

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, D.C.



17 June 1965

Charles A. Berry, M.D.  
NASA Manned Spacecraft Center  
Houston, Texas 77058

Dear Charles

Attached is a copy of the report of the Scientific Program Committee of the Aerospace Medical Association covering the 1964-1965 activities. I hope that it may be of some small assistance to you. Your most excellent assistance as a member of my committee and for putting on the fine Gemini TV presentation will linger long in the appreciation part of my memory. Many thanks!

Sincerely

A handwritten signature in dark ink, appearing to read "John M. Talbot", is written over the typed name.

JOHN M. TALBOT  
Brigadier General, USAF, MC  
Special Assistant to the Surgeon  
General for Medical Research

1 Atch  
Committee Chairman Report  
w/9 Atchs

JUN 21 1965

REPORT OF THE  
SCIENTIFIC PROGRAM COMMITTEE  
36th ANNUAL MEETING  
AEROSPACE MEDICAL ASSOCIATION

This report is divided into four parts: pre-convention activities of the Committee; pre-convention activities of the chairman; Committee activities during the convention; and a summary analysis of the scientific program. Details of the committee membership and the program content may be found in publications of the Aerospace Medical Association, such as the Program of the 36th Annual Meeting. The undersigned was fortunate to have a committee composed of outstanding specialists in aerospace medicine, all of whom were cooperative and helpful to a superlative degree. My feeling of gratitude for the splendid assistance of each member of the Committee is hereby a matter of record.

Pre-convention Activities of the Committee:

The first of three meetings of the Committee was at Association Headquarters in July 1964. It was a preliminary program planning meeting attended primarily by the members living in the D. C. area. Atch 1 outlines the actions of this meeting. On 23 and 24 November 1964, the Committee met in nearly full membership to review the abstracts and select the proposed program. Prior to this meeting the chairman attempted to divide all abstracts into technical categories to facilitate handling. At the beginning of the meeting, the Committee agreed to the basic anatomy of the program including its length, length of individual presentations, a list of scientific and technical categories for program groupings, the number of sessions, and the inclusion of certain special events such as the four closed circuit television presentations and two special sessions for which longer papers by invited speakers would be given (supersonic transport and circadian rhythms sessions). It was then possible to select papers to fill in the program.

Chairman's Pre-convention Activities:

In summary, the chairman:

Wrote to all authors whose papers had been selected, using letter format shown in Atch 2.

Wrote to all authors whose papers had not been selected, using letter format shown in Atch 3.

Drew up a list of proposed session chairmen and co-chairmen and in so doing attempted to strike a balance of representation among military, other federal agencies, US civilian, and foreign members. Members of the Scientific Program Committee were given first choice of sessions to chair; heads of standing committees and other distinguished members of the Association were considered ahead of other members. Letters of invitation and, later, letters of instruction were sent as shown in Atchs 4 and 5.



Prepared and submitted to the Executive Vice President a master draft of the program with all detail as it should appear in the advance printed program.

Sent copies of abstracts of all papers on the program to the Editor of Aerospace Medicine.

Sent letters of invitation to invited speakers for the two special sessions (supersonic transport and circadian rhythms).

Prepared a letter to remind authors about the preprints, Atch 6.  
(Dr. Kennard's office assisted in mailing.)

Telephoned key personnel in the participating federal agencies and in certain of the larger industrial firms to urge authors to meet the preprint deadline.

Sent out announcement of a meeting of the committee for the Saturday afternoon just preceding the convention.

Kept in touch with the Executive Vice President on a continuing basis to handle minor changes in the program. (It was necessary to make seven substitutions in the program because of withdrawals, one of which occurred on the Tuesday during the convention.)

#### Activities During the Convention:

The Committee convened on the afternoon of the Saturday just preceding the convention. Less than half were able to attend because of planned later arrivals. The chairman briefed the Committee on the program status and on the functions of the Committee during the convention; handed out "duty rosters" (Atch 7) and information copies of the session chairman's report form (Atch 8), both of which were explained. The Committee members cooperated in covering their assigned duty periods at the Association headquarters and in the session rooms. During the Bauer Lecture, the chairman sat on the platform with the President and the Bauer Lecturer.

