



Atlanta Chapter
International
Facility Management
Association
P. O. Box 76828
Atlanta, Georgia 30358 - 1828

Sept. 1982

.....The September 7 meeting on the use of different word processing equipment by End Users was a great success. Those of you with further questions can direct them to the panel participants.

ON OCTOBER 5.....

.....The Atlanta Chapter of IFMA will hold its monthly meeting at the Cross Creek Country Club, 1221 Cross Creek Parkway, Atlanta, GA 30327. October's presentation will be on how to manage your organization's telephone system.

The first in a series on communications and related topics, this presentation will be given by Christine Williams of Arthur Andersen & Co. Telephone use monitoring, trouble logs, bill assessment, and more will be presented by Ms. Williams.

This meeting is open to all telephone and communication systems related individuals in your and/or any other area organization.

Reservations must be made by 2:00 p.m. Friday, October 1st for the luncheon and presentation. For reservations, please call 447-6650 and leave the number of people to attend, their name(s), firm name(s), and phone number(s).

We hope you will join us at 11:45 a.m. for the luncheon and presentation.

CHRISTMAS PARTY

Our first annual Christmas Party will be held on Saturday evening, December 4, 1982. The charge will be \$25.00 per couple, \$15.00 per individual, pre-paid. An open bar and buffet will be supplied.

Please send your name and check to:

Mr. Ed Rondeau
The Coca-Cola Company
P. O. Drawer 1734
Atlanta, Georgia 30301

Theodore Stout
Program Committee