PRESIDENT'S MESSAGE ...... C. Nicholas Hodnett, Ph.D.

The SOFT Board of Directors met on February 14, 1989, during the AAFS meeting in Las Vegas. Following is a summarization of some interesting items discussed at that meeting.

Jane and Tully Speaker reported a profit of $13,500 from the 1988 SOFT annual meeting in Philadelphia. The Speakers and the Philadelphia Toxicology Forum are to be congratulated for a superb scientific meeting and their success as excellent hosts.

Mike Schaffer is promising a worthwhile 1989 SOFT meeting in Chicago, October 18-21. A meeting flyer and call for papers have been included in this issue of ToxTalk. More than half of the available exhibit spaces are already reserved.

During the AAFS meeting, there were many other meetings held and committee reports presented relative to forensic laboratory accreditation and licensing, personnel certification, laboratory procedures and methods, guidelines, etc. These activities and the numerous informal discussions they spawned during the week indicate a growing consensus among forensic laboratory personnel that we must produce formal self-regulatory programs defining proper forensic laboratory practices, including self-evaluation and leading to voluntary accreditation or people in various capitol cities will determine what they think is best for us. The SOFT Board and members were actively working toward these goals. (continued page 2)
SOFT VP Robert Bost served as chairman of a toxicology subcommittee during the meeting of the ASTM Standards Development Committee E-30 on Forensic Science and was selected as vice-chairman of this ASTM committee and also SOFT liaison with ASTM.

SOFT past-president Michael McGee represented SOFT at an organizational meeting on board certification in criminalistics.

A draft of the Guidelines Committee preliminary report was distributed and discussed during the Toxicology Section meeting. Michael Peat (chairman) and his committee met at the end of the week. A copy of this report is included in this issue of ToxTalk. Last year, the Insurance Institute for Highway Safety provided a $5,000 grant to fund a meeting of the Guidelines Committee which produced this preliminary report. Additional committee meetings will be necessary if a final report is to be prepared and presented at the SOFT meeting in Chicago. Last fall, the Board authorized the committee to seek outside funding to continue meeting and made available $1,000 in matching funds; however, no outside funding source was identified. Because the fruition of this committee's task will be of great value to all of us, the Board approved the expenditure of $11,000 to fund two meetings of the committee. This money was available due to the financial success of the 1988 meeting.

A new committee, Legislation Research and Reporting, has been created to track federal and state legislative activities that could influence how we practice forensic toxicology, advise the membership of such activities, and attempt to coordinate any appropriate input SOFT may have to the legislative bodies. Members are Halle Weingarten (chair), Thorne Butler, Kurt Dubowski, Bob Turk and Irving Sunshine. If you have the interest and follow your state legislature's activities, please pass relevant information on to Halle Weingarten.

PRESIDENT HODNETT APPOINTS '89 COMMITTEES

MEMBERSHIP: R. Pinder (chair), V. Watts (1 yr), C. Sutheimer (2 yr), R. Cohen (3 yr)

BUDGET, FINANCE & AUDIT: W. Anderson (chair), T. Rohrig, C.N. Reading, R. Eberhardt, W.C. Long


PUBLICATIONS: Y. Caplan (chair), J. Park*

TOX-TALK: Y. Caplan & J. Monforte (chairs), C. Walls*

EDUCATIONAL RESEARCH AWARDS: Y. Caplan (chair, 1 yr), M. Schaffer (2 yr), M. Evans (3 yr), C.N. Hodnett (1 yr)

NOMINATING: M. McGee (chair), J. Valentour*

GRANTS & ENDORSEMENTS: R. Prouty (chair), R. Baselt, F. Rieders, R. Phillips

BY-LAWS: K. Dubowski (chair), D. Crouch, E. Briglia

DUID: E. Solomons (chair), J. Holbrook, M. Pevey, L. Callahan, H. McCurdy, K. Burns, D. Dicks

HEALTH & SAFETY: J. Beno (chair), D. McCoy, G. Rugotzke


LEGISLATION RESEARCH & REPORTING: H. Weingarten (chair), I. Sunshine, K. Dubowski, T. Butler, R. Turk*

* additional members to be announced

GUIDELINES COMMITTEE SOLICITS YOUR COMMENTS

A copy of the preliminary draft report of the S.O.F.T. Guidelines Committee is inserted with this copy of ToxTalk. This draft is for the consideration and review of S.O.F.T. members and is not for distribution. Please read your copy and send your written comments to Dr. Michael Peat, CompuChem Laboratories, Inc. - Western Division, 600 W. North Market Boulevard, Sacramento, CA 95834.
JOURNAL CLUB

Submitted by: H. Chip Walls, Forensic Sciences, 1826 Cedar Crest Road, Birmingham, AL 35214

You are encouraged to send contributions for this on-going column to ToxTalk. Be sure to include proper citation or source address/telephone number.


