

# INFOCOM

TO: Staff  
From: Administrative Services  
Re: Mail Room  
Date: December 28, 1984

In order to provide the best possible service to the company it has become necessary to develop procedures for the utilization of the mail room. The attached procedures will help the mail room to function smoothly and hopefully we will all benefit if this service is utilized in a consistent manner.

### MAILROOM PROCEDURES

The Mailroom is open from 8:30am to 5:30pm.

ALL MAIL TO BE SENT OUT SHOULD BE IN THE MAILROOM BY 3:30pm, WITH THE FOLLOWING EXCEPTIONS:

UPS: All UPS shipments should be in the Mailroom by 2pm. Packages CANNOT be sent via UPS to a P.O. Box or to an address outside U.S.

FED. EX.: It is the function of the Mailroom to expedite Federal Express packages. All packages MUST BE PROPERLY LABELED before delivery to Mailroom. Packages CANNOT be sent via Fed. Ex. to a P.O. Box or to an address outside the U.S. Fed. Ex. picks-up at 7:00pm at Abt. The Mailroom will accept Fed. Ex. packages until 5:30pm.

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COURIER SERVICE: In requesting courier services, please be explicit with regard to material being sent; i.e., number of packages, envelope(s), or heavy box or boxes, etc. Recipient's office number or floor number should be included in address.

AFTER 4:00 PM NO CALLS WILL BE MADE BY MAILROOM CLERK FOR COURIER SERVICES.

If it is necessary to request a courier after 4:00pm, the following procedure should be followed:

- Obtain a voucher from Receptionist
- Employee shall call courier and be responsible for pick-up (and delivery) of package.
- Follow other guidelines shown above.

ANY PACKAGES FOR SERVICES OTHER THAN LISTED ABOVE, DISCUSS WITH MAILROOM CLERK TO ARRANGE FOR PICK-UP BY SHIPPER.


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Separate International mail to ensure proper handling and mailing.

If you have a large mailing, be sure all packages (other than letter size) are sealed.

If you are expecting a large delivery, please notify Mailroom Clerk prior to delivery.

# INFOCOM

TO: Company Staff  
FROM: Albert Veza   
SUBJECT: Company Meeting

While I realize this is short notice, there will be a very important company meeting this Friday, December 14 at 4 p.m. in the usual location.

# INFOCOM

December 13, 1984

To: InfoStaff  
From: Paymaster Debbie  
Re: Payroll Prepays

Yes, folks, there will be a Christmas. We'll be distributing paychecks for approximately half of your monthly net earnings early this month. The target date is tomorrow, but, please, don't expect them before noon. We're cutting these checks "in-house", so there will be no direct deposit service.

Our scheduled December pay date is Monday, December 31. You will receive the balance on that date and direct deposit will be effective for these earnings. On this second run, the "A" code on your pay stubs will designate FICA deductions for Ernie-Earnings.

For those lucky people who'll be in the Bahamas on December 31, let me know 3 days before you'll need a prepayment on your second December paycheck (no direct deposit subscribers, please). Just get a green Request for Payment form, write on it "Prepayment for balance of December 1984 employee earnings by (date)", have it authorized by your supervisor or Judith, and bring it to me. I'll figure the balance due you. Of course, if you're fortunate enough to make it to the Bahamas on December 31, you probably won't need a prepayment anyway.

Just a note - January has five weeks in it, so budget well. And have a nice holiday.

# INFOCOM

⋮  
RADIO HOUR OF THE WEEK

Douglas Adams' radio interview with David Brudnoy will air from 9-10 p.m.  
this Thursday evening (12/13) on WRKO-AM (68.0 on the dial)... ..

You'll hear him say a lot of positive things about Infocom, so try to listen in.

The other radio tapings that Douglas is doing this week will be played at a future  
company meeting. All of these will be aired after the Brudnoy Show, and PR will  
provide a list of the times.

# INFOCOM

DATE: December 11, 1984

TO: Staff

FROM: Personnel

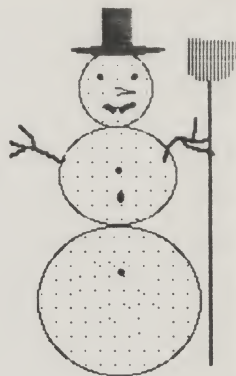
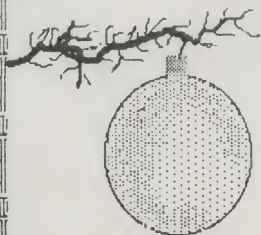
SUBJECT: Birthday Luncheons

Since a lot of people do not get a chance to read the Personnel Bulletin Board and we want EVERYONE to attend the Birthday Luncheons, we feel it necessary to inform all of you that Thursday, December 13th, at 12:30 is the December Birthday Luncheon. Pizza and Cake will be served upstairs. The Guests of Honor are:

Brian C.	1st
Dan	1st
Stu	1st
Larry	4th
Michelle	11th
Linde S.	15th
Mary Ellen	16th
Danielle	21st
Michael D.	22nd
Brian M.	29th
Chris G.	30th

Hope to see you all there!!!

EMPLOYEES?  
HOLIDAY?  
PARTY?  
YEA!!!



WHEN-- THURS. DEC. 20, 1984

WHERE-- UDDER LEVEL

WHAT-- YOU CAN LOOK FORWARD TO

*Food from around the world  
prepared by your fellow employees*

*A visit from the Clauses*

*Music and liquid entertainment*



## **FUNCOM ANNOUNCEMENT**

**THERE WILL BE A GIFT EXCHANGE AT THE EMPLOYEE HOLIDAY EVENT WHICH ALL ARE INVITED TO PARTICIPATE IN.**

**HERE'S HOW IT WORKS: ALL PARTICIPANTS WILL DRAW THE NAME OF ANOTHER PARTICIPANT FROM A HAT (WE'LL GET TO THE HAT DRAWING LATER). EACH PERSON WILL THEN GO OUT AND PURCHASE A GIFT SUITABLE FOR THE PERSON WHO'S NAME YOU HAVE DRAWN (\$5 LIMIT ON THE GIFTS, PLEASE). HAND YOUR WRAPPED AND LABELED GIFT OVER TO A FUNCOM OFFICIAL. WE WILL FORWARD ALL PARCELS TO THE NORTH POLE TO BE KEPT IN SANTA'S CARE UNTIL THE PARTY. MEMBERS OF FUNCOM WILL BE COMING AROUND TO VERIFY YOUR PARTICIPATION ON TUES, 12/11.**



**Dave Anderson  
Linda Avery  
Suzanne Frank  
Gayle Syska**

**Donna McCarron  
Tom Ueldran  
Heidi Korn  
Man Bunton**

# INFOCOM

DATE: November 26, 1984

TO: Staff

FROM: Judith M. Forsythe

SUBJECT: Travel/Accident Insurance

Please complete the Beneficiary Designation Card Attachment A, for your Travel/Accident Insurance Coverage. Attachments B and C explain the policy, description of hazards and the Accidental Death and Dismemberment benefits. Coverage is for 2 times annual salary to a maximum of \$250,000. If you have any questions, please feel free to call.

Continental Casualty Company  American Casualty Co. of Reading, Pa.

### BENEFICIARY DESIGNATION for

Insured Person John B. Sample

Address 3 Park Place, Cambridge, MA 02139

Insured under Policy No. SR-83073703 issued to: Infocom, Inc.

Beneficiary Lisa E. Sample

Relationship Spouse

Address 5 Park Place, Cambridge, MA 02139

Date Signed 11/26/84 Personal Signature Your Signature  
(Insured Person)

BG-61470-B

INSURANCE FROM  
**CNA**

## **BROAD BUSINESS TRIP COVERAGE**

### **DESCRIPTION OF HAZARDS**

This Description of Hazards covers the Insured Person for injury sustained while on a business trip made on behalf of the Holder (excluding vacations and travel to and from work).

The trip shall begin when the Insured Person leaves his residence or regular place of employment, whichever last occurs, for the purpose of going on the business trip.

Such trip shall end on the first of the following to occur:

1. when the Insured Person returns to his residence; or
2. when the Insured Person returns to his regular place of employment.

Coverage provided under this Description of Hazards includes riding as a passenger in any aircraft being used for the transportation of passengers, subject to the EXCLUSIONS below.

The term "on a business trip made on behalf of the Holder" as used in this Description of Hazards means travel and sojourn authorized by or at the direction of the Holder for the purpose of furthering the business of the Holder.

### **TERRITORIAL LIMITS**

Worldwide

### **EXCLUSIONS**

This Description of Hazards does not cover any loss caused by or resulting from: (1) suicide or attempted suicide by the Insured Person while sane or self-destruction or attempted self-destruction by the Insured Person while insane; (2) declared or undeclared war or an act of either; (3) riding as a pilot or crew member in any vehicle or device for aerial navigation; (4) riding in any aircraft owned, operated or leased by or on behalf of the Holder unless a specific written agreement has been obtained from Us to provide such coverage; or (5) sickness or disease, except pyogenic infections which occur through an accidental cut or wound.

**ACCIDENTAL DEATH AND DISMEMBERMENT BENEFIT**

When a covered Injury results in any of the following losses to an Insured Person within 365 days after the date of the accident, We will pay in one sum the indicated percent of the Principal Sum for:

Loss of Life.....	100%
Loss of Both Hands or Both Feet .....	100%
Loss of Entire Sight of Both Eyes.....	100%
Loss of One Hand or One Foot .....	50%
Loss of Entire Sight of One Eye.....	50%
Loss of Thumb and Index Finger of Same Hand .....	25%

"Loss" as above used with reference to hand or foot means the actual and complete severance through or above the wrist or ankle joint; as used with reference to eye means irrecoverable loss of entire sight thereof; and as used with reference to thumb and index finger means the actual and complete severance through or above the metacarpophalangeal joints.