#### Summary of the Scientific Program:

Atch 9 is an analysis of the session chairmen's reports. In general it is a favorable report on the program and the way in which it was handled.

JOHN M. TALBOT  
Brigadier General, USAF, MC  
Chairman, Scientific Program Committee  
36th Annual Meeting, Aerospace Medical  
Association

9 Atch  
a/s



# AEROSPACE MEDICAL ASSOCIATION

Scientific Program Committee, 36th Annual Meeting  
Hilton Hotel, New York  
26 - 29 April 1965

## MINUTES OF THE FIRST MEETING

The Washington, D. C. area members of the Scientific Program Committee convened on 14 July 1964 at 1:00 PM at the Aerospace Medical Association Headquarters. The following members were present:

Edward J. Baldes, Ph.D., Life Science Div., OCRD  
Walton L. Jones, Captain, MC, USN, Code RBH, NASA Hq  
Alvin G. Meyer, Colonel, USAF, MSC, Hq USAF, AFMSP  
Richard H. Kastner, M.D., Ph.D., Suburban Mental Health Clinic  
Robert A. Patterson, Colonel, USAF, MC, Hq USAF, AFMSH  
Robert E. Robards, Lt Colonel, USAF, MC, Hq USAF, AFRSTA  
Joseph P. Pollard, Captain, MC, USN, ONR, Navy Dept  
Stanley R. Mohler, M.D., CARI - FAA, Oklahoma City, Okla  
Arthur E. Wentz, M.D., GCRI-FAA, Washington, D. C.  
Frederick J. Frese, Jr., Colonel, USAF, MC, ODDR&E  
Romney H. Lowry, M.D., FAA, Washington, D. C.

In addition, Executive Vice President Kennard participated.

The purpose of the meeting was to initiate program planning and to secure decisions on several items which are important for initial planning purposes. These are described in the following paragraphs.

The Chairman reviewed several points of policy and guidance which had been obtained informally from President Bedwell. There will be a joint session with the Flying Physicians Association. General Bedwell favors having some panel sessions in special subjects as well as live color TV presentations. He feels that it would be a mistake to schedule any part of the meeting at the World's Fair. Because of the Fair, it is important that our scientific program be arranged earlier than usual so as to permit early bookings of hotel reservations. Regarding the program itself, he would like the sessions to start at 0830 and to have the last paper scheduled to start not later than 1645 each day. Action items considered:

1. Length of presentations. This item was thoroughly discussed. It was concluded that our rule should be that all oral presentations, except for possible invited papers and certain papers selected from submitted abstracts, will be held to ten minutes, with five minutes allowed for questions and answers. This will not influence the length of formal manuscripts needed for possible publication in Aerospace Medicine.

*Atch 1*



2. Subcommittee on Motion Picture Program. Because of the importance of selecting the best available in new material, and of completing the round up of films for this program by mid-February 1965, the Chairman appointed a Subcommittee on the Motion Picture Program. The list of members follows:

Romney H. Lowry, Chairman  
Walton L. Jones  
Joseph P. Pollard  
Edward J. Baldes  
Robert E. Robards  
Stuart Bondurant

3. Color TV Program. The Committee confirmed the desirability of having some closed circuit, live, color TV presentations as part of the scientific program. Smith, Kline, and French, Inc. has agreed to provide this service again for the Association. Because of the need to allow ample lead time for this item, the Committee determined that the following responsible persons would be asked to participate, with subject matter somewhat as indicated:

Romney H. Lowry (for FAA) - selected medical problems and research in civil aviation

Lawrence Lamb (for USAF SAM) - advanced medical selection of aerospace pilots and cardiovascular monitoring in weightless flight

Charles A. Berry (for NASA MSC) - Progress Report on Project Gemini

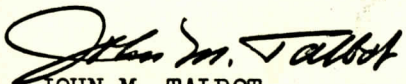
It is planned that the proposed TV program participants will meet with members of the Smith, Kline, and French team at 1030 hours, 27 July 1964, in Dr. Lowry's office at FAA Headquarters, Room 300E, Federal Office Building 10A, 800 Independence Avenue, Washington, D. C.

