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Brief   Resumé

Specialist   in group communications, including meeting planning, audio/visual scripts, and corporate training. About 40 years in the meeting/convention industry. Can construct and teach seminars besides those based on his own books. Innovator in both hands-on and theoretical methodology–based on experience! Knows programming! Invented much methodology that's now standard in the meetings field. . .disseminated via his books and years of magazine-columns. He chaired the world's first Incentive Travel Conference for NYU's School of Continuing Education and also won a Tony Award at the 10th Anniversary convention of MPI, the meeting/convention industry's largest user-association. MPI reprinted Cavalier's how-to materials in its First Professional Handbook for that industry.

Author of two conventionally-published books in the meeting/convention field (first comprehensive how-to materials in the field) plus a third in English as a Second Language (ESL). Additionally, two new book titles were published in 2002-3 via the new print-on-demand electronic-composition technique. The book editions are:

Achieving Objectives in Meetings: Corporate Movement; 1973; now out-of-print. For professionals.

Sales Meetings That Work.   Dow Jones-Irwin; 1983; updated 2002 via **www.AuthorHouse.com**   Every- thing needed by any meeting manager for any type of meeting, any size. Long proved! Essentially, this was *AOM* expanded for use by all persons saddled with meeting planning and management.

Managing Through Training. www.AuthorHouse.com; 2002. An Introduction to Formal Training for non-trainer managers, covering both their current understandings and useful forward-thought guides.

Common Sense ISD.   www.AuthorHouse.com; 2003. A how-to text with examples of all needed forms and other explanations. Essentially a "translation" and expansion of the US military's ISD--Instructional Systems Development method–here made useable by anyone. The end of hocus-pocus in training.

Practical Word Power: Delta Systems Co; 1989; re-issued 2001 via **www.iUniverse.com.** Book's tutor teaches 10 language-handicapped adults how to pronounce English correctly from the dictionary. Only eight classroom sessions of two hours each; 25-hour overall commitment from the tutor; 50 students "graduated" per year by single volunteer working one period weekly. Intended to permit all minority/ethnic groups to establish their own programs independently of expensive commercial schools and inconvenient public school schedules. This book is verbatim and self-help for tutors, who **must** speak standard English but need **not** be certificated teachers. *Practical Word Power* is most effective at ESL levels III, IV, V and higher; Federally termed *basic.* Lower level *if* students have already demonstrated superior study skills in their native language, such as professionals. Not for beginners! Can be taught at much lower levels by bilingual tutors *if* accompanied by an assistant who *does* speak/model standard English. Bilingual tutors must not teach their own accents. Also functions perfectly as an accent-reduction course for persons fluent-with-objectionable-accents. *PWP* validity was proved by unrelated university research (Paulesu) published in *Science,* 4/16/01.

Other writings: For examples: www.meetingsCavalier.com. Previously published in many different forums: Nearly five years of "expert" columns re: business meetings management in Crain's *A&SP* and Bill Bros' *Sales & Marketing Management* magazines. Copy for first two (only) meetings/special ad   issues for *Business Week.* [See 'BW' button on this website.] Now endorsing two-way/full-motion video conferencing for its multiple advantages in company communication at major savings! Collaborative software is a scattered round-table meeting.

Controversial topic of Medical Malpractice (Chicago Tribune *Sunday* Magazine, Dec 7, 1986); early (first?) account of Patient Advocacy (McGraw-Hill's *Modern Hospital*, Jan, 70); also Chicago Deep Tunnel flood control (*Chicago* Magazine; Sep, 82)–all became definitive articles when published. Plus corporate meetings travel and tour-evaluation guides for American Assn of Travel Agents. Also travel features for *BH&G* magazine, including world's first how-to tour-evaluation charts (in Meredith's Apartment Ideas, Fall, 70)–used by TWA and Pan Am. Destination features in other publications. Destination booklet for Iberia Airlines of Spain. Meetings make-ready survey for ships of Norwegian-America Lines. First "consumerist" investigation of second mortgages for *BH&G*; reprinted by some banks because of its clarity and comprehensiveness. Articles on music, antiques, and arts/crafts for Meredith's *BH&G* and *Apartment Ideas.* Articles with depth and insight! [See examples on this website: 'Client' plus 'Targeted Writing' button/home page.] These useful originating skills can be applied to your problems and needs.

Programming consulting: personal and/or various producer accounts: Motorola, Varian Electronics, Iberia Airlines of Spain, Mobil Oil, Norwegian-America Line, ITT, American Gas Assn, Linen Supply Assn of America, American Dairy Assn, National Coal Assn, American Meat Instit, Steel Service Center Instit, Automotive Service Industry Assn, American Dental Assn, General Foods, S.C. Johnson & Son (J's Wax), Kaiser Aluminum, Centel, Haworth Office Furniture, Karpen Furniture, Signode, Diversey Chemicals, Wescom, LloydsLondon/PRM/County LA Health Care System. Focus on message, not medium or purpose!

World traveled: (over 40 countries). BA, U-Minnesota;   MBA credits, Northwestern U., Chicago. Retired (income is not an issue) and living in California. Can you use any of this background on a project basis?   ###