A benefit is not payable for both Loss of Thumb and Index Finger of Same Hand and Loss of One Hand for Injury to the same hand as the result of any one accident.

In no event will the benefits payable under this provision due to the same accident exceed the Insured Person's applicable Principal Sum.

# INFOCOM

November 29, 1984

To: InfoStaff  
From: Debbie, Accounting  
Re: November Payroll

Don't worry! Paychecks will be distributed Friday, November 30. However, as I noted in previous memo, there will be an additional FICA deduction for Ernie-Earnings a/k/a Warehouse-Work.

These earnings were paid out at the gross amount, so they didn't reflect the 6.7% FICA tax deduction that was unavoidable. If you amassed \$500 in Ernie-Earnings, an additional \$33.50 will be deducted from your FICA. Those employees who have paid FICA the 1984 maximum of \$2,532.60 will not show an adjustment on their paychecks.

Also, there may be a delay in the distribution of paychecks. I'll try to deliver them to you by noon, but I can't promise that I can. (No tar-and-feathering, please. It wasn't our fault that we'll be getting them late.)

## ANYONE CAN MAKE A MISTAKE

Remember that FICA memo? Well...gosh...gee...those adjustments aren't in your November paychecks at all. Expect them, however, in your next paycheck...probably.

# INFOCOM

TO: Staff

SUBJECT: Educational Software

There will be an informal meeting at 3 p.m. Friday (tomorrow, the 30th) for anyone interested in discussing ideas regarding educational software. It will be in the 1st floor conference room.

lsc

Infocom, Inc. 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

# INFOCOM

TO: Staff  
FROM: Albert Vezza  
SUBJECT: Comapny Meeting

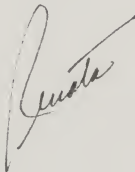
The next monthly company meeting is scheduled for Friday,  
December 7, 1984, at 4 p.m., second floor.

lsc  
11/28/84

# INFOCOM

TO: Comdex Staff  
FROM: Renata  
DATE: November 21, 1984  
SUBJECT: Thank you ...

... for all of your hard work, patience, good spirits and support over the last ten days. There's no doubt that the show was a success for Infocom, and it was the people that made it the success that it was. Viva Las Vegas!!!

A handwritten signature in cursive script, appearing to read "Renata", is written in dark ink. The signature is fluid and somewhat stylized, with a large initial letter 'R'.

# INFOCOM

## PERIODICALS AND TRADE PAPERS RECEIVED BY INFOCOM

A+	Compute!'s Gazette
Advertising Age	Consumer Electronics
Adweek East	Consumer Reports
Adweek West	Creative Computing
Analog	Dec Professional
Antic	Dial
Attache	D & B Reports
Barrons	Digital Review
Bazaar	Directions
Billboard	Discover
Boston Business Journal	Dr. Dobbs Journal
Boy's Life	The Economist
Business Computing	Electronic Design
Business Marketing	Electronic Games
Business Week	Electronic News
Business Software	Electronic Retailing
Byte	Epson Connection
Chain Store Age	Family Computing
Chief Executive	Forbes
Commodore Microcomputers	Fortune
Computer Advertising	Future Computing
Computer & Electronic Marketing	Games
Computer Contents	Hardcopy
Computer Currents	HFD (Weekly Home Furnishings Newspaper)
Computer Dealer	High Technology
Computer Gaming World	High-Tech Marketing
Computer Living	Hobby Merchandiser
Computer Marketing	Inc.
Computer Merchandising	Infosystems
Computer Retail News	Infoworld
Computer Retail News	Isaac Asimov Science Fiction Magazine
Computer Salesman News	The Licensing Book
Computer Software News	Mac World
Computer Systems News	Macintosh Buyer's Guide
Computer Update	Magazine Age
Computer User	Magazine and Bookseller
Computers and Electronics	Management Review
Computers in Banking	Marketing and Media Decisions
Computerworld (newsweekly)	Mass High Tech
Computerworld (office automation)	Merchandising

MicroCommunications  
Micro-Computer News  
Micro-Marketworld  
Microcomputing  
Micropendium  
Money  
New Yorker  
Newsweek  
New Times  
Nibble  
Official Airline Guide  
Official Airline Pocket Guide  
The Office  
PC  
PC Jr.  
PC Retailing  
PC Week  
PC World  
Peanut  
Personal and Professional  
Personal Computing  
Personnel Journal  
Popular Computing  
Portable Computer  
Power Play  
Publisher's Weekly  
Rag  
Release 1.0  
Rolling Stone  
Rom  
Retail News  
San Jose Mercury News  
Savvy  
Scientific American  
Signal  
Sight and Sound  
Sizzle  
Sloane Management Review  
Small Business Report  
Software Journal  
Software Merchandising  
Software News  
Software Retailing  
Special Library  
Sports Illustrated  
Systems and Software  
Teenage  
TI Professional Computing  
Time  
Tradeshaw Week  
VAX Professional  
Venture

TO: Infocom Employees

FROM: Production Department

*EB*

RE: Evening Shifts at Research Packaging

The response to the weekend shifts at Research Packaging has been great, and now we are trying to increase production again. By taking approximately eleven Infocom employees to Randolph Monday through Thursday nights we can help clear up the backlog that still exists. We would be leaving Infocom at 3:30 p.m. in order to work from 4:30 to 9:00. The pay for the evening is \$76.50 which will be paid the following week. The only problem with this is that we don't want to have everything else at Infocom fall apart from neglect; therefore employees signing up should clear it with their manager. In addition there are two main features of the evening shifts:

1. Selection will be much more arbitrary in order to save time in getting it all organized.

2. No one can work two days in a row at Research in order to keep anyone from accidentally overextending their capacity. (n.b.: Monday is the day after Sunday.)

The signup is posted for the next Infoevening, Wednesday, 11/7 with Thursday, 11/8 being a holiday due to the company party. In general the signup sheets will be posted on the first floor bulletin board on Wednesday for the following week.

# INFOCOM

October 26, 1984

Dear Fellow Employee:

On November 2nd, our first United Way campaign will kick off, and I think this is an appropriate time to consider just how important the United Way is to our community.

The United Way distributes our contributions to 183 health and human service agencies in eastern Massachusetts. These agencies, in turn, help more than one million people--or one out of three--in our area each year. They provide contemporary services such as day care, alcohol and drug counseling, home health care for senior citizens, counseling for families, help for troubled youth, and much more. Also, traditional services are made available by such agencies as YMCA's and YWCA's, Boy Scouts and Girl Scouts, the Red Cross, the Salvation Army, and more.

The United Way is a local organization run by local volunteers who decide where our contributions go. And because volunteers play such an important part in the United Way, 88 cents of every dollar we give is spent for services. Just 12 cents goes for administration and fund raising, combined!

During the week of November 5th, you will receive a pledge card for this year's campaign. After receiving it, please take a moment to carefully reflect upon the significance of the United Way to our community and to ourselves.

Sincerely,




Albert Vezza  
Chief Executive Officer

AV:lja

Infocom, Inc., 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031


# INFOCOM

TO: The Company  
FROM: Albert Vezza   
SUBJECT: Monthly Company Meeting

The November company meeting is scheduled for Friday, November 2, 1984, at 4 p.m. in the upstairs hall.

lsc  
10/31/84

# INFOCOM

TO: Comdex Staff and Attendees  
FROM: Renata S.   
DATE: October 30, 1984  
SUBJECT: Comdex Pre-Show Training Meeting

Please be reminded that there will be a full-day Comdex Pre-Show Training Meeting on Thursday, November 8, 1984, at the Hyatt Regency in Cambridge (Memorial Drive).


Continental breakfast will be available at 8:30 a.m. and our meeting will begin promptly at 9:15 a.m.

The meeting will cover a wide range of issues and areas, from show objectives to dress and decorum to demos of our two product lines to background information on Infocom's customers. Further, schedules and booth responsibilities will be outlined. Tickets, advances, and bonuses will be distributed at this meeting.

ALL Comdex staff personnel and attendees are required to attend this meeting. We hope you will also stay and join us for a Comdex-Kickoff cocktail party immediately following the meeting at 4:00 p.m.

Please contact me if you should have any questions regarding the meeting. Thank you.

# INFOCOM

TO: All Infocom Employees  
FROM: Renata S.   
DATE: October 31, 1984  
SUBJECT: YOU ARE INVITED . . .

. . . to a Comdex-Kickoff Cocktail Party at the Hyatt Regency in Cambridge (on Memorial Drive) on Thursday, November 8th, 4:00 to 6:00 p.m.

With the November 1st announcement successfully behind us, we will be pulling together to present ourselves as a company with two product lines FOR THE FIRST TIME at COMDEX/Fall '84. Come join the celebration as we toast another milestone in Infohistory.

October 30, 1984

FROM: Production  
TO: Everyone  
RE: InfoSundays

InfoSunday One was an outstanding and astounding success. We assembled approximately 6500 games, 500 Samplers, and 5000 hint booklets. This was 10% higher than our revised projections, and nearly double the original projections we made when planning InfoSundays for just two lines and 25 people.

Based on Sunday's results, we are not only going to continue InfoSundays for the rest of the Christmas season, we are going to add InfoSaturdays as well. The Saturday shift be shorter and earlier (8am to 1pm) and won't be as large (because a reduced Research Packaging shift already works one or two of the assembly lines on Saturdays). The bonus for the Saturday shift will be \$85.

