NACA-Cleveland

Cleveland, Ohio,
September 23, 1947.

MEMORANDUM for Those Concerned.

Subject: First Annual Inspection.

1. The first dress rehearsal has been set for September 30, 1947. Every effort should be made to insure that all demonstrations are complete for that date. A second rehearsal will be scheduled for October 2, if deemed desirable. The Inspection has been extended to include October 10 in addition to October 8 and 9.

2. The following assignments have been made with respect to preparation for the Inspection:

(a) Division Coordinators.

EP&M	--	✓ 2178 D. W. Skipworth
F&T	--	✓ 2105 R. W. Kahn
C&T	--	✓ 2144 W. A. Benser
WT&F	--	✓ 2287 W. H. Hunter
Instrumentation	--	3240 Thomas Dallas
(b) Exhibit Design	--	✓ 3296 Steve Calmer
(c) Schedules	--	2219 Milton Werner
(d) Transportation	--	✓ 3255 E. V. Kindig
(e) Registration and Luncheon Ticket Sale	--	✓ 2228 M. L. Gosney
(f) Laboratory and Grounds Clean-up	--	✓ 2233 H. C. White
(g) Luncheon	--	✓ 2299 ~~R. M. Zimmer~~ ✓ 2230 E. J. Baxter ✓ 3109 C. E. Cooper

Edward R. Sharp
Director

JHH:ebe

W. MCCANN

NACA-CLEVELAND

Cleveland, Ohio,
September 25, 1947.

MEMORANDUM for Staff.

Subject: First Annual Inspection.

1. The First Annual Inspection of the Cleveland Laboratory has been officially extended to three days and will include October 8, 9, and 10, 1947. The Inspection on the 8th and 10th will be for industry and the Inspection on the 9th will be for Army and Navy personnel.

2. The first rehearsal for the Inspection will start at 9:30 a.m., September 30, 1947. The order in which the demonstrations will be given for the rehearsal will be as shown below. Inasmuch as discussion is anticipated after each demonstration, a definite time schedule has not been set up. It is estimated that two days will be required for the first rehearsal. Additional rehearsals will be scheduled as needed.

FIRST REHEARSAL

Stresses and Vibration Research----------C-5, ERB
Materials Research----------C-6, ERB
Combustion Research----------CW-5, ERB
Lubrication, Friction and Wear Research----------CW-1, ERB
Altitude Tanks----------SW-21, ERB
Mixed-Flow Compressor Research----------CW-18, ERB
Axial-Flow Compressor Research----------W-1, ERB
Turbine Research----------W-5 and W-7, ERB
Fuels Research----------224, F&L
Rocket Research----------H.P.C.L.
Controls Research----------F.S.C.L.
Icing Research----------I.R.T.
Supersonic Research----------Supersonic Tunnel
Altitude Wind Tunnel Research----------A.W.T.
Flight Research----------Hangar

Edward R. Sharp

Edward R. Sharp
Director

JHH:ebe
Copies to: Exec. and Dept. Offices
Division and Branch Chiefs
Section Heads (Circulate)
Bulletin Boards
Files
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NACA-Cleveland

Cleveland, Ohio,
October 3, 1947.

MEMORANDUM for All Concerned.

Subject: Special duty assignments for First Annual Inspection of the Cleveland Laboratory.

1. On October 8, 9, and 10, 1947, the dates of the First Annual Inspection the following persons are assigned duties as listed below:

GROUP LEADERS, ASSISTANT GROUP LEADERS, ATTACHES

Group	Leader	Assistant	Attache
Red	Willson H. Hunter	John C. Sanders	Richard Hood
White	John H. Collins, Jr.	Robert O. Hickel	Henry R. Hunczak
Blue	Newell D. Sanders	Jack R. Taylor	John R. Esterly
Gold	William K. Ritter	Harvey A. Cook	Melvin J. Timmerman
Green	Eugene J. Manganiello	Howard A. Buckner, Jr.	Edmund R. Jonash
Brown	Lewis A. Rodert	Henry C. Barnett	Richard S. Cesaro
Alternates	Arnold E. Biermann	E. Clinton Wilcox	Roger F. Weining