4. Structure of the Scientific Program. This subject was discussed at length. It was agreed that general sessions on important subjects of broad interest which would appeal to a large cross section of the attendance should be scheduled for each day. These would include, for example, some invited papers of greater than ten minutes duration; certain presentations selected from the submitted abstracts which likewise would be for longer than ten minutes; TV presentations; and panel presentations. Along with this series of general interest sessions would be two other simultaneous scientific sessions grouped under appropriate headings as in past programs.

5. Follow-up actions by the Committee. As a back up to the call for papers which will appear in summer and fall issues of Aerospace Medicine, it was agreed that each member of the Committee should try to persuade scientists and other aeromedical specialists of his acquaintance, who have worthwhile contributions to make, to submit abstracts for consideration. To assist in this, each Committee member will be provided with a dozen reprints of the call for papers announcement.

6. Date and place of the principal meeting. The principal meeting of the Committee will be for the purpose of actually selecting the papers which will make up the program. This must be accomplished earlier than usual this year because of hotel reservation limitations in New York City. It was agreed that the Committee would meet for two days in Washington, D. C., commencing at 0830 on 23 November, at the Marriott Motor Hotel, located at the Virginia end of the 14th Street Bridge (US Route 1).

7. Interim actions. It is hoped that it will not be necessary to convene the full Committee except as indicated in Item 6. As nearly as possible, actions between now and 23 November will be coordinated with the Committee membership by the most convenient means.



JOHN M. TALBOT  
Brigadier General, USAF, MC  
Chairman



# Aerospace Medical Association

SAMPLE  
Notice of Acceptance  
of Abstract

## President

MAJ. GEN. T. C. BEDWELL, JR., USAF, MC  
AEROSPACE MEDICAL DIVISION, AFSC  
BROOKS AIR FORCE BASE, TEXAS



## First Vice President

CAPT. FRANK B. VORIS, MC, USN  
P. O. BOX 104  
GARRETT PARK, MARYLAND

## President-Elect

NEAL E. BAXTER, M.D.  
306 EAST KIRKWOOD AVENUE  
BLOOMINGTON, INDIANA

WASHINGTON NATIONAL AIRPORT

WASHINGTON, D. C. 20001

## Executive Vice President

### Secretary-Treasurer

WILLIAM J. KENNARD, M.D.  
AREA CODE 202 638-2190

Dear

In behalf of the Scientific Program Committee, I am pleased to advise you that your proposed paper on

has been accepted for presentation at the 36th Annual Scientific Meeting of the Aerospace Medical Association in New York City, April 26th through 29th, 1965. Your presentation is tentatively scheduled for

The Scientific Program rules, as well as guidance about manuscript and preprint preparation and other items of information, are contained in Attachment 1.

For emphasis, certain program rules are repeated here. First, the time allowed for each presentation, including any discussion time desired by the author, will be 15 minutes. Complete details of your paper should be contained in the final version of your manuscript, which is to be handed to your session chairman at the time of your presentation. Second, because lecture slides are sometimes difficult to read in large meeting rooms, it is suggested that you give special attention to the preparation of clear, legible slides. Some valuable guidance on slide preparation and use is contained in the inclosed pamphlet. Third, the Association provides only three types of projection equipment: the 2 x 2 inch and the 3 1/4 x 4 inch slide projectors, and the 16mm sound motion picture projector.

We look forward with pleasure to your participation in the 1965 Annual Meeting.