A sign-up sheet is up (on the Job Postings bulletin board) for the next three Saturdays and the next three Sundays. Please sign up as often as you like, with one exception: No one may work both days of the same weekend. Comdex is the weekend of November 17 and 18; please try to sign-up for that weekend if you're not going to the show.

If supply exceeds demand again, we might add another 5-hour shift on Saturday afternoon. If rationing the spaces becomes necessary, it will be done in a way that will ensure that everyone gets to go an equal number of times.

By the way, yesterday's memo from accounting was erroneous. You don't need to submit a Request for Payment; that will be taken care of automatically. Your bonus check will be issued within a few days of when you worked; in order to save time and effort, the corresponding taxes will be deducted from your regular payroll check rather than from the bonus check.

Get ready to keep proving that "When you need a job done well, call the InfoStuds!" (I bet Spinnaker employees couldn't assemble 6500 of THEIR packages in six hours!)

# INFOCOM

DATE: October 26, 1984  
TO: Staff  
FROM: Judith M. Forsythe  
SUBJECT: Infocom Bi-Weekly Out To Lunch Bunch

*Judith M. Forsythe*

Some of the feedback from the recent Consumer Dinner Meetings had to do with intergrating new employees into the Company. One of the suggestions was to invite people out to lunch. As the discussion envolved it became clear that this would also be a vehicle for all employees to socialize and improve moral. The Personnel Department would pull four names each week for the following week. A notice would be sent to each employee indicating the day and other invitees to the Out To Lunch Bunch. I would appreciate your feedback.

I would be interested:  Yes  No

I would rather pay myself:  Yes  No  
or  
Be reimbursed by Infocom:  Yes  No

Suggestions/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please complete and return to Personnel Mailbox.

# INFOCOM

10/16/84

TO: J.O'Leary  
M.Blank  
M.Dornbrook  
S.Meretzky  
J.Palace

cc: J.Berez

FROM: Pat M.

SUBJ: HITCHHIKER'S PROMOTION/PRESS

The information on the press reception for Doug Adams' arrival in the U.S. is as follows:

PLACE: West Pavillon Room (spelling is correct!)  
64th Floor  
RCA Building  
30 Rockefeller Plaza  
NYC

DATE: Monday afternoon, Nov.12th  
4:30-7:30 pm

DETAILS: Response from media is excellent. Expect many of our regular friends from consumer entertainment publications. Excellent turnout predicted from calls we've been receiving.

Douglas Adams, Marc, and Steve will be interviewed heavily at this event...then on to Comdex for all and more meetings with press; Adams will conclude tour in San Francisco on Friday, Nov.16--TV and print opportunities there.

#### ARRANGEMENTS:

We are still in need of some type of project/clerical coordinator in PR, so we would appreciate your making your own plane arrangements, suited to your own schedules. NY Shuttle should be best, given that Tuesday, 11/13 is departure day for COMDEX.

STEVE--

YOU SHOULD BLOCK OUT THIS ENTIRE WEEK AND JUST BE AVAILABLE FOR MAKING ADAMS COMFORTABLE WITH OUR PRESS AND FOR SCHEDULED INTERVIEWS, MANY OF WHICH WILL DEVELOP FROM THIS KICKOFF EVENT.

REMEMBER...

Monday at 4:30 p.m. the Trick or Treating begins. So bring some candy, a knife to carve a pumpkin, a sack for your candy and most important — wear a costume.

TO: Distribution  
FROM: Steve Meretzky  
RE: InfoSunday

I want to thank you for showing your enthusiasm by signing up to work at Research Packaging this Sunday. Unfortunately, there's no space for you this time around. You'll get the first chance to sign for next time.

Distribution:

Larry Martin  
John Brackett  
Jennifer Fine  
Mike Dornbrook  
Renata Sorkin  
Harle Perkins

Linda Mazotta  
Mike Quinn  
Barry Jacobson  
Mark Blank  
Al Vezza

Duncan Blanchard  
Stephanie Quinn  
Joy Pulver  
Paul DiLascia  
Kristine Vezza

TO: Everyone  
FROM: Production  
RE: InfoSunday Assignments

For working at Research Packaging this Sunday, we are scheduling 39 people. This was increased from our original expectation of 28 people, because of the huge and enthusiastic response.

More than 60 people signed up for this Sunday, and we decided to just take the first 39 people, including friends and relatives. Some people feel that only employees should have been included. If this were a one-time event, then we'd certainly take employees first. Here's why we did it the way we did:

Although the sign-up for this first week was large, we expect the excitement to wane as we get into the fourth week, the sixth week, the eighth week. We don't want to discourage friends and relatives now, because we'll probably need them down the line.

Also, a friend or relative of employee X is only likely to go along on a Sunday when employee X is going. If we let employee X go now, and bar his/her friend/relative, then in a month when employee X doesn't want to go to Research anymore, we lose both him/her and the friend/relative.

If everything goes according to plan, we'll have seven more InfoSundays after this one. Everyone will get the chance to go at least several times; and people who didn't get to go this week will get first priority for next week's sign-up.

TO: Distribution  
FROM: Steve Meretzky  
RE: InfoSunday One, 10/28/84

As you know, we're go for InfoSunday at Research Packaging for this Sunday, October 28. You should<sup>6E</sup> at Research by 10am.

Work will start promptly at 10am! If you want to spend some time looking around the facility before you start working, then be there fifteen or twenty minutes early.

A pizza lunch will be provided. Wear your grimiest clothes; expect to stand a lot. But most of all, get psyched to prove just who the world's studliest software company is.

Attachments:

1. Carpool information.
2. Assembly line assignments.
3. Map to Research Packaging (two-sided)

Distribution:

Betty Rock	Jon Palace	Kristin Palace
Ernie Brogmus	Jeff O'Neill	Linda Avery
David Tait	Elizabeth Metz	Marcel Gaudreau
Heidi Korn	Mark O'Connor	Mary Ellen O'Connor
Gina LeMay	Bob LeMay	Amy Andrews
Craig Leckband	Ellen Leckband	Suzanne Frank
Joanne Avtges	Max Buxton	Bob Baden
Spencer Steere	Lisa Fratto	Elizabeth Langosy
Barry Star	Bob Jones	Liz Cyr
Gayle Syska	Ellen Nelson	Dave Anderson
Tom Veldran	Lisa Weinberger	Dan Horn
Donna McCarron	Rom McCarron	Andy Kaluzniacki
Michael Berlyn	Muffy Berlyn	David Cavallo
Uthman Cavallo		

P.S. Don't forget that Eastern Standard Time begins Saturday night.

#### CARPOOL INFO

Here are the current carpool assignments. Please confer with each other to iron out the details involved. Remember that you need to be at Research by 10am.

\* Barry Star will be picking up Heidi Korn.

\* Suzanne Frank will be picking up Max Buxton and Bob Baden.

\* Ernie Brogmus will be picking up Andy Kaluzniacki.  
(LEAVING EARLY)

\* Tom Veldran will be picking up David and Uthman Cavallo.

If you need a ride to Research, but you aren't listed above, please see Steve immediately!

LINE ONE: NEW PACKAGES

Traystuffer - Kristin Palace  
Traystuffer - Elizabeth Metz  
Traystuffer - Marcel Gaudreau  
L-Sealer Op - Jeff O'Neill  
Machine Op - Jon Palace  
Labeller - Liz Cyr  
Labeller - Bob Jones  
Lidder/Packer - Betty Rock  
Lidder/Packer - Heidi Korn  
Floater - Hollywood Dave Anderson  
Gluer Op - Craig Leckband  
Browsie Gluer - Ellen Leckband  
Browsie Gluer - Mark O'Connor

LINE TWO: NEW PACKAGES

Traystuffer - Linda Avery  
Traystuffer - David Tait  
Traystuffer - Mary Ellen O'Connor  
L-Sealer Op - Bob Baden  
Machine Op - Suzanne Frank  
Labeller - Gina LeMay  
Labeller - Bob LeMay  
Lidder/Packer - Amy Andrews  
Lidder/Packer - Ellen Nelson  
Floater - Max Buxton  
Gluer Op - Gayle Syska  
Browsie Gluer - Donna McCarron  
Browsie Gluer - Tom McCarron

LINE THREE: OLD PACKAGES

Collater - Elizabeth Langosy  
Collater - Lisa Fratto  
Collater - Lisa Weinberger  
L-Sealer Op - Tom Veldran  
Packer - Spencer Steere

LINE FOUR: INVISICLUES

Blisterer - Joanne Antoges  
Blisterer - Dan Horn  
Blisterer - Barry Star  
Blisterer - Andy Kaluzniacki

Substitutes

- 1) Michael Berlin
- 2) Muffy Berlin
- 3) David Cavallo
- 4) Uthman Cavallo

from BOSTON:

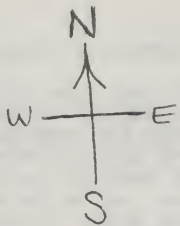
Take the Southeast Expressway (Route 3 and I-93) south. About 10 miles south of downtown Boston, Route 3 and I-93 split. Bear right, leaving Route 3 for I-93 and Route 128. Almost immediately after you get on Route 128, get off at exit 68, taking Route 37 south into Braintree. Go eight-tenths of a mile until you reach "Braintree Five Corners," a major intersection without a traffic light but with a lamp post in the center of the street. Bear slightly rightwards onto Granite Street toward Randolph, leaving Route 38. Proceed down this street for about two and a half miles. Pass Campanelli Industrial Park, Cumberland Farms, and Town House of Pizza. The road will change names from Granite to Pond to North, but you probably won't notice. The entrance to East Randolph Industrial Park is on the left side of the street; look for a tall sign post of company names topped by a large "Knights of Columbus Vera Cruz" sign. Enter the Industrial Park and follow the map below.

from NORTHERN and WESTERN SUBURBS:

Take Route 128 south, past Mass Pike, U.S. Route 1, and I-95, to exit 67. At exit 67, take Route 28 south into Randolph. You'll pass several traffic lights on Route 28; 1.2 miles south of Route 128 you'll reach a major intersection with a traffic light. Turn left onto Oak Street. (If you miss Oak Street, you can take Liberty Street instead; see map on reverse side.) Go one and a half miles on Oak Street until it ends at North Street. Turn left onto North Street, and travel seven-tenths of a mile. The entrance to East Randolph Industrial Park is on the left side of the street; look for a tall sign post of company names topped by a large "Knights of Columbus Vera Cruz" sign. Enter the Industrial Park and follow the map below.