The above articles all cover an area related to the problems of protein binding. How might we answer some of the questions of sample preparation - protein binding - and the weird answers reported about postmortem distribution. As the blood (body) changes after death there is a water and pH shift in the blood, especially the "heart" blood. As the blood pH shifts in the living patient, a shift in protein binding occurs - could this be happening in the postmortem state?? Nevertheless, in all sample preparation techniques we should be aware of the potential pitfalls protein precipitation presents on analyte recovery -vs- the "added internal standard."

S.O.F.T. '89 MEETING NOTES

Dr. Michael Schaffer, 1989 SOFT Meeting Host, has prepared a meeting announcement and call for papers which are included with this ToxTalk issue. A firm program will be established after the papers have been reviewed and scheduled, but for those who need to plan early, please note:

June 30: Deadline for Abstracts
Sept. 27: Regisration Deadline
Oct. 18: Afternoon Clinical Toxicology Workshop & Welcome Reception
Oct. 19: Breakfast & Luncheon Seminars, Platform & Poster Sessions, Exhibits
Oct. 20: Platform Presentations, Awards Banquet, Exhibits, "Clinical Toxicology Symposium"
Oct. 21: SOFT Guidelines Committee Report (a.m.), "Drug Use Testing: Focus On Interpretation of Results" Workshop

Additional meeting information will be in June's ToxTalk. Early hotel reservations are required. For further information, contact:

S.O.F.T. Administrative Office
1013 Three Mile Drive
Grosse Pointe Park, MI 48230-1412

* * *

DR. CAPLAN HONORED

Dr. Yale H. Caplan, a prominent member of SOFT who has held numerous leadership roles in the organization as well as the profession, was awarded the Rolla N. Harger Award for his Outstanding Contributions to Forensic Toxicology at the recent AAFS meeting. Dr. Caplan is chief toxicologist for the Maryland Medical Examiner's Office in Baltimore, a position he has held for 16 years. His professional accomplishments include past president of SOFT and AAFS, president of ABFT, editorial board member of JFS and JAT, numerous committee appointments and publications. Congratulations, Yale!!
CAREER OPPORTUNITIES

ASSOCIATE PROFESSOR IN FORENSIC SCIENCE: teaching, academic research, R&D, local and international consultancy; member of small, dedicated team; candidate must take French proficiency exam 12 months after appointment. Contact Prof. Pierre Margot, Institut de Police scientifique et Criminologie, Place du Chateau 3, 1005 Lausanne, Switzerland (telephone: 02 44 42 81).

TOXICOLOGY SECTION HEAD: FAA Aviation Pathology and Toxicology Lab in Oklahoma City; supervise chemists and med techs analyzing specimens from aircraft accident victims, research strongly encouraged; Ph.D. in toxicology, analytical biochem. or related field and considerable experience; federal civil service GS-14 merit pay level with benefits, starting salary $48,592/yr. Contact Eugene Colangelo, M.D., Manager, Aviation Path & Tox Lab (405) 686-4866.

TOXICOLOGIST: court qualified forensic toxicologist to head section at Wisconsin Crime Lab - Madison (future vacancies possible in Milwaukee or Madison), modern instrumentation experience essential; salary $2436-2746/mo. Deadline for this position was March 21 but you might want to contact Cheryl Britowatz at (608) 266-0089.

If you have a position available that may be of interest to SOFT members, submit the information to ToxTalk. There is no fee for this service.

PROFESSIONAL CALENDAR

CALIFORNIA ASSOCIATION OF TOXICOLOGISTS 1989 quarterly meetings: May 6 - Westin South Coast Plaza, Costa Mesa, CA; Aug 5 - Northern California; Nov. 4 - San Diego, CA. For further meeting and workshop information, please contact Lee Knight, CAT Vice President, Memorial Healthtech Laboratories, 701 E. 28th St., Suite 113, Long Beach, CA 90806 (telephone: 213-595-3427).