Sincerely

*John M. Talbot*

JOHN M. TALBOT  
Brigadier General, USAF, MC  
Chairman, Scientific Program

3 Atch  
1. Program rules  
2. Pamphlet

*Atch 2*



PROGRAM RULES, GUIDES, AND OTHER INFORMATION  
for Authors of Papers for the  
Scientific Program  
of the  
1965 AEROSPACE MEDICAL ASSOCIATION MEETING

Program Rules. *and Guide:*

1. With the exception of certain invited papers for special sessions, each speaker will be allowed a maximum of 15 minutes for presentation and discussion. For example, if the speaker wishes to allow 5 minutes for discussion, he should limit his oral presentation to 10 minutes. Time limits will be strictly observed *by chairman.*

2. No individual may present more than one paper *not be senior author on more than one paper.*

*PREPRINT* 3. Final Manuscripts. Final manuscripts should be prepared as outlined in the *next* paragraph immediately following. *For press use, one copy of the final manuscript must be mailed to Mr. Alfred A. Gentilcore, Chairman of the Publicity Committee, in care of the New York Hilton Hotel, 1335 Avenue of the Americas, New York 19, New York, to arrive not later than April 16, 1965, and one copy must be handed to the session chairman at the time of presentation. Each author is requested, in addition, to prepare a condensed version of his paper for the Preprint Program (see Preprint Program, below).* *Authors who do not submit a preprint version of their manuscripts must, instead, mail 25 copies of their complete, final manuscripts to Mr. Alfred A. Gentilcore, Chairman of the Publicity Committee, in care of the New York Hilton Hotel, 1335 Avenue of the Americas, New York 19, New York, to arrive not later than April 16, 1965.* *If you prepare preprint - send 1 copy to Secret. by 15 April.*

*PRESS COPIES* Preparation of Manuscripts. Manuscripts must be prepared in accordance with the rules of AEROSPACE MEDICINE, which are as follows:

Manuscripts must be typewritten, double-spaced, and should not exceed 15 pages. Manuscripts shall include an informative abstract, to be printed at the beginning of the article, and should be suitable for use by abstracting Journals without rewording. It shall state clearly what was done, what was found, and what was concluded, and should not exceed 150 words. The original copy of the manuscript should be submitted at the time of presentation to the Session Chairman for the Editor. ILLUSTRATIONS preferably should be glossy photographic prints, not larger than 8 x 10 inches, accompanied by an explanatory legend. Cost of cuts, including redrawing or repairing illustrations to make them suitable for photographic reproduction, to the amount of \$25 will be assumed by the Association; any amount beyond that limit is chargeable to the author. TABLES: The author may be allowed a combination of four (4) tables reproduced as line etchings and tables set in type amounting to no more than six (6) column inches. Any charges beyond these limits are chargeable to the author. Authors will be informed prior to printing of all extra charges for illustrations and/or tables when they exceed the maximum allowances set forth above. Bibliographic references should be listed alphabetically by the last name of the senior author and numbered. Each reference should be cited in the text by the appropriate number. The style of the Index Medicus should be followed. Only references essential for the reader's guidance should be included. Galley proofs are provided prior to publication, accompanied by an order blank for reprints.



All manuscripts are subject to editing and, upon receipt, become the property of the Aerospace Medical Association. They are automatically referred to the Editor of AEROSPACE MEDICINE for consideration for publication unless a contrary request is made by the author.

Preprint Program. Each author is requested to submit a condensed version of his paper to the Aerospace Medical Association, Washington National Airport, Washington, D. C. 20001, to arrive not later than March 26, 1965. It should consist of two typed, single spaced pages of text, not to exceed 1200 words, and, when appropriate, one page of tables and figures, up to a total of three pages. Standard size 8½ x 11 inch paper is preferable, although 8 x 10½ inch paper will be accepted. All pages must leave at least one inch of margin on the left side. The first page of the text should include the title of the paper, name of author or authors, followed by degrees or military rank, and affiliation. This document will form a part of the volume of preprints to be ready for sale by the Association during the Annual Meeting. It takes the place of the 25 copies of the full manuscript mentioned in Final Manuscripts above.

*Complete just card to me.*

*OK* Authors' Expenses. The Association does not pay the expenses incurred by authors in connection with the preparation of papers and attendance at meetings to present them, or remuneration to authors for papers published by the Association.

*OK* Publication by Others. Publishing rights are reserved by the Aerospace Medical Association. Abstracts may be published with permission if credit is given to the author and to the Aerospace Medical Association.