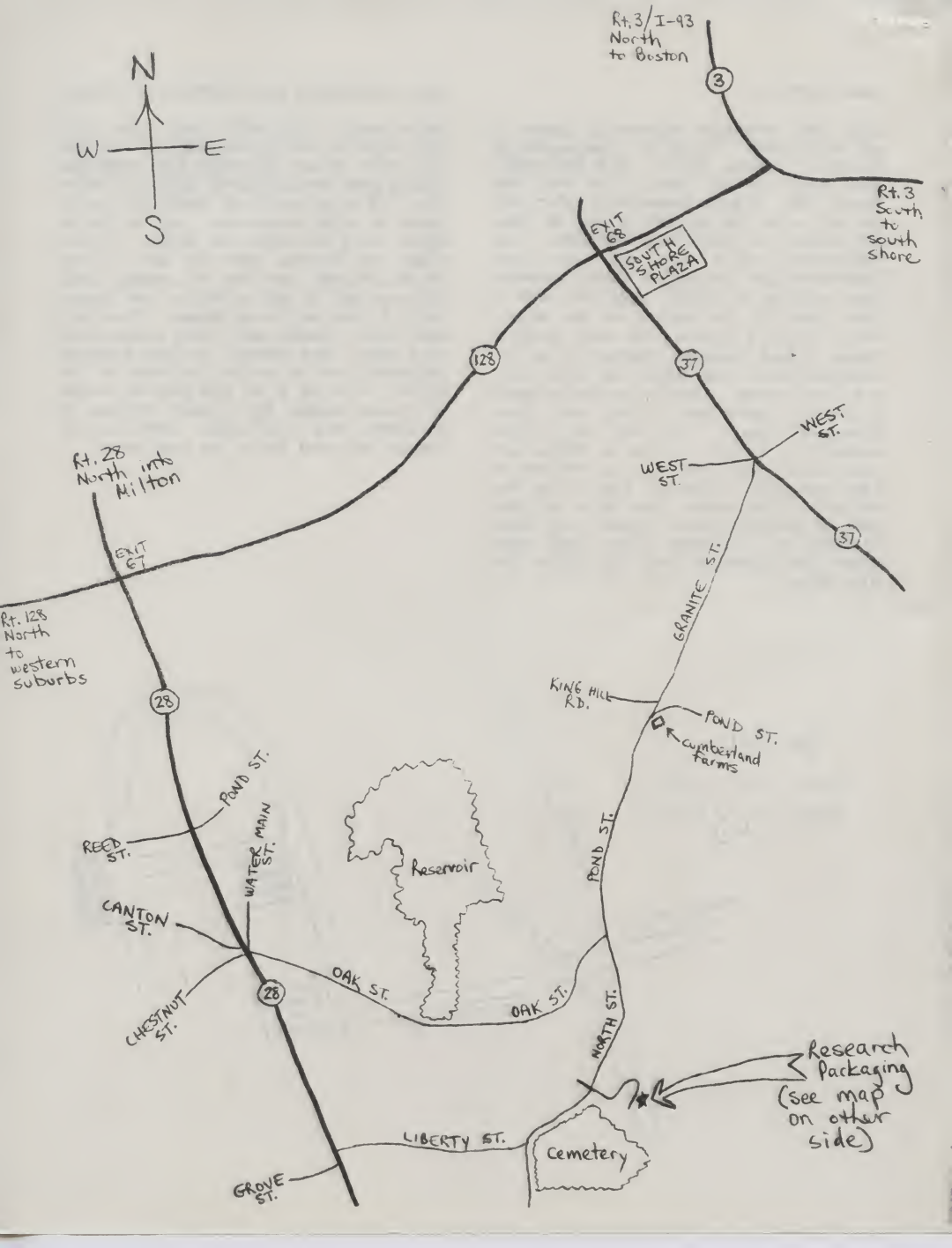
DETAIL  
(See wide scale  
map on reverse  
side)





Rt. 3/I-93  
North  
to Boston

Rt. 3  
South  
to south  
shore



Rt. 28  
North into  
Milton

Rt. 128  
North  
to western  
suburbs

EXIT  
68  
SOUTH  
SHORE  
PLAZA

EXIT  
67

WEST  
ST.

37

GRANITE ST.

KING HILL  
RD.

POND ST.  
Cumberland  
Farms

POND ST.

REED ST.

WATER MAIN  
ST.

CANTON  
ST.

CHESTNUT  
ST.

28

OAK ST.

OAK ST.

POND ST.

NORTH ST.

LIBERTY ST.

GROVE  
ST.

Cemetery

Research  
Packaging  
(see map  
on other  
side)

# PATRIOTS

# \$9.99

The Fun Committee (FUNCOM) has purchased 40 tickets for the Nov. 11 Patriots game against Buffalo. Due to the overwhelming response to the \$100 a plate SUNDAYS AT RESEARCH, we are throwing the doors wide open in attempt to escape financial ruin. Now for a limited time only you may purchase these choice seats for the incredible price of just \$9.99. That's right, every ticket in the place for just \$9.99. So bring the kiddies, wives (mormons), friends, pets (no charge). Tickets available from Linda Avery in the personnel office. Please notify her as soon as possible.

# INFOCOM

DATE: October 22, 1984

TO: Staff

FROM: Judith M. Forsythe

*Judith M. Forsythe*

SUBJECT: Luncheon Seminars

Mary Lou Balbaky of Creative Action, Inc. will be leading two luncheon, sandwich seminars on:

Wednesday, November 7th - Managing your Boss  
12:00 - 1:30

Wednesday, November 14th - Giving and Receiving Negative and Positive Feedback  
12:00 - 1:30

Both sessions will be for participative problem-solving as well as discussion. If you plan to attend please read the following article(s): Managing your Boss by John Gabarro and John Kotter and/or Managing Interpersonal Feedback. Copies of the articles are available in the Personnel Office.


-----  
I plan to attend the following lunchtime seminar(s):

\_\_\_\_\_ Managing your Boss - November 7th

\_\_\_\_\_ Giving and Receiving Feedback - November 14th

\_\_\_\_\_  
Name

# INFOCOM

TO: Participants, Consumer Dinner Meetings  
FROM: Albert Vezza   
SUBJECT: Follow Up  
DATE: October 18, 1984

I would like to take this opportunity to thank you for attending and participating so willingly in our recent dinner meetings.

While having these kinds of meetings is important, what is equally important is what is generated by them, and following up on the momentum. To that end, I would now ask something of each of you.

If you haven't already done so, would you please take a few minutes out of your day to write down any constructive comments and ideas, and give them to Linda (Carlough).

Please keep in mind that a tremendous amount was discussed in the course of these three dinners. It will take some time to review and determine what is practicable to implement.

AV:lsc

## COMMENTS, IDEAS FROM CONSUMER DINNER MEETING

Here are some points that I think were important, or that I recall being discussed and thought to be good ideas:

1. A short period each day for thought and talking to others. I think this would work best as a loosely encouraged activity to be done whenever it seems appropriate. If it were "forced" during some assigned daily or weekly time period, it would lack the spontaneity required, and would just become silly.
2. One point briefly touched upon and, in my opinion, worth pursuing in more depth, is the idea of role-switching — encouraging people to spend short periods (three days, two weeks...) working at an unrelated job. This could help relieve the strain in departments or areas undergoing temporary work crunch. It would give people a break from the monotony, or at least the non-diversity, of their own job. It would help people appreciate what other departments do and how they work. It would accelerate the exchange of ideas and prevent hardening of the corporate arteries.
3. Friday parties were discussed at length. If a major purpose of these parties is to welcome new employees and help integrate them into the Infocom social structure, that point should be made clear to everyone. Also, everyone seemed to agree that the current location of the parties discourages attendance.
4. On the subject of welcoming and acclimating new employees, another idea that was discussed and favorably received was the concept of lunch trips with assignments made randomly. This was also suggested as a way to increase interaction between people from distant corners of the company who never interact otherwise.
5. An idea that was discussed briefly, and sounds like it would be worth a try, is the idea of appearances/autograph sessions by game writers at area stores. In addition to the P/R and Sales benefits, this could help restore the link between developers and customers that has faded since the creation of a Customer Service department and the disappearance of Warranty Cards in games.
6. Something that was discussed very early on at Monday's dinner was keeping Infocom's products innovative and at the cutting edge of the industry, both in terms of technology and content. The concept of creating an Research and Development Group of some sort was discussed. I think the answer is much simpler: simply relieving the pressure to constantly put out new titles and meet deadlines. Permit several months off between projects to work on non-practical projects and to begin brewing ideas for new games. Our games that are generally considered to be the best and most innovative are the ones that were first efforts by authors — ideas that had been brewing for months or years — or games that were developed without time pressures.
7. Lastly, and in my opinion the most important, is simply that we are try-

ing to accomplish too many things in too short a period. Virtually every department is overloaded with work, and a lot of things are slipping between the cracks. The new packaging was done in a tremendous hurry, and consequently tremendous screw-ups occurred (tape not sticking, glue not working, items not fitting in trays). These problems are now causing many of the production delays. Other production delays are caused by the massive OEM agreements, especially Commodore and Tandy, occurring during this peak time. In Marketing, in addition to its usual activities, was swamped by special projects such as the Sampler and the new packaging. Sales is too busy taking and processing orders to do much actual selling and customer relations stuff. Public Relations was too overworked to plan the splendid idea of a Halloween Ball to kick off Suspect. Every game this year except Sorcerer has been behind schedule, putting pressure on the writers and testers. Product announcements have been consistently late, hurting sales of new games. The list goes on.

