

All staff and visitors

RUTHERFORD LABORATORY

Open Day - 19th June, 1965

An Open Day will be held at the Rutherford Laboratory from 2 p.m. to 5.30 p.m. on Saturday 19th June, 1965 for staff and University visitors, their families and friends.

Both Nimrod and the P.L.A. machines will be operational and consequently closed to visitors. Exhibits will be in laboratories, design offices, and workshops thus giving prominence to the rôle of the individual at the Rutherford Laboratory.

In the interests of safety, children under ten years of age may not be allowed at certain exhibits.

To interest the younger visitors there will be a programme of children's races and a group of side shows. Any profit from the side shows will be available for future recreational use.

If there is sufficient demand transport will be arranged for people coming from Abingdon, Didcot, Harwell, Wallingford and Wantage. A charge will be made depending on numbers.

A set tea will be served in the Restaurant at a charge of about 2s. 6d. per head.

A crèche will be organised for children under five years of age.

It will greatly assist the organisers if people expecting to attend will complete the form below and send it to Mr. J. B. Mellor, Building R.1, to arrive not later than Friday, 4th June.

RUTHERFORD LABORATORY OPEN DAY

Saturday, 19th June, 1965

I propose to attend the Open Day, my family party including myself will consist of persons.

*Please reserve tickets for the set tea.

*Please provide transport from my home to the Laboratory and back for persons. My nearest bus pick-up point is

*I wish to reserve places in the crèche for children up to 5 years of age.

*Please delete where
not applicable.

Name
Room
Building No.
Tel. Ext.

Rutherford Laboratory,
24th May, 1965.

DRAFT

Note of a meeting held on 12th April, 1965 to discuss Open Day

Present: J. B. Meller (General Administration) in the chair
R. C. Hazell (Recreation Society)
E. Kirby (T.U. Side)
P. B. Nichols (General Administration)
B. Southworth (Scientific Administration)

Mr. W. S. Spinks (Staff Side) and Mr. W. C. J. Smith (T.U. Side) were unable to be present but have agreed to assist in organising Open Day.

Mr. Meller opened the meeting by outlining the form of the Open Day which is to be held on Saturday, 19th June. The Senior Staff Forum have agreed that the occasion should be restricted to staff, their families and friends: the day is to be given a festive atmosphere by having competitions on the lines of a fete. Most families have seen the major machines and both Nimrod and the P.L.A. will be closed. Exhibits will emphasise the role of the individual at the Rutherford Laboratory, concentrating on laboratories, drawing offices, and workshops. As the Open Day is intended to interest the families a children's sports will be run; in addition a number of inter-divisional competitions will be organised. A further attraction will be side shows set up round the sports field. Tea will be served in the restaurant and short film shows will be given in the cinema.

It is not possible to hold a garden party at the Cosener's House this year, and the Director intended to invite about one hundred official guests to visit the Laboratory on Open Day. A special tea will be arranged for the Director, his guests, and the senior staff who would assist him in entertaining the guests.

It was agreed that the Open Day was an appropriate occasion to hold an informal dance at the Laboratory.

Mr. Meller was asked to look into the money which remained from dances held in previous years. This would be useful in meeting some of the preliminary expenses. (About £30 is available. J.B.M.)

It was agreed to divide responsibilities:

Scientific exhibitions	B. Southworth
Sports	R. Hazell
Sideshow and film shows	W. S. Spinks and W. C. J. Smith
Informal Dance	E. Kirby
Fund Raising and programmes	P. B. Nichols
Administration	J. B. Meller

Each person will organize his part of the open day and co-opt people to assist him as necessary. He will also prepare a budget.

The following programme was agreed:

29th April	Meeting to report progress and discuss finances
20th May	Meeting to discuss progress and settle contents of printed programme
21st May	Programme to printers
4th June	Programmes on sale
16th June	Final Meeting
19th June	Open Day

Meetings will be held at 2 p.m. in the P.L.A. Conference room.

Any problems which arise between meetings will be resolved between the parties immediately concerned. Further meetings will only be held where a major change of plan appears unavoidable.

J. B. Mellor

General Administration,
Building R.1.,
Extension 223.

14th April, 1965

Dr Allen - M. Southworth said that in view of the nature of this Open Day you may not wish to be involved, but to forward a copy for your decision. LABORATORY OPEN DAY, 19 JUNE, 1965

H. Davis - Sec: to T.R. Walsh.

Note to Division Heads

The 1965 Open Day is intended to be "a family occasion" with children's sports, etc., etc.. and not to project the scientific image of the Laboratory as Open Days have done in the past. It is not intended, for example, to have NIMROD and the P.L.A. open. Because of this philosophy, it is suggested that the number of technical displays should be small (say three or four per Division), should be pitched lower than previously and ideally should be capable of grouping in a few central buildings.