*OK* Hotel Reservations. Hotel reservations may be a problem in New York City because of the World's Fair. It is recommended that you make your reservations without delay. For your convenience, a hotel reservation card is inclosed.

### Presentation:

*Each author will be contacted by the session chairmen prior to the session to ascertain the correctness of the name of the person presenting the paper. All presenters should arrive at the session 15 min before they start & should turn in slides etc. to projectionist, check in with chairman. Chairs will be reserved on the front row for speakers.*

SAMPLE

# Aerospace Medical Association

Notice of Rejection  
of Abstract - Routine

**President**

MAJ. GEN. T. C. BEDWELL, JR., USAF, MC  
AEROSPACE MEDICAL DIVISION, AFSC  
BROOKS AIR FORCE BASE, TEXAS



**First Vice President**

CAPT. FRANK B. VORIS, MC, US  
P. O. BOX 104  
GARRETT PARK, MARYLAND

**President-Elect**

NEAL E. BAXTER, M.D.  
306 EAST KIRKWOOD AVENUE  
BLOOMINGTON, INDIANA

WASHINGTON NATIONAL AIRPORT  
WASHINGTON, D. C. 20001

**Executive Vice President**

**Secretary-Treasurer**

WILLIAM J. KENNARD, M.D.  
AREA CODE 202 638-2190

Dear

As Chairman of the Scientific Program Committee for the 36th Annual Meeting of the Aerospace Medical Association, I regret to advise that your proposed paper entitled

could not be accepted for presentation in the 1965 program. This decision of the Committee should not be construed as reflecting any discredit on the merits of your paper. The problem, as in previous years, was that the limitations of time in the program made it possible to select only about three of every four of the submitted abstracts.

In behalf of the Committee, I thank you for your courtesy and interest in responding to the call for papers and trust that you will not be discouraged from submitting an abstract for participation in a future program of the Association.

Sincerely

JOHN M. TALBOT  
Brigadier General, USAF, MC  
Chairman, Scientific Program  
Committee

Atch 3



SAMPLE

# Aerospace Medical Association Invitation to Cha

*President*

MAJ. GEN. T. C. BEDWELL, JR., USAF, MC  
AEROSPACE MEDICAL DIVISION, AFSC  
BROOKS AIR FORCE BASE, TEXAS



*First Vice President*

CAPT. FRANK B. VORIS, MC, U  
P. O. BOX 104  
GARRETT PARK, MARYLAND

*President-Elect*

NEAL E. BAXTER, M.D.  
306 EAST KIRKWOOD AVENUE  
BLOOMINGTON, INDIANA

WASHINGTON NATIONAL AIRPORT  
WASHINGTON, D. C. 20001

*Executive Vice President*

*Secretary-Treasurer*

WILLIAM J. KENNARD, M.D.  
AREA CODE 202 638-2190

Dear

The Scientific Program Committee has assembled what we hope and expect will be an outstanding program for the 36th Annual Meeting of the Association. The next step in preparing for this event is the designation of chairmen and co-chairmen for the various sessions.

Because of your contributions to the field of aerospace medicine and your sustained support of the Aerospace Medical Association, I take pleasure, in behalf of the Committee, in inviting you to chair the session entitled

(Session title)

which is scheduled for (time) on April (date), 1965. It is hoped that you will find it possible to accept this invitation since your participation will add much to the quality and interest of the program. Kindly notify the undersigned at your earliest convenience of your acceptance or otherwise.

Prior to the meeting, the Committee will send you some detailed information about your responsibilities as a session chairman.

