

Fritz Engineering Laboratory
Department of Civil Engineering
Lehigh University
Bethlehem, Pennsylvania

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1. ABSTRACT

The following report is a list of provisions made for the general convenience and comfort of participants in the Summer Course, PLASTIC DESIGN IN STRUCTURAL STEEL, given at Lehigh in September 1955. It does not attempt to cover the lectures and demonstrations presented. Information pertaining to the lectures and demonstrations will be found in the reports listed in REFERENCES.

2. MEALS AND REFRESHMENTS

Clambake

On the first evening of the course a clambake was held in lieu of the regular dinner. This proved to be a fine "ice-breaker". We were well satisfied in all respects with the service rendered by M.W. Wood (HE 4-0106). A meeting should be arranged with Mr. Wood and the following details settled: date; time; place; menu; price; and method of determining number of bakes served (suggestion: issue tickets to registrants, have Wood collect tickets, and pay him for the number of tickets he returns to you). Hunsicker's Grove was an ideal place for the bake. Wood was advised as early as possible as to number to expect at bake. The clambake was well attended, with approximately 260 of the 290 registrants attending.

Coffee Breaks

Coffee breaks were arranged between lectures in the morning. Mr. Moyer at Lamberton Hall handled the supplying of coffee, sugar cubes, individual cream servings, cups, and spoons. His men brought the coffee each day to four tables - one at each exit from Packard Auditorium. Tables were found throughout Packard Laboratory. Check with Dean Bewley before taking. The four girls from Fritz Laboratory served the coffee. We used approximately 18 gallons per day for about 280 persons. For cost, check in Bills File under M. W. Wood.

Meals were not served on Saturday and Sunday since only a very few people indicated their desire for them.

There were several meal plans available to participants.

The contract plan provided for seven breakfasts, seven lunches, and six dinners for \$26.65. Breakfasts were served from cafeteria line and the other two meals were served by waitresses. A menu for the entire seven days was submitted by Mr. Moyer of Lamberton Hall and a person was not allowed any choice in his meals. One hundred and sixty-nine contract plans were sold.

The lunch plan provided for seven lunches for \$8. No choice was allowed. Thirty-eight lunch plans were sold.

Individual meal tickets were available. Persons were requested to purchase these four hours before the meal at which they were to be used in order that we could advise Mr. Moyer of the number to expect at a meal. Forty breakfast tickets were sold at \$1. Sixty-seven lunch tickets were sold at \$1.25. One hundred and twenty dinner tickets were sold at \$2.50.

The only complaints heard from participants were in regard to meals. It is important to thoroughly peruse the entire menu submitted by Mr. Moyer. Also, service was rather slow. (Suggestion: look into the possibility of another caterer).

A meeting with the caterer should be arranged in order to establish the time, place, and mode of serving of each meal. Prices should be definitely set and a definite plan made to determine number of meals served (see suggestion under Clambake).

A cold supper was made available at \$1 in Lamberton Hall on the day before the Course started from 5 to 7:30 PM.

A Coke machine was installed in Fritz Laboratory during the Course.

3. HOUSING

Dormitory rooms were made available in Drinker and Taylor Halls. Mr. Woodrofe was very cooperative in this. People were charged \$1.50 per person per night. The first floor of Drinker was reserved for couples, of which we had about ten. Bed linen was changed once during the week. Prospective registrants should be advised of the topographical conditions existing between Fritz Laboratory and the dormitories.

An early meeting was arranged with Mr. Woodrofe at which the number of available rooms, method of assigning rooms, help to be expected from dormitory personnel during registration, and services to be expected from dormitory personnel were discussed.

A day or two before the Course started we met again and assigned rooms, satisfying registrants' requests as far as possible. We were given the keys to be given out as registrants arrived. Mr. Woodrofe furnished free newspapers to the dormitories.

A block of rooms was reserved at the Hotel Bethlehem for late registrants not desiring dormitory space.

4. LECTURES AND DEMONSTRATIONS

Projectors and P.A. Systems

Packard Auditorium has both built in. A.F. Bodner is in charge of them.

Fritz Laboratory - Bodner supplied P.A. system. Jack Taylor has some equipment.

The use of the Vugraph (see LSB) to project written notes onto a screen was discarded. The size of writing on the board was adequate since the book of lecture notes was so complete.

A blackboard was obtained through "Whitey" of Buildings & Grounds for Fritz Laboratory; one for Packard Auditorium through Dean Bewley.

