

BIRKBECK COLLEGE
University of London

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Malet Street
London, WC1E 7HX

17th October 1977

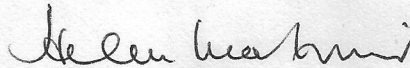
Dear Dr. Yates,

I have spoken to Mr. Bennett, the Head Attendant, who has confirmed that he will provide coffee for 40-50 people before the conference on Sunday morning 30th October. He will heat up the urn in the Chemistry kitchen and put it on a trolley so that it can be served in or just outside the theatre. He will also see that sign-posts are put up along the route from the main reception to the Chemistry Theatre.

The arrival and departure times of your members should be no problem. I suggest you have a word with Mr. Bennett on the Saturday.

I hope all goes well.

Yours sincerely,



Helen Mortimer
Administrative Assistant

Dr. A. Yates,
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