My philosophy has always been to try and do a smaller number of things, but to do them as close to perfectly as possible, rather than to push a little too much and end up doing more things sub-optimally. I think we need to think long and hard each time we make a new commitment, whether it be to bring a game to market by a certain date or to promise a customer a large or special order.

Infocom, Inc., 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

# INFOCOM

October 18, 1984

TO: Everyone  
FROM: Michi Simpson *MS*  
SUBJECT: 1985 Calendars

If anyone needs a 1985 appointment book or Calendar refill--other than your desk style "Flip-A-Week" Calendar - let me know by Thursday, November 1st.

Thanks.

MS/g1

# INFOCOM

TO:           The Company  
FROM:         Albert Vezza  
SUBJECT:      Field Trip

Many of you have been asking about the proposed office space under consideration as our new offices.

So that you may have an opportunity to see the space, we have arranged with the real estate agent, Spaulding & Slye, for a company "field trip" over to Cambridge Park this Friday, the 19th, at 4 pm.

Refreshments will be served there. And we will be back at Infocom in sufficient time for our usual Friday afternoon get together.

I encourage you to take the time on Friday to "preview" the space. Your comments about and suggestions for our future are important.

lsc

# INFOCOM

DATE: October 17, 1984  
TO: Staff  
FROM: Nancy Fischer *n-f.*  
RE: "Lower Level" Library

## LIBRARY REQUISITIONS

In order to bring some organization and centralization to subscriptions and other library type materials, Michi has designed a requisition form for the Library.

A requisition is attached and if you need more please come see me.

## DONATIONS

The library is looking for materials! Perhaps your office or department has resources (such as those listed on next page) that you are willing to share by placing them in the library where everyone could be sure of finding them.

If you can not bear to let go of materials but are willing to let other people use them, please note them and I will make a directory of where they can be found.

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DONATIONS

Software: \_\_\_\_\_

\_\_\_\_\_

Books: \_\_\_\_\_

\_\_\_\_\_

Reference Books: \_\_\_\_\_

\_\_\_\_\_

Back Issues of Magazines: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

I WANT TO KEEP THEM BUT OTHERS COULD USE IF NEEDED

Books: \_\_\_\_\_

\_\_\_\_\_

Reference Books: \_\_\_\_\_

\_\_\_\_\_

Back Issues of Magazines: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_



LIBRARY REQUISITION

Name of Publication \_\_\_\_\_

If book, author \_\_\_\_\_

Publisher \_\_\_\_\_

or Source \_\_\_\_\_

Price \_\_\_\_\_

How many copies? \_\_\_\_\_

Routing \_\_\_\_\_

Requisitioner \_\_\_\_\_ Date \_\_\_\_\_

Authorization \_\_\_\_\_ Date \_\_\_\_\_

SEND ORIGINAL REQUISITION TO LIBRARY.



It's a

## Chinese Halloween

Just like the ones you remember as a kid in Shanghai. Roaming from house to house filling your pillowcase with fried wonton and barbecued chicken wings. Bobbing for egg rolls. Carving Peking ducks.

The festivities will be held Monday, October 29. Beginning at 4:30 with Trick or Treating followed by cocktails at 5. Sometime after the cocktails have taken hold there will be an apple bobbing contest. Prizes will be awarded for the best carved pumpkin and various prizes for costumes.

Pumpkins will be distributed by department in the morning giving ample time for award-winning carving. Dinner will be served. Bring your own chopsticks. Don't forget your costume!

# INFOCOM

DATE: October 12, 1984

TO: Staff

FROM: Judith M. Forsythe *Judith M. Forsythe*

SUBJECT: Home Address and Phone Number List

I want my Home Address and Phone Number to appear on the Company Home Address and Phone Number list.

NAME: \_\_\_\_\_ Yes \_\_\_\_\_ No

This list will be issued to all employees. Please return this form to the Personnel Department.

# INFOCOM

TO: ALL EMPLOYEES

Today we have joining us in the Public Relations Department Andrea Coville, who has been working as a writer and contributing editor for Digital Design Magazine here in Boston. Andrea will be an Assistant PR Manager with initial responsibility for writing articles and developing media contacts for the new business product line. She has strong experience in press relations, particularly in the area of trade show coverage and trade promotion.

She will be an asset to the company's many upcoming public relations events because of her firsthand experience as a reporter and editor. Please welcome her to Infocom. Her office is T-214.

--Pat Maroni  
Director of Public Relations

# INFOCOM

TO: COMDEX Exhibit Staff/Attendees  
FROM: Renata S.  
DATE: October 5, 1984  
SUBJECT: COMDEX/FALL '84

As you should know by now, you will be joining 33 of your Infocom colleagues at COMDEX/Fall '84 next month (Nov. 14 - 18). This show will be an exciting (and important!) event for our company: Consumer Products will be highlighting three new releases (Cutthroats, Suspect, and Hitchhiker's Guide), and Business Products will introduce the business product of 1985 (shh ... don't tell anyone the name yet!).

All of this will be happening in our new booth -- a spectacular design by Innovations -- which includes a multimedia theatre that will be running a 9-projector slide presentation on Infocom and its two product lines. Also, a number of key Infocom events are planned for the show: a cocktail party for hundreds at our suite in Caesar's Palace; an appearance by Doug Adams; extensive media coverage of our presence at the show -- all kicked off by an intimate dinner for just the 34 of us at the Las Vegas Hilton the evening before COMDEX opens.

During October, Business Products and Consumer Products will each be holding a departmental COMDEX meeting. You will be notified of the date by your manager. In addition, there will be a full-day COMDEX Pre-Show Training Meeting on Thursday, November 8, 9:00 am - 5:00 pm at the Hyatt on Memorial Drive, Cambridge. ALL COMDEX EXHIBIT STAFF AND ATTENDEES ARE EXPECTED TO ATTEND. You will receive more information about this meeting later in the month.

Air and hotel arrangements have been made for all Infocom participants at COMDEX - details are on the attached sheet. It was necessary to make these arrangements far in advance of the show, when it was not certain how many members of the company would be attending. As a result, we have been allocated fewer rooms than needed to house all of those going. Rather than asking anyone to stay at a "less than desirable" hotel/motel, we are asking that people voluntarily double-up. As an encouragement to those willing to double-up, Infocom is offering a bonus in the net amount of \$100.00 to each person willing to share a room. You will receive this bonus prior to departure for Las Vegas -- just in time to hit the blackjack tables! Simply find a COMDEX roommate and return the attached form with both your signatures by Friday, October 12.

Air transportation into and out of Las Vegas is very difficult to arrange at this point (100,000 people will be in Las Vegas attending the show). However, if anyone is planning on continuing the trip to Las Vegas with a vacation or side trip for the Thanksgiving holidays, we can try to arrange it for you. If you would like us to make alternative Las Vegas departure arrangements for you, please complete the attached form and return it by Friday, October 12. After that date it will be nearly impossible to change air travel reservations.

You will be kept posted on late-breaking COMDEX news and departmental COMDEX meetings. Please keep the following in mind:

Friday, October 12	Roommate Form due
Friday, October 12	Travel Change Form due
Thursday, November 8	Pre-Show Training Meeting (Hyatt)
Tuesday, November 13	Depart Boston for COMDEX (Viva Las Vegas!)
Wednesday, November 14 - Sunday, November 18	COMDEX
Monday, November 19	Depart Las Vegas for Boston

P.S. Don't forget your towel!

RS/ted

# INFOCOM

## LIST OF COMDEX ATTENDEES/EXHIBIT STAFF

### Business Products Exhibit Staff

J. Brackett (S)  
R. Weissberg (S)  
D. Bodenstedt (D)  
B. Star (D)  
B. Jacobson (D)  
T. Smaldone (S)  
A. Bryant (S)  
R. Ilson (D)  
P. DiLascia (D)  
L. Cyr (D)

### Consumer Products Exhibit Staff

G. Accardi  
M. Dornbrook  
A. Hayes  
J. Fine  
G. Syska  
B. Rock  
J. O'Leary  
J. Palace

### Business Products General Reps

E. Black  
B. Berkowitz  
C. Leckband

### Consumer Products General Reps

M. Blank  
S. Meretsky  
M. Berlin

### Additional Exhibit Staff

L. Avery (R)  
S. Steere (R)  
P. Simmons (A/V)

### Additional Infocom Attendees

R. Sorkin (Manager)  
A. Vezza (Suite)  
J. Berez (Suite)  
D. Horn (Equipment)  
J. Forsythe (Recruiting)  
P. Maroni (P/R)  
A. Coville

### KEY:

(S) - Sales  
(D) - Demonstrator  
(R) - Registration

COMDEX TRAVEL INFORMATION

NAME: STEVE MERETSKY  
HOTEL: UNION PLAZA ARR: 11/13 DEP: 11/19

TRAVEL:

BOSTON TO LAS VEGAS

FLIGHT: TWA 177 to: ST. LOUIS  
DEP: 9:15 am  
ARR: 11:00 am  
FLIGHT: TWA 419 to: LAS VEGAS  
DEP: 11:45 am  
ARR: 1:15 pm

LAS VEGAS TO BOSTON

FLIGHT: TWA 300 to: ST. LOUIS  
DEP: 10:25 am  
ARR: 3:21 pm  
FLIGHT: TWA 150 to: BOSTON  
DEP: 4:35 pm  
ARR: 8:01 pm

COMDEX ROOMMATE FORM

We would like to share a double room at COMDEX:

---

Signature

---

Signature

You will each receive a \$100.00 bonus prior to departing for Las Vegas.