S.O.F.T. ANNUAL MEETING: Oct. 18-21, 1989, Ambassador West Hotel, Chicago, IL. Preliminary plans include plenary sessions, breakfast & luncheon seminars, Wednesday & Saturday workshops and the customary SOFT activities. See related article in this issue of ToxTalk. For further information, contact SOFT Admini. Office, 1013 Three Mile Drive, Grosse Pointe Park, MI 48230-1412 (313) 884-4718 or 1989 SOFT Meeting Host Michael Schaffer, Ph.D., Cook County M.E.O., 2121 West Harrison Street, Chicago, IL 60612 (telephone: 312-666-0500).

11th INTERNATIONAL CONFERENCE ON ALCOHOL, DRUGS AND TRAFFIC SAFETY: October 24-27, 1989, Ambassador West Hotel, Chicago, IL. Program includes a keynote speaker, invited speakers for the plenary session followed by responders, concurrent sessions for the presentation of papers, poster sessions and exhibitors. For further information contact Al Lauersdorf, T-89 Secretary, National Safety Council, 444 N. Michigan Avenue, Chicago, IL 60611 (telephone: 312-527-4800).

November 1989: PAN AMERICAN ASSOC. OF FORENSIC SCIENCES, Bogota, Colombia. Theme: "The Sciences and Justice." Contact: President Dr. Egon Lichtenberger, Carrera 11 A 96-26, Bogota, Colombia.

PRELIMINARY DRAFT REPORT

OF THE

GUIDELINES COMMITTEE

OF THE

SOCIETY OF FORENSIC TOXICOLOGISTS, INC.

THE S.O.F.T. GUIDELINES COMMITTEE PLANS TO PREPARE A FINAL REPORT FOR PRESENTATION AT THE S.O.F.T. ANNUAL MEETING IN CHICAGO (OCTOBER 18-21, 1989). THE COMMITTEE WOULD LIKE TO HEAR YOUR COMMENTS ON THIS REPORT BEFORE PREPARING THEIR FINAL REPORT. DIRECT YOUR WRITTEN COMMENTS TO:

MICHAEL A. PEAT, PH.D., CHAIRMAN
SOFT GUIDELINES COMMITTEE
CompuChem Laboratories, Inc. - Western Div.
600 W. North Market Boulevard
Sacramento, CA 95834

NOTICE: THIS DRAFT REPORT IS FOR THE EXCLUSIVE USE OF S.O.F.T. MEMBERS ALONE AND MAY NOT BE DUPLICATED OR DISTRIBUTED IN WHOLE OR IN PART.

DISTRIBUTED TO S.O.F.T. MEMBERS IN ToxTalk 3/89
PREAMBLE

A committee was set up by the Society of Forensic Toxicologists to establish a set of guidelines for the practice of forensic toxicology. This committee was formed in response to the Department of Health and Human Services Guidelines for Federal Workplace Drug Testing Programs which included sections on laboratory personnel and operating procedures. The committee consisted of members of the Society of Forensic Toxicologists, who were also members of the Toxicology Section of the American Academy of Forensic Sciences.

The committee decided to establish guidelines for the practice of forensic toxicology and in doing so, defined three areas of forensic toxicology to which the proposed, or other published, guidelines apply:

Post-Mortem Forensic Toxicology:

The activity which determines the absence or presence of drugs and chemicals, such as ethanol and other volatiles, carbon monoxide and other gases, drugs and their metabolites, metals and other chemicals, in human fluids and tissues and evaluates their role as a determinant or contributory factor in the cause and manner of death.

Human Performance Forensic Toxicology:

The activity which determines the absence or presence of ethanol and other drugs and chemicals in blood, breath or other appropriate specimen, and evaluates their role as a factor in modifying human performance or behaviour.

Forensic Urine Drug Testing:

The laboratory activity which determines the absence or presence of drugs and their metabolites in urine to demonstrate prior use or abuse.

The area of forensic urine drug testing has been fully covered by the Department of Health and Human Services Guidelines and by the College of American Pathologists Accreditation Program and need not be considered further by this committee.

The aim of the committee in the other two areas is to provide detailed guidelines for laboratory practices together with a checklist for self-evaluation, which may also be used as an integral and important part of an accreditation program. The committee was of the unanimous opinion that a secondary aim of its deliberations should be a voluntary accreditation program for laboratories performing post-mortem and human performance toxicology.
This preliminary report will describe the outline of guidelines for several aspects of laboratory operation; but it will not, at this point, discuss issues such as specimen acquisition, and reporting and interpretation of results. In addition, no clear distinction will be made at this time between those laboratories performing post-mortem toxicology and those performing human performance toxicology.