DEMONSTRATION ATTACHES

Building	Room	Telephone	Attaches		
ERB	CW-1	2288	Max A. Swikert	-	Douglas Godfrey
ERB	CW-5	2239	R. J. McCafferty	-	William P. Cook
ERB	C-5	3165	James N. Good	-	N. B. Millenson
ERB	C-6	3202	James J. Gangler	-	H. J. Hamjian
ERB	CW-18	2168	Ward W. Wilcox	-	William Robbins
ERB	SW-23	3172	Henry G. Krull	-	John H. Povolny
ERB	W-1	2173	William J. Voss	-	Louis J. Schafer
ERB	W-5	2243	Robert C. Kohl	-	Milton G. Kofskey
F&L	224	2252	Richard L. Kelly	-	Russell S. Genco
AWT	Shop	4250	Carl E. Campbell	-	H. G. Samerdyke

DEMONSTRATION ATTACHES

(Continued)

Building	Room	Telephone	Attaches
IRT	Test Section	3221	Willard D. Coles - Robert S. Ruggeri
Supersonic Tunnel	Test Section	2113	Albert H. Schroeder - James F. Connors
Fuel Systems and Controls Laboratories	Shop	3232	David M. Straight - Melvin LaVerne
Flight Research	Hangar	2155	Dugald O. Black - Wesley E. Messing
High-Pressure Combustion Laboratory	Shop	2263	William H. Rowe - Riley O. Miller

HOTEL CLEVELAND

Information Desk - Robert W. Schmidt

Bus Loading -- John S. Brown (in charge)
Norman Matz
Luther H. Baker

BUS GUIDES

Group	Guide
Red	Robert H. Essig
White	Morris D. Rousso
Blue	William L. Kepple
Gold	John G. Egan
Green	Albert O. Ross
Brown	E. Allen Breitinger
Alternate	Donald C. Guentert

HANGAR ATTACHES

Rudolph F. Kravanya (in charge)

William F. Lang
Joseph Sikosky, Jr.
Albert J. Eaton
Harry Zimmerman

BAGGAGE AND COAT-ROOM ATTENDANTS

Baggage) Robert L. Clarke
) John H. Weeks

Coat Room) Katherine V. Smith
) Muriel J. Benes
) Carol M. Lasch

AUDITORIUM USHERS

Kathleen C. O'Connell
Eileen O'Donnell

2. Group leaders, assistant group leaders, and group attaches shall report to the registration desk in the lobby of the Administration Building at 9:00 a.m. on each day of the Inspection to obtain identification badges for their respective groups. The group leaders shall have complete charge of the groups and shall be responsible for making the necessary introductions upon arrival at each exhibit and for maintaining schedules. The assistant group leaders shall assist the group leaders in keeping the groups moving as a unit. The group attaches shall carry the color standard for the groups and shall keep the group leaders informed concerning the time in order that arrivals to and departures from exhibits may be made according to schedule.

3. Demonstration attaches shall be at their stations by 9:30 a.m. Demonstration attaches shall a ssist in seating groups, preventing unauthorized persons from entering the exhibit areas, preventing unnecessary noises, and maintaining an orderly appearance of the exhibit areas. If any personal property should be left at any of the various exhibits, it shall be sent to the Central Message Center at the lobby of the Administration Building. Demonstration attaches shall be responsible for prompt attention to incoming telephone calls and the relaying of messages.

4. Hotel Cleveland bus loaders shall be at the Hotel Cleveland by 8:00 a.m. Mr. Schmidt will be at the information desk from 7:30 a.m. until the departure of the last bus.

5. Bus guides shall take stations for their respective busses at 8:00 a.m. at the Hotel Cleveland and shall stay with their respective busses during all group movements.

6. Hangar attaches shall be responsible for assisting in guiding visitors to the entrance of the Administration Building. This type of travel is expected to be particularly heavy on October 9.

7. NACA automobile drivers shall report to Mr. E. V. Kindig at 4:30 p.m., October 6, 1947 in the foyer of the Administration Building for instructions concerning their duties.