Could you please nominate a representative from your Division in connection with these displays. A meeting of Divisional representatives has been arranged for Wednesday 28 April at 10.30 a.m. in Conference Room No.4, R.1

Brian. We've had our Open Day: a relatively small proportion of RHEL turned up. Suggest a miss from E.S.R.

B. Southworth

Scientific Administration Group

14th April, 1965.

Circulation: Division Heads
B. Meller
P. Nichols
E. Kirby
R. Hasell
W. Spinks
F.M. Telling
T.R. Walsh

OPEN DAY, 1965

Report by J. B. Mellor and B. Southworth

1. General

Open Day was planned on the following assumptions:

- a. The day would be planned for staff, families, and friends.
- b. A modest festive atmosphere would be achieved by having competitions and stalls on the lines of a fete.
- c. The scientific demonstrations would reflect individual achievement rather than showing the major plant. Nimrod and the P.L.A. were to be operational and closed to visitors.
- d. The Director would entertain a limited number of official guests.

2. Scientific Displays

Scientific Administration organised the scientific displays at the Laboratory. This was done through a representative from each Division. Each Division was asked to present three or four exhibits and to ensure that laboratories, drawing offices and workshops were safe and reasonably tidy. It was suggested that, because of the 'family day' philosophy, a higher proportion of exhibits than usual could be designed for the entertainment of visitors rather than to present the work of the Laboratory.

It was stressed that no money was available specifically for the Open Day and that expenditure should be kept as low as possible and drawn on Divisional project numbers. It was also stressed that very little effort should be assigned to the preparation of exhibits. Since no limits were set for these two requirements, they were interpreted differently by each representative.

The list of exhibits presented can be seen in the Open Day programme. There were more exhibits than could be toured in the time for which the Laboratory was open and about a quarter of the displays fell into the entertainment category. Judging from the comments of the people supervising exhibits, a steady stream of visitors kept them occupied throughout the afternoon, despite the counter attractions.

Many visitors, and many of our own staff, regretted that the accelerators were not accessible. Perhaps, when we are to present the scientific work of the Laboratory at all, we should attempt to select a day in the machine maintenance weeks.

Intended
for
conclusions

The instructions to 'play down' this Open Day with respect to previous Open Days was not calculated to stimulate enthusiasm among the organisers or the Laboratory at large. If it is decided to repeat this kind of event, for example alternating year by year with the more formal Open Day, it seems advisable to name it as a 'Family Day' and to treat the organisation of the day vigorously within defined limits of a Family Day exercise. It should not be played, as this day was, as a second class Open Day.

The decision not to allocate any budget or man hours made the job of organising the Day more difficult than it need have been. It seemed as if the Laboratory wanted an Open Day, projecting the Laboratory in however mild a way in a favourable light, without being willing as an Organisation to spend any money or give any time towards making it a success. It was rather difficult to persuade people to help under these conditions.

3. Competitions and Sideshows

a. Children's Races

Children's races were run between 3 p.m. and 4 p.m. These were well supported and ran to schedule. A number of people commented favourably that the races gave an interest to the younger visitors who find science and engineering as yet unattractive. It was felt that the races were appropriate to a day specifically designed to attract families.

b. Sideshows

To avoid diverting Laboratory effort and public money, sideshows were hired from a firm in Reading. The cost was relatively high and the sideshows ran at a loss because of the short duration of the Open Day - about 3 hours. Attendance was relatively light and the stalls were only seriously in use between 3 p.m. and 4.30. Unless a loss is to be accepted sideshows are not to be recommended for the future. There was a lot of difficulty in persuading people to give up their time to man the stalls.

4. Catering

Arrangements were made for:

Director's guests and accompanying staff	75
Other staff	250
Possible casual visitors needing tea	100

In the event approximately 375 teas were sold. The standard of the tea was very low, primarily due to the lack of supervision during preparation. (The Caterers have been left in no doubt of our dissatisfaction and of the need for a much higher standard on any future occasion - W. W. Woodall).

5. Conclusion

Open Day was planned to be on a smaller scale than in 1964. Because of this it failed to capture the support of a considerable section of the staff and organising was difficult.

At the same time, it was hoped to satisfy a wide range from senior scientists to the ordinary family. This proved to be difficult within the framework of a minor event. Future Open Days should be more selective and cater for a well defined range of visitors on any one day.

- a. The day would be planned for staff, families, and friends.
- b. A modest festive atmosphere should be achieved by having competitions and stalls on the lines of a fete.
- c. The scientific demonstrations would reflect individual scientists rather than showing the major plant. Plots and the S.I.U. were to be operational and closed to visitors.
- d. The Director would entertain a limited number of official guests.

6. Scientific Displays

Scientific Administration organised the scientific displays at the laboratory. This was done through a representative from each Division. Each Division was asked to present three or four exhibits and to ensure that laboratories, meeting offices and workshops were left as reasonably tidy. It was suggested that, because of the 'Open Day' philosophy, a higher proportion of exhibits than usual should be designed for the entertainment of visitors rather than to present the work of the laboratory.

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