RESOURCES AND FACILITIES

The laboratory shall have sufficient and appropriate facilities including space, equipment, instrumentation, and supplies for the performance of the required volume of work with accuracy, precision, efficiency, and safety. In addition, the laboratory shall have effective methods for sample storage and retrieval and record storage and retrieval.

The laboratory environment shall include sufficient, conveniently located bench and storage space for the correct handling of specimens and housing of instrumentation and reagents. The work areas shall be arranged to ease sample flow and should be adequately lighted, ventilated and environmentally controlled.

The laboratory must be a safe working place for the personnel and the clients it serves. It also must comply with the safety codes of federal, state and local authorities. The safe collection and handling of specimens and reagents shall be an integral part of the laboratory safety program. Proper and legal disposal of hazardous wastes shall be provided.

The laboratory must be secure not only in the traditional sense of resisting unauthorized entry, but also by limiting access to areas where specimens are being processed and stored and to areas where records are stored. Access to these secure areas should be limited to specifically authorized individuals whose authorization has been approved and documented. Unauthorized individuals shall be escorted at all times and their presence documented.

PERSONNEL

The laboratory director shall be qualified to assume professional, organizational, educational and administrative responsibilities for the laboratory. The director is responsible for ensuring that the laboratory personnel is adequately trained and experienced to conduct the routine work of the laboratory. This training and experience shall be documented by the director.
The laboratory director shall establish a procedure for validating new drug assays and analysing difficult specimens, and for verifying the analysts' competency to perform such assays.

The director is an individual with documented specific qualifications comparable to those persons certified by the American Board of Forensic Toxicology. Alternative acceptable qualifications include a Doctorate degree in a biological or chemical discipline and at least two years of full time laboratory experience in forensic toxicology; or a Masters degree in a biological or chemical discipline and at least four years of full time laboratory experience in forensic toxicology; or a Bachelors degree in a biological or chemical discipline and at least six years of full time laboratory experience in forensic toxicology.

All additional qualifications require documented training and/or experience in the forensic applications of analytical toxicology (such as court testimony, research, participation in continuing education programs or peer review of publications).

Since forensic toxicology is a legal issue, the director shall have knowledge of evidentiary rules that apply when toxicological specimens are acquired, processed, and stored and when toxicological data are submitted as part of a legal proceeding.

QUALITY ASSURANCE AND QUALITY CONTROL

The laboratory shall have a quality assurance program that monitors and evaluates the quality and appropriateness of the services provided. Each laboratory shall have a quality control program that demonstrates the reliability and scientific usefulness of the laboratory data.

The quality assurance program shall encompass all aspects of the testing process including specimen acquisition, chain of custody, security, initial testing, confirmation and quantitation, and reporting of results. Quality control procedures shall be designed, implemented and reviewed to monitor each step of the process. Documentation of the program shall be required and available for review at any time. The laboratory director is responsible for implementation and review of the program.
Standard Operating Procedure:

The director shall be responsible for the laboratory having a procedure manual which is complete, up to date, and is available to and followed by the personnel performing tests. The manual shall include descriptions of sample receiving, security, chain of custody, analytical procedures, quality assurance and quality control, reagents, data review, and reporting.

The description of each analytical procedure shall include:

a) theory and principle of the method.
b) preparation of reagents.
c) details of analytical procedure.
d) preparation of standards and controls.
e) if necessary, special handling of reagents and safety precautions.
f) references.

The manual shall also include details of the validation of the method which will include linearity, sensitivity and specificity.

The laboratory shall maintain out-dated copies of the manual.

Chain of Custody:

The laboratory shall have a procedure available to provide an audit trail for all specimens received. At a minimum, it shall include the receipt of the evidence and tracking of the evidence within the laboratory. The audit trail should indicate the final disposition of the sample.

Quality Control:

The laboratory quality control program shall include the following:

1) the selection of appropriate test methods.
2) a program to monitor the performance of each assay.
3) an external proficiency testing program which includes at a minimum an alcohol proficiency testing program in blood or serum and drugs in at least one matrix.
4) an instrument maintenance program.
5) a continuing education program.
6) an appropriate feedback mechanism to monitor the usefulness and relevance of laboratory data.
7) documentation of items 1 through 6 which is maintained.

Ideally, the laboratory shall also be enrolled in an external review and accreditation program if one is available.
It is recognized that there are situations and/or drugs and other chemicals that are so rarely encountered that they cannot be included in the above program. In this case, the laboratory shall make every effort to follow the guidelines below, which also apply to more routine assays.