Sincerely

*John M. Talbot*

JOHN M. TALBOT  
Brigadier General, USAF, MC  
Chairman, Scientific Program  
Committee

atch 4

SAMPLE

Duties of Chairmen  
and Co-Chairmen

# Aerospace Medical Association

## President

MAJ. GEN. T. C. BEDWELL, JR., USAF, MC  
AEROSPACE MEDICAL DIVISION, AFSC  
BROOKS AIR FORCE BASE, TEXAS



## First Vice President

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P. O. BOX 104  
GARRETT PARK, MARYLAND

## President-Elect

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306 EAST KIRKWOOD AVENUE  
BLOOMINGTON, INDIANA

WASHINGTON NATIONAL AIRPORT  
WASHINGTON, D. C. 20001

## Executive Vice President

### Secretary-Treasurer

WILLIAM J. KENNARD, M.D.  
AREA CODE 202 638-2190

12 April 1965

## MEMORANDUM FOR THE CHAIRMEN AND CO-CHAIRMEN OF THE SCIENTIFIC SESSIONS, 36th ANNUAL MEETING OF THE AEROSPACE MEDICAL ASSOCIATION

SUBJECT: Duties of Chairmen and Co-chairmen

In behalf of the Scientific Program Committee, the following checklist of your duties as a scientific session chairman or co-chairman has been prepared for your information and guidance. We beg the indulgence of those "old pros" at chairing scientific sessions.

Clearly, the most important task is to keep the session on schedule. The majority of authors, as indicated in the program, are allowed only 15 minutes total time for presentation and answering questions. If a speaker wishes to reserve a part of his period for questions and answers, the chairman should cooperate if at all possible.

### Checklist of duties:

- a. Be at the session room 15 minutes ahead of time when feasible.
- b. Assure yourself that the three projectors and the projectionist are present and ready to go (the Association provides only the following, and speakers have all been notified of this: 2 x 2 inch, 3 1/2 x 4 inch, and 16mm sound movie projectors).
- c. Assist speakers in delivering their slides and instructions to the projectionist.
- d. Start the session on time.
- e. Make your introduction of speakers very brief so as not to rob speakers of their time for presentation.
- f. By all means, keep the session rigidly on schedule. Be ruthless if necessary. We suggest you warn the speaker two or three minutes before his time is up. This may be done verbally or by passing him a note or by other means. If speaker allows time for questions and answers during his allocated period, this must also be time-controlled.

### VICE PRESIDENTS

WILLIAM M. HELVEY, M.D.  
SUNNYVALE, CALIFORNIA

ROBERT LA PLANE, M.D.  
PARIS, FRANCE

LUIS DE LA SERNA, M.D.

CHARLES I. BARRON, M.D.  
CHARLES A. BERRY, M.D.  
J. HAROLD BROWN, M.D.  
EARL T. CARTER, PH.D., M.D.  
RALPH L. CHRISTY, CAPT., USN

### EXECUTIVE COUNCIL

MERRILL H. GOODWIN, CAPT., USN  
JAMES L. HOLLAND, RADM, USN  
RICHARD W. LAWTON, M.D.  
ROMNEY H. LOWRY, M.D.  
JAMES B. NUTTALL, COL., USAF

*Atch 5*



- g. Collect a copy of final manuscript from each speaker and deliver it to Association Headquarters, Bryant Suite A (do not take it to the press room).
- h. Complete the session chairman's report on the form provided at your chairman/co-chairman table. Please deliver this report to the Association Headquarters.
- i. Make announcements as may be requested.

We are grateful for your courtesy and cooperation in assuming responsibility for managing your scientific session.

*John M. Talbot*

JOHN M. TALBOT  
Brigadier General, USAF, MC  
Chairman, Scientific Program  
Committee

# Aerospace Medical Association

## President

MAJ. GEN. T. C. BEDWELL, JR., USAF, MC  
AEROSPACE MEDICAL DIVISION, AFSC  
BROOKS AIR FORCE BASE, TEXAS



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WASHINGTON NATIONAL AIRPORT  
WASHINGTON, D. C. 20001

## Executive Vice President

### Secretary-Treasurer

WILLIAM J. KENNARD, M.D.  
AREA CODE 202 638-2190

19 March 1965

Dear Author:

By this letter we make a very special request. Please immediately complete your preprint of the paper to be presented at the forthcoming Annual Scientific Meeting of the Aerospace Medical Association, 26-29 April 1965.

It has been arranged with our printer to include your preprint, if received in the Washington office by 6 April (earlier if possible). We know you want your paper included in this special publication which will be available in limited number for purchase at the Annual Meeting. Until subsequent publication of your complete paper, this volume of preprints will provide a comprehensive summary of your work and progress to other scientists and interested attendees.