Thank you.

RETURN TO RENATA BY FRIDAY, OCTOBER 12

COMDEX TRAVEL CHANGE FORM

NAME: \_\_\_\_\_

If possible, please make the following change on my air travel:

CHANGE FROM:

DATE

FLIGHT

DESTINATION

CHANGE TO:

DATE

DESTINATION

PLEASE NOTE:

1. Although we will make every effort to make this change, the COMDEX glut and the holiday crunch may make it difficult to accommodate your request.
2. You will be notified of the difference in price between the Boston-Las Vegas-Boston ticket and the reservation you have requested. Payment of the difference should be made to Infocom prior to departure for COMDEX.

RETURN TO RENATA NO LATER THAN FRIDAY, OCTOBER 12

# INFOCOM

DATE: October 4, 1984

TO: Staff

FROM: Judith M. Forsythe

SUBJECT: Luncheon Sandwich Seminars on Communication Topics

If anyone is interested in attending small luncheon discussion sessions led by Mary Lou Balbaky and John Kao on issues in communications please sign below and leave in my mailbox.

The following session topics have been suggested. If you have other suggestions please note them below also.

- 1) Issues in interpersonal and organizational communications: a problem solving session.
- 2) Giving and receiving positive and negative feedback. (Communicating the unpleasant.)
- 3) Active, effective listening.
- 4) Communication in groups.

-----  
I would be interested in attending the following session(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

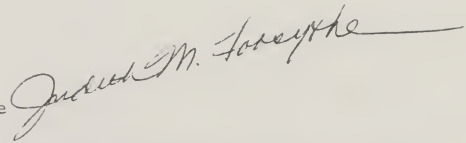
Preferred days: \_\_\_\_\_

Other suggested topics: \_\_\_\_\_

\_\_\_\_\_  
Signature

# INFOCOM

DATE: October 3, 1984  
TO: Staff  
FROM: Judith M. Forsythe  
SUBJECT: Company Meeting on Morale Building and Supervisory Skills



John Kao and Mary Lou Balbaky of Creative Action, Inc. will be presenting a company meeting on "Morale Building and Supervisory Skills" on Friday, October 12th, at 3:30 p.m. in the second floor central hallway. All employees are invited and encouraged to attend.

Please save this memo, bring it along to the meeting and complete the bottom after the meeting. Please return the form to the Personnel Mailbox.

-----

Did you like the presentation? Yes \_\_\_\_\_ No \_\_\_\_\_

If No why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If Yes, what did you like? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I would like to have presentations on the following topics: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I would prefer: \_\_\_\_\_ Company Meetings

\_\_\_\_\_ Small Groups

\_\_\_\_\_ Lunch Seminars

\_\_\_\_\_  
Name

# INFOCOM

TO: Distribution  
FROM: Albert Vezza  
SUBJECT: Consumer Group Dinner Meetings  
DATE: October 3, 1984

We are holding three consumer group dinner meetings in the next two weeks to exchange information about the consumer group and to let you know our plans and expectations for the rest of this year.

Each meeting will begin with a cocktail period from 6:00-6:45 p.m., followed by dinner and a discussion period. The dates and places are as follows:

Thursday, October 11	The Westin Hotel, Boston
Monday, October 15	The Hyatt Regency Cambridge
Tuesday, October 16	The Hyatt Regency Cambridge

To keep each of the meetings to a manageable size, I have divided you into three groups, more or less randomly, and assigned you to a specific night. If you have a conflict on your designated night that cannot be changed, please let Linda know as soon as possible.


I look forward to these evenings of exchange and comradery.

AV:lsc

Distribution:

G. Accardi: 10/11, 15, 16	J. Forsythe: 10/15	M.E. O'Connor: 10/11
D. Anderson: 10/16	S. Frank: 10/11	J. O'Leary: 10/11, 15, 16
M. Anderson: 10/11	L. Fratto: 10/11	J. O'Neil: 10/15
A. Andrews: 10/16	S. Galley: 10/15	J. Palace: 10/11
L. Avery: 10/15	D. Horn: 10/15	T. Peacock: 10/16
J. Avtges: 10/11	H. Korn: 10/11	A. Raup: 10/11
J. Berez: 10/11, 15, 16	E. Langosy: 10/15	C. Reeve: 10/15
M. Berlyn: 10/16	D. Lebling: 10/11	D. Reilly: 10/16
M. Blank: 10/11, 15, 16	G. Lloyd: 10/15	B. Rock: 10/15
E. Brogmus: 10/16	P. Maroni: 10/11	M. Simpson: 10/16
L. Carlough: 10/15	L. Mazzotta: 10/15	R. Sorkin: 10/16
B. Cody: 10/16	D. McCarron: 10/11	S. Steere: 10/16
E. Cyr: 10/15	S. Meretzky: 10/15	G. Syska: 10/11
M. Dornbrook: 10/11	B. Moriarty: 10/11	T. Veldran: 10/16
J. Fine: 10/16	E. Nelson: 10/15	J. Wolper: 10/16

# INFOCOM

TO: Staff  
FROM: Albert Vezza   
SUBJECT: Company Meeting

A company meeting is scheduled for Friday, October 5,  
at 4 p.m. in the Second Floor hall.

AV:lsc

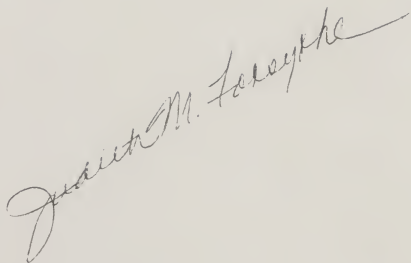
# INFOCOM

DATE: September 25, 1984

TO: Staff

FROM: Judith M. Forsythe

SUBJECT: Benefits Overview

A handwritten signature in cursive script, reading "Judith M. Forsythe", is written over the "FROM:" line and extends into the right margin of the document.

There will be a meeting on Friday, September 28th immediately following the Infobase Presentation in the second floor hallway. The Overview will discuss the following: Dental, Life Insurance and Supplemental Life Insurance.

Please note all enrollment forms are to be passed in prior to the meeting.

# INFOCOM

DATE: September 21, 1984

TO: Staff

FROM: Judith M. Forsythe

SUBJECT: 1985 Holiday Schedule

*Judith M. Forsythe*

Thank you for your input on the 1985 Holiday Schedule, based on popular vote the following will be the 1985 Schedule:

New Year's Day	Tuesday, January 1, 1985
President's Day	Monday, February 18, 1985
Patriot's Day	Monday, April 15, 1985
Memorial Day	Monday, May 27, 1985
July 4th	Thursday, July 4, 1985
Labor Day	Monday, September 2, 1985
Columbus Day	Monday, October 14, 1985
Thanksgiving	Thursday, November 28, 1985
Day After Thanksgiving	Friday, November 29, 1985
Christmas Day	Wednesday, December 25, 1985

# Rescheduled |

Lim had a great time last Saturday. Now for those of you who didn't make it, we have rescheduled. We will again gather at the South Bridge Boat House on the banks of the Concord River at 11 a.m., Saturday, September 22. The cost is an amazing \$5 per employee and \$7 for guests. This includes an entire day on the river. Give your cash to Linda Avery or Hollywood by this Friday. Bring a lunch and plenty of InfoBrew or InfoCola. We plan to stop for lunch, white water and rapids permitting. (Just kidding!)

## DIRECTIONS

The directions are simple. Find Route 2. Get on it and head west past 128. Follow the signs to Concord Center. DO NOT go west on Route 2 when it turns left at the signal. Repeating -- follow the signs to Concord Center. When you arrive in the center of Concord, (sometimes referred to as Concord Center) get on Route 62 which is the main street through the historic little town of Concord. Follow Route 62 through the small downtown area. Soon you will come to a fork in the road where the Concord Library stands. Fork to the right. A short time later you will come to another fork. Fork to the left this time, following the aforementioned and now famous Route 62. DO NOT go to Littleton -- trust on this one. A very short time later you will come to a bridge which spans the majestic Concord River. Immediately after the bridge on the right is the legendary South Bridge Boat House. ("Could that have been the south Bridge we just pass over?" You say to yourself.) On the left is the parking lot. Congratulations. If you are caught or killed the secretary (of the Fun Committee) will disavow any knowledge of your actions. If you get lost for any reason, call the Boat House for directions at 369-9438.

# INFOCOM

DATE: 9/18/84

TO: Staff

FROM: Judith M. Forsythe

SUBJ: 1985 Holiday Schedule

*Judith M. Forsythe*

We would appreciate your input on the 1985 proposed Holiday Schedule.

Please indicate by a check mark next to the 10 holidays you would like to see on the 1985 Holiday Schedule. In addition to the 10 scheduled days you will also be eligible for 2 floating holidays of your choice, PER CALENDAR YEAR. These two days are non-cumulative.