Chairs

Chairs (200 of the folding type) were obtained through A. W. Litzenberger. These were used in Fritz Laboratory during demonstrations. Chairs were provided for about two-thirds of registrants and were adequate.

5. TRANSPORTATION

Transportation to and from the Bake was arranged with a local bus company. Tri-City was satisfactory. They were advised of number of persons to be transported and the time the busses should leave from and return to Fritz Laboratory. Busses returned from the Bake at approximately one-hour intervals (i.e., 8, 9, and 10 P.M.).

Taxi Service

All local taxi companies were alerted that people would be arriving in Bethlehem and wanting to come to Fritz Laboratory.

We chartered a limousine to be available during the peak registration hours to take people to dormitories. Oberly's Taxi was satisfactory.

Fritz Laboratory personnel provided taxi service between Packard Auditorium and Lamberton Hall at noon for the aged and infirm.

At the conclusion of the Course, if large groups of persons were going to the airport at the same time, we arranged for Airlift Taxi service to pick them up at Fritz Laboratory or their dormitories.

If weather had been bad, we had planned to provide bus service at noon up to Lambertton Hall and dormitories.

Campus parking passes for participants' cars were obtained from Mr. Litzenberger.

6. MISCELLANEOUS

Signs

Signs pointing to Fritz Laboratory were posted along main routes into city.

Signs were erected at Brodhead and Packer parking lot to indicate that it was to be used by S.C. people. Signs were placed on campus marking routes to various buildings.

STEHLY SIGNS made the parking lot signs.
GLOBE-TIMES PRINTERY made the others.

Coatracks (portable) were not available, but not needed due to good weather.

Tours

Bethlehem Steel Company (Mr. Conneen, Ext.4001).
Lehigh Structural Steel Company (Mr. Kunes).

The only information we had to supply was the total number in the group. They arranged for busses to pick us up at Fritz Laboratory and to return. The time at which busses should arrive at Fritz Laboratory should be agreed upon. Check with each Company as to whether or not ladies and cameras are permitted on the tours and so advise registrants.

Evening Movies

Four were held. These preceded the evening discussion periods. Two (MEN, STEEL, AND EARTHQUAKES and STEEL SPANS THE CHESAPEAKE) were obtained from Bethlehem Steel Company. (Ext. 2780, Mr. Conway). One (FIELD ERECTION OF STRUCTURAL STEEL) from Lehigh Structural Steel (Mr. Kunes) and one (VOICE OF A CHOIR) from the Bach Choir (Bob Ketter).

Information bulletin boards were maintained in Fritz Laboratory and Packard Laboratory. On these were kept messages, pertinent telephone numbers, literature on New York sightseeing (courtesy of Mr. Higgins), registration lists, etc.

A.F. Bodner ran the movies in Packard Auditorium. The Auditorium must be reserved for these through Mr. Wagner.

A program was printed and distributed at the time of registration.

An information sheet was printed and distributed at time of registration.

Railroad timetables were made available.

Campus maps were placed in a conspicuous place in the buildings used by S.C. participants. Arrows indicating YOU ARE HERE were pasted to the map and buildings used by participants were outlined in red.

A packet was issued to each registrant at the time of registration. This contained the lecture notes, information sheet, campus map, clambake registration, week end meal registration, and notes of welcome from Mr. Higgins and Professor Eney.

Registration at Fritz Laboratory

Approximately six people were used for this from 10 A.M. until midnight the day before the Course started and from 8 A.M. until noon of the next day. Thereafter a girl was kept in the Foreman's office to accept late registrations, answer questions, take orders for photos, lecture notes, etc.

Registration procedure went as follows: Name tag was given out or typed if not previously typed. Registrant's name was checked off or added to registration list. Registrant was advised of different meal plans and dormitory accommodations and asked if he cared to take advantage of any. His total bill was computed and he received a receipt on payment. He was asked to fill out a clambake registration form, was given a key (if staying in dormitory) and issued a program and packet.

The Bothlechem Police Department was very cooperative in placing NO PARKING signs on Packer Avenue across from Fritz Laboratory for busses on tour and clambake days.

Excess literature was placed on tables in Room 602 and participants were made aware of this.

Photographs were taken of the demonstrations and a group photo was taken. Orders were taken for these photos to be delivered in the future.

Orders for additional copies of lecture notes were taken.

Names were taken to form a list of persons desiring announcements of availability of future literature.

7. REFERENCES

See black book (Report No. 205.38) for original, broad plans.

See Report No. 205.32 for Lecture Notes

See Report No. 205.36 for Demonstrations

See Report No. 205.37 for Material distributed to participants.