POSSIBLE DATA PROCESSING FACILITIES WITH COMPUTER PRODUCTION

OF PUBLICATIONS

- Yearbook, Bibliography and Calendar (plus supplements) to be stored on tape prior to formatting for print
- recall of selected entries on basis of code or keyword
- analysis of entries on file by program
- formatting of selected sections for special publications
- use of Calendar information and current address to prepare request for report if meeting to be noted in Bibliography
- use of Calendar information on previous meetings in a particular series in order to prepare request for further information on the next meeting in the same series
- provision for storage of extra information (meeting data, publications, etc) together with the Yearbook entry so that all information can be formatted for print when a more detailed specialized publication is to be produced
- indexing of all publications by program
- provision for the inclusion of national member data so that a directory of those could be produced
- preparation of statistical tables covering:
  Calendar:  meeting periodicity
             attendance
             length
             budget
             exhibition
             sponsor
  Bibliography:  organization producing report
                 size of report
  Yearbook:  date of foundation
             members
             aims
             structure
             finance
             working languages
             activities