___	New Year's Day	Tuesday, January 1, 1985
___	Martin Luther King Day	Tuesday, January 15, 1985
___	President's Day	Monday, February 18, 1985
___	Patriot's Day	Monday, April 15, 1985
___	Memorial Day	Monday, May 27, 1985
___	July 4th	Wednesday, July 4, 1985
___	Labor Day	Monday, September 2, 1985
___	Columbus Day	Monday, October 14, 1985
___	Veteran's Day	Monday, November 11, 1985
___	Thanksgiving	Thursday, November 28, 1985
___	Day after Thanksgiving	Friday, November 29, 1985
___	Christmas Eve	Tuesday, December 24, 1985
___	Christmas Day	Wednesday, December 25, 1985
___	Day after Christmas	Thursday, December 26, 1985
___	New Year's Eve	Tuesday, December 31, 1985

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

P.S. Majority Rules

# INFOCOM

DATE: September 17, 1984

TO: Staff

FROM: Judith M. Forsythe *Judith M. Forsythe*

RE: Company Meeting on Communication

John Kao and Mary Lou Balbaky of Creative Action, Inc. will be presenting a company meeting on "Decision-making and Communication" on Friday, September 21 at 3:30 p.m. in the central hallway. All employees are invited and encouraged to attend.

# INFOCOM

DATE: September 17, 1984

TO: Staff

FROM: Judith M. Forsythe *Judith M Forsythe*

SUBJECT: Dental/Insurance Coverage

Please complete the attached Dental/Insurance enrollment form. This form must be completed, signed and returned to L. Avery on or before September 24, 1984.

A FORM MUST BE SUBMITTED FOR EACH EMPLOYEE TO ENSURE ELIGIBILITY FOR COVERAGE. DO NOT FILL IN SHADED AREAS.

Please call if you have any questions.

# INFOCOM

DATE: September 10, 1984  
TO: Staff  
FROM: Personnel  
SUBJECT: Birthday Luncheon

Due to the fact that several people will be out of town this week, Birthday Luncheon will be rescheduled to Wednesday, September 19th. We look forward to seeing everyone there!!

Infocom, Inc. 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

**INFOCOM**

SEPTEMBER BIRTHDAY LUNCHEON

September Birthday Luncheon will be held on Wednesday, September 12th,  
in the kitchen area. Pizza and cake will be served.

See you there!!!!

# INFOCOM

DATE: August 29, 1984  
TO: Staff  
FROM: J. Kao and M. Balbaky  
SUBJECT: Organizational Review

Dear Infocom Colleague:

We enjoyed presenting some highlights of our organizational review at our recent company meeting, and we look forward to carrying out other developmental activities at Infocom during the coming months.

At the suggestion of senior management, we have decided to broaden our feedback to you of the results. Therefore, we would like to invite you to an open forum, during which we will discuss comments and suggestions. This first meeting will be for all personnel, except senior managers.

We will be in Conference Room A, September 6, 1984 from 11:30 - 1:30 (lunch will be provided). Clearly, there is a great deal to discuss and hope very much that you will be able to participate. Please do not hesitate to contact us if you have any questions.

Sincerely,

John Kao  
Mary Lou Balbaky

RSVP to Linda Avery

-----  
Steve Meretzky

\_\_\_\_\_ I will attend

\_\_\_\_\_ I will not be able to attend

# INFOCOM

DATE: 8/28/84  
TO: Staff  
FROM: Judith M. Forsythe  
SUBJECT: Corporate Membership

*Judith M. Forsythe*

Tennis 128 offers a Corporate Membership for a minimum of 5 employees at a savings of 20%.

Please see attached for pricing information and facilities.

If you are interested, please see Judith.

Please RSVP on or before September 5, 1984.

## AMENITIES

### LOUNGE

Our spacious lounge overlooking the courts and our SportsCourt is for the exclusive use of our members and their guests. It is a comfortable area to either spectate, relax following a match, or to gather for a special event with friends.

### LOCKERS/SAUNA/SHOWERS

Centrally located within our building, both men's and women's locker rooms are spacious and provide large individual locker space.

Saunas are available in both men's and women's locker rooms for easing away those aches and pains of a hard fought match or relieving the tensions of a hectic work week.

### NURSERY

Babysitting facilities are available in our own cheerful nursery and playground area adjacent to our building.

### AIR CONDITIONING

The entire indoor facility is climate controlled to insure your comfort all year round whether you are relaxing in the lounge or exerting yourself on the court.

### TV ROOM

Our giant six foot television screen allows superb viewing in our comfortable television lounge.

### PRO SHOP

Provided for your tennis needs, our Pro Shop offers a quality stringing service as well as a solid selection of tennis essentials.

### TOWELS

Towels are available by purchase for your needs at a nominal \$2.00 cost.

### GUESTS

Each tennis membership is entitled to four free guests each winter season. Each tennis contract is entitled to four free guests each winter season. (See Guest Policies for further details).

## GENERAL POLICIES

### TENNIS RESERVATIONS

Court reservations can be made up to 6 days in advance.

### TENNIS CANCELLATIONS

No Shows or anyone who cancels less than 24 hours prior to the reserved time will be charged for the time that was reserved.

Contract cancellations can be made up automatically if cancelled 21 days in advance. Refundations made after this time will be charged. If we sell your time you will get make up. All make up time must be taken by the end of the winter season at an hour with equal or lower rates.

### NAUTILUS/FITNESS CENTER

All new members, regardless of prior experience with nautilus must make an orientation appointment with one of our fitness staff to use the equipment.

Members must sign in and out when using the Nautilus/Fitness Center.

### GUEST POLICY

Members may play tennis with their guest on open and contract courts. There is a \$5 guest charge for each guest, unless the guest has been given guest privileges (see amenities). While members may have as many guests as they want whenever they want, that same guest may come to Tennis 128 a maximum of once a month and a total of three times during the winter season. All guests must be registered at the desk.

Guests accompanied by a member may use the nautilus (by appointment made 24 hrs. in advance) for a fee of \$6. They must be registered at the front desk.

### ATTIRE

Proper athletic attire is required for all activities. No jeans or black-soled sneakers allowed.

### FOOD AND DRINK

Food, drink, and smoking allowed in the lounge and lobby areas only.

### ETIQUETTE

Courtesy and etiquette is expected by Tennis 128 of it's members at all times. Please try to be sensitive to the needs of your fellow members.

### REFUNDS

Credits given in lieu of cash refunds at the discretion of the management.

### DIRECTIONS

Take Exit 42 off Route 128 and turn left onto the Middlesex Turnpike. Take the first left by Folsom's Chowder House Restaurant onto Blanchard Road. The Club is located 7/10 of a mile up on the left.



FITNESS CLUB

MEMBERSHIP  
INFORMATION

POLICIES

1984 - 1985

TENNIS 128  
50 BLANCHARD RD.  
BURLINGTON

MA 01803  
Tel. (617) 273-2242

Tennis 128 has been serving the greater Burlington area with some of it's finest tennis for 11 years. This season we are excited to be offering our membership, both old and new, the opportunity to pursue their recreational and fitness goals through a wider, more comprehensive array of club facilities. In short, it is our intention to be the finest full service and recreation facility north of Boston. That's our commitment to you. We hope you are happy in sharing it with us.

**MEMBERSHIP RATES** *(Comp. 20% Discount)*  
*(All memberships except aerobics include full use of the SportsCourt Facilities at no charge)*

FULL FITNESS  
 Individual \$350  
 Couple \$630

TENNIS (Only)  
 Individual \$125 (128)  
 Couple \$220 (200)

NAUTILUS CENTER (Only)  
 Individual \$299 (279)  
 Couple \$540 (6 Month \$199)

AEROBICS (Unlimited Classes)  
 Member \$99  
 Non-Member \$199

Tennis 128 welcomes Mastercard, Visa, and American Express.

#### CLUB HOURS

Club hours are designed with you in mind. Our extensive schedule allows you use of our facilities when you need them.

TENNIS AND SPORTSCOURT  
 Mon. - Fri. 6:00 a.m. — 12:00 a.m.  
 Sat. & Sun. 7:00 a.m. — 12:00 a.m.

NAUTILUS/FITNESS CENTER  
 Mon. - Fri. 6:30 a.m. — 10:00 p.m.  
 Sat. & Sun. 8:00 a.m. — 6:00 p.m.

Tennis 128 reserves the right to change prices, operating hours, and facilities at Management's discretion.

#### TENNIS

For years the leader in tennis programming, Tennis 128 offers a wide variety of activities to help the development and enjoyment of your game. This selection of well-organized instructional, social and competitive programs allows you to improve your skills and partners who share similar tennis interests. Programmed for both individual and mixed doubles, socials to competitive team play is just one phone call away.

#### TENNIS INSTRUCTION

Our professional teaching staff will help you quickly learn the basics of footwork and stroke production and then guide you through each successive level of play.

The Tennis 128 Instructional Program allows the student to develop at their own pace whether it be in private, semi-private, or group lesson clinics. Ball Machines are available for rental to allow students quality practice.

Our group lesson clinics allow an economical way of learning the proper technique and proper equipment. Classes of four students meet one and one-half hours a week for four weeks. Courses for each subsequent level are available as your game progresses.

#### NAUTILUS/FITNESS CENTER

Our professionally staffed Nautilus/Fitness Center is designed to meet your every fitness need. Along with our state of the art equipment we have what we believe to be the finest fitness program in the area. Each new member is given a complete fitness profile to determine whether cardiac risk factors are present, cardiovascular efficiency, muscular strength and endurance, body composition and flexibility. Only with this type of information can an accurate and appropriate program of fitness be determined for you. In addition to this, all new members are fully oriented to use the equipment for their own individualized fitness program.