8. Central Message Center Dispatch Drivers shall be available to the Central Message Center for trips on or off the reservation in excess of those that can be handled by Committee cars.

NACA AUTOMOBILE DRIVERS

Donald W. Male
Warren C. Burgess, Jr.
Richard M. Clough
Arlington R. Adams
Robert O. Dietz, Jr.
Herman Mark

Alternate: Frank C. Divis

CENTRAL MESSAGE CENTER DISPATCH DRIVERS

Russell V. Trende
George J. Pack
Augustine G. DiNovo
William E. Dewey
Eugene J. Tomasch
Edward G. Sharp

REGISTRATION CLERKS

Administration Building Lobby

Alice Adams
Anne Tunder
Marion Kolonics
Irene Kives
Ottilia Hildebrandt
Marjorie Sharp
Evelyn Fleming
Jean Gardner
Rosemary Weiss
Dorothy Rajecki
Janette Sullivan
Mary Ann Antl
Carmelita Cleary

LUNCHEON TICKET SALES

Administration Building Foyer

Esther Wagner (in charge)
Ella Weber
Agnes Esses
Marie Becks

CENTRAL MESSAGE CENTER

Administration Building Lobby

Lobby Desk -- 2228

Mary Louise Gosney (in charge)
Alice Adams

TRAVEL RESERVATIONS CLERK

Room 111 -- 2223
Pauline Lucas

9. Registration clerks shall report to Mrs. Gosney in the lobby of the Administration Building at 8:30 a.m.

10. Luncheon-ticket sales clerks shall report to Miss Wagner in the Administration Building foyer at 8:30 a.m.

11. Baggage-room attendants shall report to the Central Message Center at 8:45 a.m. Room 110 (across the corridor from the Central Message Center or lobby desk) shall be used exclusively for baggage. Coat-room attendants shall report to the auditorium coat room at 8:45 a.m. Room 114 adjoining the auditorium coat room shall be used to supplement the space provided by the auditorium coat room. Coats shall not be checked, but the coat room shall be attended at all times.

Edward R. Sharp

Edward R. Sharp
Director

JHH:ebe

Copies to: Exec. and Dept. Offices
Division and Branch Chiefs
Section Heads
Personnel listed in Memorandum
Washington Office
Files

NACA-CLEVELAND

Cleveland, Ohio,
September 25, 1947.

MEMORANDUM for Staff.

Subject: First Annual Inspection.

1. The First Annual Inspection of the Cleveland Laboratory has been officially extended to three days and will include October 8, 9, and 10, 1947. The Inspection on the 8th and 10th will be for industry and the Inspection on the 9th will be for Army and Navy personnel.

2. The first rehearsal for the Inspection will start at 9:30 a.m., September 30, 1947. The order in which the demonstrations will be given for the rehearsal will be as shown below. Inasmuch as discussion is anticipated after each demonstration, a definite time schedule has not been set up. It is estimated that two days will be required for the first rehearsal. Additional rehearsals will be scheduled as needed.

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Fuels Research----------224, F&L
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Altitude Wind Tunnel Research----------A.W.T.
Flight Research----------Hangar

Edward R. Sharp

Edward R. Sharp
Director

JHH:ebe
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Washington Office

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√4

Cleveland, Ohio,
SEP 23 1947 A54435

312.14

From Cleveland
To NACA

Subject: First Annual Inspection of Cleveland Laboratory.

1. The date of the rehearsal for the First Annual Inspection of the Cleveland Laboratory has been set for September 30, 1947.

2. In accordance with discussion between Dr. Lewis, Mr. Victory, and Mr. Sharp in the Washington Office last week, it is recommended that Mr. Victory, Mr. Rothrock, and Mr. Abbott of your office and Dr. Reid of the Langley Laboratory attend the rehearsal. Their comments and criticisms of the material to be presented will be of great benefit in assuring that the Cleveland Laboratory's First Annual Inspection is successful.

/s/ Edward R. Sharp

Edward R. Sharp
Director

JHH:ebe

Taken to W.O. by Mr. Rothrock
9/23/47

RETURN TO AERL
ADMINISTRATIVE FILES

312.14

Cleveland, Ohio.
October 1, 1947.