Chemical and Drug Standards:

a) Certified reference standards of known purity shall be used whenever possible. Freshly prepared reference and stock solutions shall be cross-checked against existing solutions.

b) The purity of standards shall be checked by at least one spectroscopic and/or chromatographic technique if appropriate. If available, one physical constant shall also be verified.

c) The use of pharmaceutical formulations for preparing reference solutions shall be discouraged for quantitative analysis.

d) Stock and working solutions shall be labeled with the preparation date, the expiration date (if appropriate), the name or initials of the preparer, and the concentration of drug or other chemical.

Reagents:

a) If appropriate, new reagent lots should be cross-checked against existing lots.

b) Reagents shall be labeled with date received, dated placed into service, the name or initials of the preparer (if appropriate) and the expiration date (if appropriate).

Initial (or Screening) Tests:

a) When practical, each initial testing procedure shall be examined for detection limits and specificity. This information shall be documented in the standard operating procedure manual.

b) Each run of an initial testing procedure shall include appropriate calibrators and controls. For example, in an immunoassay run it is required to analyse at least a drug-free specimen, a specimen containing analyte at or near the pre-designated threshold and a positive control. The positive control shall be prepared using a different lot of standard solution than the calibrator or be purchased from a commercial source.
Confirmation:

The laboratory shall have a policy that each presumptive positive result from an initial test will be confirmed by analysing a second aliquot from the same sample and/or a different sample from the same case using a second analytical technique that is based on a different physical or chemical principle.

Quantitation:

a) If appropriate, each quantitative technique used in the laboratory shall document:

1) sensitivity
2) linearity
3) precision
4) recovery
5) specificity.

b) All chromatographic quantitations shall use a procedure which includes an internal standard which has chemical and physical properties as similar to the analyte as possible.

c) The laboratory shall provide guidelines for the analysis of various analytes in a variety of specimens. These guidelines should include a description of tissue homogenization procedures.

d) Each run shall include, where appropriate, a drug-free specimen and a positive control. The positive control shall be prepared using a different lot of standard solution than the calibrator or be purchased from a commercial source.

e) The laboratory is encouraged to incorporate blind positive and negative controls into their quality control program.
ACKNOWLEDGEMENTS

The committee's work has only begun; more is needed. However, the progress to date is due to the hard work of the committee members:

Robert V. Blanke, Ph.D.
Yale Caplan, Ph.D.
Leo Dal Cortivo, Ph.D.
Graham Jones, Ph.D.
Horton McCurdy, Ph.D.
Joseph Monforte, Ph.D.
Michael A. Peat, Ph.D.
Alphonse Poklis, Ph.D.
Richard Prouty, B.S.
Michael Schaffer, Ph.D.
Richard Shaw, B.S.

We also acknowledge the grant from the Insurance Institute for Highway Safety that made the progress to date possible.
1989-90 DUES NOTICE

YOUR DUES FOR THE 1989-90 MEMBERSHIP YEAR IN THE SOCIETY OF FORENSIC TOXICOLOGISTS, INC. ARE DUE. PLEASE COMPLETE BELOW AND RETURN THE BOTTOM PORTION WITH A CHECK PAYABLE TO S.O.F.T., INC. TO:

MARK B. LEWIS, SOFT TREASURER
24 RIP VAN LANE
BALLSTON SPA, NY 12020

DUES: $ 35.00 FULL MEMBER $ 35.00 ASSOCIATE MEMBER
$ 15.00 STUDENT MEMBER $ 0 - RETIRED MEMBER

IF YOUR DUES ARE IN ARREARS, PLEASE INCLUDE PAST DUES OR YOU WILL BE CONTACTED DIRECTLY BY THE TREASURER. YOU MAY MAKE TELEPHONE INQUIRIES BY CALLING MARK LEWIS AT (518) 457-1208.

DEADLINE: JUNE 30, 1989

REMEMBER, THE SOFT FISCAL YEAR IS JULY 1, 1989 TO JUNE 30, 1990. IF YOUR DUES ARE NOT PAID BY JULY 1ST, YOU WILL BE CONSIDERED IN ARREARS.

DATE PAID _______ CHECK NO. _______ AMOUNT $_______

KEEP TOP PORTION FOR YOUR RECORDS.

COMPLETE & RETURN THIS PORTION WITH YOUR CHECK (PAYABLE TO S.O.F.T., INC.)