Please refer to our letter of December 1964 which will give you details on the over-all requirements concerning the presentation of your paper and participation in the meeting. Inclosed is an extract from that letter which provides data on the preparation of preprints.

We have a second important request. Please take a moment to complete the attached airmail self-addressed card and mail it TODAY. It will greatly assist us in planning our tight printing schedule if we can estimate the final requirements NOW. Please check the appropriate boxes on the card.

Sincerely,

JOHN M. TALBOT  
Brigadier General, USAF, MC  
Chairman, Scientific Program  
Committee

P.S.: The Publicity Committee Chairman has requested that authors desiring distribution of personal press releases and accompanying photographs bring 100 copies of each to the Press Room before presentation of paper.

Attach 6



Extract from

PROGRAM RULES, GUIDES, AND OTHER INFORMATION  
for Authors of Papers for the  
Scientific Program  
of the  
1965 AEROSPACE MEDICAL ASSOCIATION MEETING

Preprint Program. Each author is requested to submit a condensed version of his paper to the Aerospace Medical Association, Washington National Airport, Washington, D. C. 20001, to arrive not later than March 26, 1965. It should consist of two typed, single spaced pages of text, not to exceed 1200 words, and, when appropriate, one page of tables and figures, up to a total of three pages. Standard size  $8\frac{1}{2}$  x 11 inch paper is preferable, although 8 x  $10\frac{1}{2}$  inch paper will be accepted. All pages must leave at least one inch of margin on the left side. The first page of the text should include the title of the paper, name of author or authors, followed by degrees or military rank, and affiliation. This document will form a part of the volume of preprints to be ready for sale by the Association during the Annual Meeting. It takes the place of the 25 copies of the full manuscript mentioned in Final Manuscripts below.

Final Manuscripts. Final manuscripts should be prepared in accordance with the rules of AEROSPACE MEDICINE, as previously outlined. For press use, one copy of the final manuscript must be mailed to Mr. Alfred A. Gentilcore, Chairman of the Publicity Committee, in care of the New York Hilton Hotel, 1335 Avenue of the Americas, New York 19, New York, to arrive not later than April 16, 1965, and one copy must be handed to the session chairman at the time of presentation. Each author is requested, in addition, to prepare a condensed version of his paper for the Preprint Program. Authors who do not submit a preprint version of their manuscripts must, instead, mail 25 copies of their complete, final manuscripts to Mr. Alfred A. Gentilcore, Chairman of the Publicity Committee, in care of the New York Hilton Hotel, 1335 Avenue of the Americas, New York 19, New York, to arrive not later than April 16, 1965.

**SCIENTIFIC PROGRAM COMMITTEE  
Activities Schedule**

	Association Headquarters	Sutton Ballroom	Murray Hill Suite	Regent Room	Beekman Room & Gibson Suite	Nassau Suite
<b>Monday</b>						
1015-1200	Robards	Berry	Bondurant	Baldes	Clark	
1400-1700	Frese	Gullett	Hunley	Jones	Kastner	
<b>Tuesday</b>						
1030-1200	Lowry	McNeely	Meyer	Mohler	Patterson	
1400-1700	Pollard	Siegel	Urschel	Wentz	Wagner	
<b>Wednesday</b>						
1030-1200	Berry	Robards	Baldes	Bondurant	Frese	
1400-1700	Hunley	Jones	Gullett	Clark	Lowry	
<b>Thursday</b>						
1030-1200	McNeely	Mohler				Kastner

**Notes:** During the times shown above, the indicated members of the Scientific Program Committee are requested to:

Association Headquarters - check in every 30 minutes during your assigned period; perform such services as may be required; receive session chairman's reports and hand to Gen. Talbot.

All scientific session rooms - before session starts, assure presence of projectionist and projection equipment; check function of PA system; see that pointer, timer, etc., are there; assure presence of chairman and/or cochairman; if none, take over this duty; remind chairman to keep on schedule and to make out and turn in his report; assure that speakers give their slides and/or films to projectionist before session starts if at all possible

Gibson Suite - - - - - Check attendance at motion picture program every 30 minutes and hand Gen. Talbot a slip showing estimated attendance.