MEMORANDUM for Staff.

Subject: Witnessing of Demonstrations by Employees, Monday afternoon, October 13, 1947.

1. The First Annual Inspection of the Cleveland Laboratory by members of Industry, the Military Services, and others will be held on October 8, 9, and 10. Attendance at the Inspection is by written invitation only - from the Washington Office. Laboratory employees are not privileged to witness any of the demonstrations on October 8, 9, and 10 unless they are participating in the demonstrations.

2. Realizing that many demonstrations given on these three days will be of considerable interest to members of the Laboratory staff, the following schedules have been arranged so as to permit examination of the demonstrations on Monday, October 13, 1947.

3. All Laboratory employees whose services can be spared may leave their post of duty at 1:00 P.M. but will not be permitted to leave the reservation before completion of their regular tour of duty, unless leave is secured in the regular manner.

4. Demonstrations of Laboratory exhibits will be run continuously from 1:00 P.M. to 5:00 P.M. for the benefit of the staff. A complete list of demonstrations and locations is given below. Inasmuch as the demonstration areas are quite small, the demonstrations cannot possibly all be seen by any one person in the time allowed, so select those you particularly want to see and get there early. If there is too large a crowd at one location, go on to another.

5. Monday's program is restricted to Laboratory employees only.

DEMONSTRATION AREAS

Stresses and Vibration Research	C-5, ERB
Materials Research	C-6, ERB
Combustion Research	CW-5, ERB
Lubrication, Friction and Wear Research	CW-1, ERB
Altitude Tanks	SW-21, ERB
Mixed-Flow Compressor Research	CW-18, ERB
Axial-Flow Compressor Research	W-1, ERB
Turbine Research	W-5 & W-7, ERB
Fuels Research	224, F & L
Rocket Research	Rocket Laboratory
Controls Research	Fuel Systems Laboratory
Icing Research	Icing Tunnel
Supersonic Research	18" x 18" Supersonic Tunnel

The time for the demonstrationswill be posted at each demonstration area. Persons will not be allowed to move in and out during a demonstration.

Altitude Wind Tunnel Research . . . . . Altitude Tunnel
Flight Research . . . . . Hangar
Instruments . . . . . Auditorium

Edward R. Sharp

Edward R. Sharp,
Director.

ECB:mec

cc: Executive and Department Offices
Division, Branch and Panel Chiefs
Section Heads (circulate)
Bulletin Boards
Washington Office
Files

NACA-Cleveland

Cleveland, Ohio,
August 29, 1947.

312.14

MEMORANDUM for Chief, Service Department.

Subject: Exhibit Locations for First Annual Inspection.

1. The following locations are included in the Annual Inspection scheduled for October 8 and 9, 1947: and Oct. 10.

Altitude Wind Tunnel
- Shop
- Test Section

Icing Research Tunnel
- Shop
- Test Section

18" X 18" Supersonic Tunnel
- Office
- Test Section

Demonstration will be at 3rd Tunnel test section with test sec. removed.

Flight Research Hangar

Fuel Injection Laboratory
- Central Hall

High-Pressure Combustion Laboratory
- Shop
- All test cells

Fuels & Lubricants
- Room 204

notify H. White Dewey of changes.

Engine Research Building
- W-5 - Exhauster Room
- W-7 - Central Basement
- CW-18 - New Altitude Chambers
- W-1
- CW-1
- C-6
- C-~~22~~5
- CW-5

Administration Building
- Auditorium

Supersonic tunnel test section Exhibit will be in 4 sq. ft. Test section instead of office space.

2. It is requested that the necessary clean-up work be accomplished in the areas noted as well as the approaches and halls used between the exhibits. The exhibits have not had final approval yet from the Washington Office, but no changes in location are anticipated as a result of Washington Office review. You will be notified immediately of any changes.

Jesse H. Hall

Jesse H. Hall
Assistant to Executive Engineer

JHH:ebe

NACA - Cleveland

312.14

Cleveland, Ohio,
December 10, 1947.

orig 3430/Memos

MEMORANDUM For Director.