NAME ________________________________

(Print or type)

ADDRESS ________________________________________________________________

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______________________________________________________________

ABOVE INFORMATION AGREE WITH 1988 MEMBERSHIP DIRECTORY? ______

MEMBERSHIP:

___ FULL ($35) ___ ASSOCIATE ($35) ___ STUDENT ($15) $ __________
___ RETIRED


ERA CONTRIBUTION $ __________

TOTAL ENCLOSED $ __________

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Do NOT WRITE BELOW.

MEMBER NO. _______ DATE RECEIVED _______ DATE DEPOSITED _______

______ Requires contact for past dues
______ Copy to secretary if address change noted
1989 ANNUAL MEETING ANNOUNCEMENT
OCTOBER 18-21, 1989 - CHICAGO

MEETING HOST: MICHAEL I. SCHAFFER, PH.D.
COOK COUNTY MEDICAL EXAMINER'S OFFICE, CHICAGO

*PRELIMINARY PROGRAM

WEDNESDAY, OCTOBER 18: CLINICAL TOXICOLOGY WORKSHOP (AFTERNOON), WELCOME RECEPTION

THURSDAY, OCTOBER 19: SEMINAR, PLATFORM AND POSTER PRESENTATIONS, LUNCHEON SEMINAR, EXHIBITS

FRIDAY, OCTOBER 20: PLATFORM PRESENTATIONS, AWARDS BANQUET, EXHIBITS, "CLINICAL TOXICOLOGY SYMPOSIUM"

SATURDAY, OCTOBER 21: SCIENTIFIC SESSION, S.O.F.T. GUIDELINES COMMITTEE REPORT (MORNING), AFTERNOON WORKSHOP: "DRUG USE TESTING: FOCUS ON INTERPRETATION OF RESULTS" (DR. DUBOWSKI)

CALL FOR PAPERS: ABSTRACTS MUST BE RECEIVED FOR REVIEW BY JUNE 30, 1989. SOFT MEMBERS AND NON-MEMBERS ARE ENCOURAGED TO SUBMIT ABSTRACTS. PAPERS ON THE FOLLOWING SUBJECTS ARE PARTICULARLY ENCOURAGED: FORENSIC AND CLINICAL TOXICOLOGY, INTERPRETATION OF DATA, PHENCYCLIDINE IN CORONER/MEDICAL EXAMINER OR D.U.I. CASES, MAM ASSAY, CONFIRMATION CRITERIA, AND OTHER SUBJECTS RELATIVE TO FORENSIC TOXICOLOGY FOR PRESENTATION OCTOBER 19 & 20, 1989. CLINICAL TOXICOLOGY PAPERS ARE INVITED FOR THE "CLINICAL TOXICOLOGY SYMPOSIUM."

HOTEL: THE AMBASSADOR WEST IS A LUXURY HOTEL ON CHICAGO'S GOLD COAST WITH EASY ACCESS TO MAGNIFICENT MILE SHOPPING, OLD TOWNE, A WIDE VARIETY OF RESTAURANTS, AND MANY OF CHICAGO'S ATTRACTIONS. EARLY HOTEL RESERVATION IS REQUIRED FOR REDUCED SOFT RATES - SPACE IS LIMITED AND HOTEL ROOMS CAN BE IMPOSSIBLE TO FIND IN CHICAGO DURING OCTOBER. THE AMBASSADOR WEST OFFERS ITS GUESTS COMPLIMENTARY BREAKFAST AND COCKTAIL HOUR SERVICE.

EXHIBITS: MANY EXHIBIT RESERVATIONS HAVE ALREADY BEEN RECEIVED. PLEASE CONTACT US AS EARLY AS POSSIBLE IF YOU ARE INTERESTED IN EXHIBITING OR ADVERTISING OPPORTUNITIES. SPONSORS FOR SPECIFIC EVENTS ARE ALSO WELCOME.

REDUCED AIR FARES: REDUCED AIRLINE RATES WILL BE OFFERED TO ALL MEETING PARTICIPANTS.

FEES: FEES ARE KEPT AS REASONABLE AS POSSIBLE TO ENCOURAGE PARTICIPATION. SOFT MEMBERS AND PERSONS WHO SUBMIT COMPLETED MEMBERSHIP APPLICATIONS BEFORE JULY 1ST ARE ELIGIBLE FOR REDUCED FEES. A LATE FEE WILL BE APPLIED TO ALL REGISTRATIONS AFTER SEPTEMBER 27TH.

*PROGRAM SUBJECT TO CHANGE 3/18/89