



Smithsonian Institution Archives

Local Arrangements Records, 1971-1973

Finding aid prepared by Smithsonian Institution Archives

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Local Arrangements Records
Identifier:	Record Unit 7145
Date:	1971-1973
Extent:	2.5 cu. ft. (5 document boxes)
Creator::	International Congress of Systematic and Evolutionary Biology
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 7145, International Congress of Systematic and Evolutionary Biology, Local Arrangements Records

Introduction

This finding aid was digitized with funds generously provided by the Smithsonian Institution Women's Committee.

Descriptive Entry

For the most part, these records originated with Robert W. Pennak, executive committee and steering committee member of the International Congress of Systematic and Evolutionary Biology (ICSEB), and Doris Löve, Chairman of the local arrangements committee, Boulder, Colorado. The first meeting of ICSEB was held on the University of Colorado campus in Boulder. These materials relate to local arrangements including financial matters, organization of field trips, providing room and board for participants, providing space and equipment for sessions, and other activities. Also included are materials created by David J. Rogers and Sam Shushan.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

Biology -- Classification

Congresses and conventions

Names:

International Congress of Systematic and Evolutionary Biology

Löve, Doris

Pennak, Robert W. (Robert William)

Rogers, David J. (David James), 1918-

Rogers, David J. (David James), 1918-

Shushan, Sam

Container Listing

Series 1: GENERAL CORRESPONDENCE. ARRANGED ALPHABETICALLY BY SUBJECT.

Most of this correspondence concerning the program, reservations, registration and field trips was handled by Janice Sayre, secretary for the Local Arrangements Committee

Box 1

- Box 1 of 5 Folder 1 Arrival and departure dates for Christensen
- Box 1 of 5 Folder 2 Attendance: Summary for those attending the meeting
- Box 1 of 5 Folder 3 Baby sitting services: People interested in these services
- Box 1 of 5 Folders 4-8 Brochures: Requests for brochures and other ICSEB information
- Box 1 of 5 Folder 9 Bryology correspondence
- Box 1 of 5 Folder 10 Confirmation letters
- Box 1 of 5 Folder 11 Congress papers and programs: Requests for
- Box 1 of 5 Folder 12 Contributions
- Box 1 of 5 Folder 13 Field Trips: Letter sent out on field trips
- Box 1 of 5 Folder 14 Field Trips: Preference sheets and dormitory housing, banquet
- Box 1 of 5 Folder 15 Foreign currency
- Box 1 of 5 Folder 16 General File
- Box 1 of 5 Folder 17 Guide to Boulder area restaurants
- Box 1 of 5 Folder 18 Housing: Lists for Jim Conlin; Housing costs

Box 2

- Box 2 of 5 Folder 1 Housing: Dormitory. Letters sent out on dormitory costs
- Box 2 of 5 Folder 2 Housing: Dormitory requests
- Box 2 of 5 Folder 3 Housing: Off-Campus housing
- Box 2 of 5 Folder 4 Name tag lists
- Box 2 of 5 Folder 5 Portfolios: Materials to be placed in portfolios

Box 2 of 5	Folder 6 Press representatives
Box 2 of 5	Folder 7 Program and brochures for First ICSEB
Box 2 of 5	Folder 8 Program changes
Box 2 of 5	Folder 9 Program: Current program; recent letters and memos
Box 2 of 5	Folder 10 Registration: Incoming and Outgoing Correspondence
Box 2 of 5	Folders 11-13 Registration: Letters stating that money is enclosed
Box 2 of 5	Folder 14 Registration: People transferring their money to someone else
Box 2 of 5	Folder 15 Rooms: Changes or Cancellations
Box 2 of 5	Folder 16 Rooms: Letters to people about room reservations and costs
Box 2 of 5	Folder 17 Rooms: Mis-marked room forms
Box 2 of 5	Folder 18 Rooms: Letters answered about mis-marked room reservations
Box 2 of 5	Folder 19 Special Interest Groups: Draft of prices and general information
Box 2 of 5	Folder 20 Steering Committee: Death of member

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Series 2: DORIS LOVE CORRESPONDENCE.

Box 3

- Box 3 of 5 Folders 1-5 Special Interest Groups
- Box 3 of 5 Folders 6-8 Special Interest Groups: Numbered; dates set
- Box 3 of 5 Folder 9 Special Interest Groups: Luncheons; dinners
- Box 3 of 5 Folder 10 Doris Löve's copies of Paul D. Hurd's instructions to special interest groups
- Box 3 of 5 Folder 11 General Correspondence

Box 4

- Box 4 of 5 Folder 1 Doris Löve and David Rodgers' copies of reports on Local and Steering Committee Meetings

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Series 3: ROBERT W. PENNAK CORRESPONDENCE.

Box 4

- Box 4 of 5 Folder 2 Abstracts and special invitation
- Box 4 of 5 Folders 3-4 Financial Matters
- Box 4 of 5 Folder 5 Financial Matters and lists of those who attended ICSEB
- Box 4 of 5 Folder 6 Plus or minus payment adjustments at registration
- Box 4 of 5 Folders 7-8 General Correspondence

Box 5

- Box 5 of 5 Folders 1-5 General Correspondence
- Box 5 of 5 Folder 6 Steering Committee minutes

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Series 4: DAVID RODGERS AND SAM SHUSHAN MATERIAL.

Box 5

Box 5 of 5 Folder 7 David Rodgers - Special Interest Groups

Box 5 of 5 Folder 8 Sam Shushan - ICSEB Completed

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