

GSMs and EMBA Professors:

Interested in helping to solve this significant but little-discussed major meetings problem? Interested in owning these books to retake control of competent major communications via your staff and RSMs' sales people?

If so, then you might be interested in our Coin Pocket Library(TM), which contains this entire site on one flash drive! All managers/professors who are not in touch personally with all reporting sales staff--essentially, GSMs and RSMs—need to be sure that their distance-communications with major groups are as effective as their face-to-face contacts with smaller groups. Not exactly easy, but do-able when D-I-Y skills bring control back into all sales offices, rather than simply following the meeting planner (MP) 'buy' advice seemingly common to all meeting planner associations.

Why are these 'old books' so valuable? Because they were the first of their kind: D-I-Y forms plus the world's first PERT Diagram for programming control—visualized and dated. Until the first RC book was published, all previous books were discursive, with “Be sure to . . .” recommendations but without related helps. You are able to see now that these D-I-Y books tell you both what you need to do and also give you usable forms, etc, needed in order to control the programming and therefore the program.

The Coin Pocket Library takes four books weightlessly, anywhere you choose to move them—especially helpful for planning on flights or in case of transport delays: Capture otherwise-wasted time with travel and delays. Considerable savings at low cost?

Prices: For one or a few drives: \$35 ea, all inclusive of one drive and postage; transfer costs; and book royalties. Quantity and unlimited bulk distribution (including gifts to Member/student businesses) at costs to be agreed. Discussion is welcome: The problem to be solved is more important than the wordage that can help to bring needed change.

If you might be interested in owning/distributing copies of the Coin Pocket Library (TM), we can eliminate early discussions of boilerplate via the Draft Agreement that follows. Because no Draft is likely to be perfect for everyone who might want/need the books, feel free to adjust the Draft's specific provisions however is best for your needs and functions. If you need more than minor notes on the back of a print-out, retype it with your own changes—and sign and mail it: To: RC; One So Locust St; #160-C; Inglewood, CA 90301. If changes are acceptable the Author's counter-signature is acceptance, with flash drive mailed. If not, discuss? Or any check, will be returned. Tel call-in periods: Mons & Fri; 11am-1pm; CA time. Not guaranteed, but likely answer.

Richard Cavalier
(End memo; draft agreement follows.)

Draft Agreement

For the sum of One Dollar (\$1.00) each to the other paid and other good and valuable considerations, this Agreement is made this day between the Author Richard Cavalier (hereinafter, 'Author') and YOUR ALPHA (hereinafter, 'Reader'; city/state/zip) for the purpose of Member access to four (4) business-meeting how-to books (hereinafter, 'Books'), offered as a Coin Pocket Library (TM) on one flash drive). Each book imparts basic-to-its-level D-I-capability via systems created and used in acknowledged business meetings, by Author.

All four titles ("Achieving Objectives in Meetings"; "Sales Meetings That Work"; "Common Sense ISD"; and "Managing Through Training") had been published for company use prior to the mid-'80s web alternative; but they were ignored pre-web by ad-supported magazine editors and then purveyor-majority of multiple/all meeting planner organizations, vs their 'user-company' members. Ethical? Confirming details and chronology (including clips and some conventions) appear on the ad hoc site <suite-programming.com>, as 'Orientation.' Because you, as Reader, can check all books before deciding, there's no blind decision-making. Detail special needs.

Said flash drive scans are simple reproductions of book text, not Amazon book format. Generally, scans can be searched via indexed page numbers or "Control-'F'" buttons, on most computers. See credits in "suite." Do not distribute personal scan versions or "suite" e-address to any one! Copyright applies, as with printed books.

Chose basic options by sales structure: For one or a few drives: \$35 ea, all inclusive of one drive and postage; transfer costs; and book royalties. Control recipients: Violation, if any and proved, shall result in immediate cancellation of this Agreement without refund plus their own potential legal action.

On receipt of this Agreement, make/adjust selected/suggested options and purchase/payment options (as below). If alternative suggestion(s) is/are accepted, the Author shall mail an exact ad hoc thumb drive to deliver contents and control of copying/distribution to the 'Reader' on an honor system regarding sales/royalties. See key 'Reader' options, below. Choose one or suggest a variation more suited to your 'Reader' needs.

- a) Direct sales of flash drive versions of <suite-programming.com>, copied from the authorized master thumb drive to be delivered on Agreement, monitored by count, as sold to Members as s Coin Pocket Library (TM), **read-only format**. Quantity and unlimited bulk distribution (including gifts to business associates) at costs to be agreed. If the \$35 pak is not agreeable, see suggest variations, below:
- b) Or, by purchase of a limited or unlimited number of CPL copies to be sold/given to Members during the first full year, according to Member count; paid as one agreed flat sum, by check in advance.
- c) If registered-member numbers justify, the Reader can be licensed to print soft-cover, bound, private-label books at its own sole expense (recoverable costs) at the rate of Two Dollars (\$2.00) book-royalty per book title for its registered members, by count, PIA. Caution to recipients: NO sales or trade arrangements for printed books shall be made outside the 'Reader's organization except with prior license in writing from the Author, at risk of immediate cancellation without refund and/or legal challenge for violation of the copyright(s). Each/all registered Member(s) of said 'Reader' shall be entitled to a private-label book. Extras for their companies?.
- d) Given: Any book printing is contrary to the CPL concept of easy transport, although better for general use in company libraries to benefit all meeting-callers. Both CPL & print? Let's make a deal!

Understood and agreed this _____ day of _____, 2025 by the undersigned:

For the 'Reader': _____; Title _____.

For the Author: _____. Variation(s) accepted: Yes / No

For comments/minor suggestions, continue on reverse. If major variation(s) is/are is not accepted or discussed, any check shall be returned.

END Agreement