If this duty schedule conflicts with your other activities, please arrange substitution by mutual consent with another committee member and enter change on "master schedule" in Association Hq.

Thank you for your courtesy

attach 7



AEROSPACE MEDICAL ASSOCIATION

Session Chairman's Report

The Scientific Program Committee requests that each Session Chairman complete the following report and deliver it to Association Headquarters in the Bryant Suite:

1. Did your Session start on time and stay on schedule? ☐ YES ☐ NO. If NO, please explain.
2. Were there any administrative or other difficulties in managing your session? ☐ NO ☐ YES If YES, please explain.
3. Were the projection equipment and projectionist services satisfactory? ☐ YES ☐ NO If NO, please explain.
4. How many speakers used the following items of projection equipment?  
2" x 2" projector, number of speakers \_\_\_\_\_  
3 1/4" x 4" projector, number of speakers \_\_\_\_\_  
Motion Picture projector, number of speakers \_\_\_\_\_
5. What was the quality of the papers presented in your session?
6. How well designed and used were the speakers' slides and other visual aids?
7. Were there any presentations which seemed inappropriate or of little or no interest to the audience? ☐ NO ☐ YES If YES, please explain.
8. How many people attended your session? \_\_\_\_\_
9. Number of manuscripts collected and turned in to Association Headquarters in the Bryant Suite. \_\_\_\_\_
10. Other remarks and/or recommendations.

Chairman or Co-Chairman \_\_\_\_\_

Title of Session \_\_\_\_\_

Time and Date \_\_\_\_\_

Thank you

*Atch 8*

# SUMMARY ANALYSIS OF THE SCIENTIFIC PROGRAM

## CONSOLIDATION

1. With only a few exceptions sessions began and ended on time.
2. There were very few administrative problems and these were readily solved.
3. Projector equipment was generally satisfactory. There were occasional mix-ups but these were rare.
4. Projector equipment was well used.
  - 2 x 2 projector used 76 times
  - 3 x 4 projector used 73 times
  - Movie projector used 18 times
5. Papers generally were considered good. Some ranged from adequate to outstanding. Except for the positive comments regarding poor papers, this question didn't elicit much worthwhile information.
6. Visual aids were generally quite good. A few slides were too crowded, and a rare one was out of sequence.
7. Several papers were considered unworthy, none were inappropriate. The uninteresting, or too technical ones noted:
  - "Between Two Generations" (Oper Avn Med)
  - "Possible Physiological Effects of Long-term Weightlessness on Man" (Envir Phys)
  - "Analytical Gas Desorption Apparatus" (Life Support)
  - "A Critique of the Biological Significance of the Supersonic Transport Radiation Environment" (Med Aspects of Supersonic)
8. Attendance varied from a low of 12 to a high of 400.
  - Consistent low: Operational Aviation Med  
Instrumentation and Techniques
  - Consistent high: "Medical Aspects of Air Traffic Control (250-300)"  
"Safety & Survival" (150-200)



"Clinical Aviation Med." (150-400)

Most of the sessions ran an attendance between 50-100, mostly nearer to 50.

9. Manuscripts collected - 116.

10. Remarks and recommendations:

"Seriously consider fewer papers and a more concentrated effort at discussions."

"We tend to have too much data on old concepts and too little discussion of new ideas, alternate approaches, etc."

"A highly effective mixture of long and short papers."

"A microphone on a wandering lead would be helpful for question periods."

"15 minutes for a paper is too short, suggest 20 minutes."

"Paper selection should emphasize new data not reports on a routine  
system  
system."

11. It may be of interest to note that the estimated attendance at scientific sessions ran fairly high on Monday but gradually diminished as follows:

Monday - 10:30	--	650
Monday - 1400	--	475
Tues. - 0830	--	430
Tues. - 1030	--	325
Tues. - 1545	--	220
Wed. - 0830	--	205
Wed. - 1400	--	225
Wed. - 1545	--	290