Subject: Report of the Compressor & Turbine Research Division of material presented at the First Annual Conference at FPRL.

1. There is transmitted herewith for the records the text of all talks and photographs of all charts used by the Compressor and Turbine Research Division and some pertinent comments by Mr. Wm. A. Benser who directed the preparation for the Division.

2. You will note that the presentation of work was organized under three subjects. Each subject was introduced by a key speaker who stressed the objective of the results. The key speaker was followed by other speakers who amplified the objective and gave specific information on a particular phase of the work.

3. The program for this Division was as follows:

I. Mixed-Flow Compressor Research.

Mr. Robert O. Bullock - key speaker.
(a) Mr. Ambrose Ginsburg.
(b) Mr. Ralph Eschborn.

II. Axial-Flow Compressor Research.

Mr. John T. Sinnette, Jr. - key speaker.
(a) Mr. Jack R. Burtt.
(b) Mr. Irving A. Johnsen.

III. Turbine Research.

Mr. Arthur W. Goldstein - key speaker.
(a) Mr. Robert E. English.
(b) Mr. Herman H. Ellerbrock.
(c) Mr. Bob W. Sheflin.

Mr. Sheflin's talk was associated with the demonstration of a liquid-cooled turbine under actual operating conditions.

Oscar W. Schey, Chief,
Compressor & Turbine Research Division.

OWS:rec
Encs*

NACA - CLEVELAND

312.14/Cleve

Cleveland, Ohio,
October 21, 1947.

MEMORANDUM For Chief, Compressor and Turbine Research Division.

Subject: Report on material presented by C&T Division at the 1947 Annual Conference of FPRL.

1. In working up the material to be presented and in making the revisions recommended by the numerous reviewers during rehearsals, a great deal was learned concerning organization and presentation of material at conferences of this type. This memorandum sums up the general nature of the comments and lists recommendations for effective presentations. Attached are copies of all the talks in final form and sketches of the figures as well as photographs of the various displays.

2. The work of the division was set up in three displays: (1) mixed-flow compressor research, (2) axial-flow compressor research, (3) turbine research. This latter display covered turbine matching, turbine aerodynamics, and turbine cooling. The organization of each series of talks was as follows: The general objectives of the particular phase of research was discussed by a lead speaker. In addition to the general objectives of research, the lead speakers also discussed specific problems, methods of attack and, specific research projects. The second speaker discussed a specific research project the results of which were immediately applicable to jet engine compressors and turbines. The third speaker discussed an original and unusual NACA project which had promise for future application to jet engines.

3. In working up the talks and in rehearsals, the following points were forcibly brought out:

(a) The time spent at each display should not exceed 20 minutes and not more than three speakers should talk. The turbine work was originally set up for 30 minutes and was presented by five speakers. In rehearsals the audience became restless and the speakers failed to put the important points across. This situation was remedied by eliminating two of the speakers and cutting out material so that the time could be cut to 20 minutes and the material more closely coordinated.

(b) Pick only a few points to be discussed and put those points across well. Highly technical theoretical discussions should be avoided. The objective of research being discussed should be clearly pointed out and the significance or importance of the problem emphasized. Pertinent results should be given and the significance and application of results clearly stated. Unless the objective and significance of results are understood by the audience, they will fail to grasp the point of the entire presentation.

(c) Charts should be made as simple as possible. The number of curves and data points should be kept to an absolute minimum, and all complex symbols and terminology omitted. In presenting the chart, the speaker should first give the title and explain the ordinates. He should then discuss completely the results shown on the chart.

(d) Good presentation during dress rehearsals assists in putting across the point of the talk and minimizes the criticism. Tone of delivery and emphatic use of a pointer also help to put the points across.

4. In summary, the subject to be discussed should be clearly defined and its importance stated. Only important results should be given and the significance and application of results should be emphasized. Charts should be simple as possible. Only a few related subjects should be covered in any one demonstration.

William A. Benser

William A. Benser, Head,
Fundamental Compressor Research Section.

WAB:dml

Enc*