#### AEROBICS

Aerobics Classes are used very often as an integral part of a well rounded program of fitness. Once again, according to your needs we offer both beginner and advanced classes. They are designed to increase your flexibility, local muscular endurance, and firmness, as well as, primarily, increasing your aerobic efficiency.

#### SPORTSCOURT

Basketball, Volleyball, Badminton, and Table Tennis programs offer additional variety for one's fitness and fun. I causes, clinics and special events are regularly scheduled and are available to all club members.

**TENNIS COURTS**  
 Seven indoor Plexicushion tennis courts and three indoor/outdoor clay courts offer the member a highly unique choice of tennis playing surfaces.

Climate controlled for your playing comfort, all ten courts enjoy the best in glare free, indirect lighting and contrast background to insure the best possible playing conditions.

The well kept clay courts offer a more strategic style of play as well as that extra margin of comfort enjoyed by so many players.

All courts are separated by mesh divider nets for your convenience and privacy.

In all, tennis courts for people of all styles of play. The ultimate in choice!

#### NAUTILUS/FITNESS CENTER

Our nautilus/fitness center contains a full line of new nautilus machines. These allow you to isolate individual muscles or muscle groups and exercise them maximally through the principle of variable resistance, work positive or negative contractions, and emphasize both the pre-stretching and pre-fatigue aspects of muscular development. In addition we have lifecycle cardiovascular trainers designed to stimulate the work rate of the heart and peripheral circulation and in so doing increase the efficiency with which they work. In addition, our fitness testing room is equipped to allow us to assess a member's functional capacity. (Nautilus Fitness Center Members must be at least 16 years of age).

#### SPORTSCOURT

Available free to all members\* our multi recreational facility, features;

- BASKETBALL
- TABLE TENNIS
- VOLLEYBALL
- BADMINTON
- INDOOR RUNNING TRACK

\*SportsCourt is reserved for members 18 yrs. and older. Special times during the day are set aside, however, for our younger members.

#### PRIVATE PARTIES

Members may reserve tennis 128 Saturday evenings for parties. Our spacious lounge area and equipped kitchen is available for this service.



## SPECIAL PROGRAMS AND EVENTS

Tennis 128 offers a wide variety of programs for players to meet new friends and to make tennis more enjoyable for all levels of play. Please ask for more specific information on the events and programs that interest you.

### TENNIS

#### LOVE IN

Our famous party is every Friday night for tennis enthusiasts and serious partiers, from 8 pm - 12 midnight. Meet some interesting people and enjoy an evening of mixed doubles tennis. Fine food and drink are served throughout the festivities.

#### BREAKPOINT

For those who like competitive mixed doubles, we have our marathon tournament style competition. In the summer months, it is Fridays, 8 pm - midnight, and in the winter season, it is Sundays, noon to 4 pm. Trophies for the winning teams in both the A or B division top off the afternoon's play.

#### TEAM PLAY

Tennis 128 sponsors team competition for Men and Women, for intermediate and advanced players. Team tryouts are in September and competition against other local clubs is held weekly throughout the season. Players interested in substituting are also encouraged to participate.

#### ROUND ROBINS

One of the best ways to meet people and improve your game is to join an instructional Round Robin. Doubles play for men and women is on a weekly basis and at specific levels. There are Round Robins during the weekdays for women and also on weekends for working women and men.

### RECREATIONAL

#### SPORTSFEST

For those who enjoy a variety of recreational activities in a great social setting this is for you. Scheduled periodically on Saturdays, Sportsfest provides a fun-filled competition with players selecting the team competing in their four favorite sports. It's a great night of fun and games followed by a superb light buffet and refreshments.

#### BASKETBALL

Shoot your hoops with us at Tennis 128! We have league play available for all levels on our Sports court Wednesday evenings 6-8 pm and 8-10 pm. Clinics will also be arranged for those wishing to brush up on their game.

#### VOLLEYBALL

A variety of programs are available for our volleyball enthusiasts including a weekly league (Tuesday 6-8 pm, 8-10 pm). Also, co-ed volleyball parties on Fridays (8 pm - 12 am) are a fun-filled evening for all levels of play. Beer, wine, and a light buffet are included.

#### TABLE TENNIS/BADMINTON

For those of our members who appreciate the finer points of our recreational program we offer the opportunity to learn and play table tennis and badminton. These skill-oriented activities will be available in the form of clinics on Thursday evenings and for open play during regular Sports court hours.

### FITNESS

#### AEROBICS

Our aerobics classes form an integral part of our fitness program here at Tennis 128. Working flexibility, local muscular endurance, and cardiovascular endurance, these classes are a real thrill. Have fun and stay fit to your favorite tunes.

#### RUNNING CLUB

For all members, both beginner and experienced, our Runner's Club meets periodically on evenings and weekends for runs from 1 mile up. Sessions will involve running tips, road races, road relays and a whole spectrum of running related topics. See bulletin board for schedule of upcoming events.

#### BIKING CLUB

To all of our members who enjoy sport of the two-wheeled variety we offer interesting rides through the Greater Boston area and occasionally beyond. A great way to supplement your fitness program and have fun getting to know your area.



## Fitness Club

Dear JUDITH,

Thank you for inquiring about Tennis 128. In the enclosed packet of club literature you will find information on the wide variety of fun and fitness activities available at Tennis 128.

Having enjoyed a long history of successful tennis programs, including social, instructional, and competitive activities, we have in recent months added many new facilities for you to enjoy. Our Nautilus Fitness Center has been extremely popular with members enjoying the many health benefits it supplies. (**FREE** trial workouts available by appointment).

Also, our new SportsCourt features, **Free of Charge**, basketball, volleyball, badminton, and table tennis leagues and/or clinics plus an indoor running track and aerobics classes (nominal fee for aerobic classes).


Why not make Tennis 128 **your** club for 1984-85. Call us at **273-2242** to schedule a tour of the club. Feel free to bring a friend along with you. We're waiting to service all your tennis and fitness needs.

Yours Truly,

*Jim Canole*  
Jim Canole,  
Manager

Infocom, Inc. 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

# INFOCOM

TO: Staff  
FROM: Albert Veza   
SUBJECT: Company Meeting

Company meeting is scheduled for Friday, September 7,  
at 4 p.m. in the upstairs hall.

AV:lsc

*S. Merotypey*

# INFOCOM

DATE: 8/17/84  
TO: Staff  
FROM: Judith M. Forsythe  
SUBJECT: Vacation Balance

*Judith M. Forsythe*

Using the new vacation accrual policy, all full time employees with up to and including four (4) years of service receive the equivalent of two (2) weeks of vacation time per year and begin to accrue 6.67 hours the first month of employment as long as the start date was on or prior to the 15th day of the month.

All part time employees with up to and including four (4) years of service receive the equivalent of two (2) weeks of proportional vacation time per year depending on their regularly scheduled work week.

Based upon a start date of 6-1-82 your vacation balance as of October 1, 1984 will be 120. Our records indicate 40 hours of vacation taken on 2/6-10/84. If you have taken additional vacation not recorded, please indicate \_\_\_\_\_ . The maximum accrual rate is 160 hours. Your balance will remain at 160 hours until you begin to take vacation. The vacation balance will be maintained by ADP and will print on your pay stubs. All paid/unpaid leave must be recorded on the attached form. Additional copies may be obtained from the Personnel Office.

# INFOCOM

## NEWS FLASH

They say it never rains in Southern California  
But in Massachusetts it Pours !!

If you believe the weatherman it will pour today  
and be sunny Monday !

Picnic rescheduled to Monday August 27, 1984  
3:00 pm.

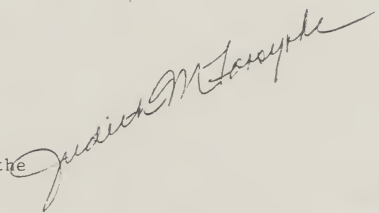
# INFOCOM

DATE: 8/22/84

TO: Staff

FROM: Judith M. Forsythe

SUBJECT: MBTA Pass Program



Effective October 1, 1984, Infocom will add to its Benefit Program an 80% subsidized MBTA Pass Program. Based upon the pass you order, 20% of the costs will be deducted from your paycheck monthly. Each pass is valid for a month. These passes are not returnable. Enrollment into the Pass Program must be on or before the 5th of the proceeding month. Complete the attached form and return the signature section to Linda Avery on or before August 31, 1984.

The passes for October will be available in Linda Avery's office on September 28, 1984. If you have any questions, please feel free to call.

*Steve*

Infocom, Inc. 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

# INFOCOM

DATE: August 20, 1984

TO: Staff

FROM: Judith M. Forsythe

SUBJECT: Company Resume Book

Please update attached resume to include a brief description of current duties at Infocom.

Please return to Personnel as soon as possible, thank you.

STEVEN MERETZKY



## EDUCATION

### MASSACHUSETTS INSTITUTE OF TECHNOLOGY

Bachelor of Science degree in Construction Engineering and Project Management. Graduation date June, 1979.

Courses taken include Architectural Design classes, Building Technology classes, Project Management series, Legal Problems in Construction, Management Psychology, Managerial Accounting, and Managerial Economics.

Computer programming experience in Fortran and PL/1.

MIT Lecture Series Committee: many positions, including Publicity Director 1978 and Classic Film Series Director 1979. Work as Publicity Director included managing the LSC graphic arts facility.

MIT Video Club, 1975-1977

MIT Musical Theatre Guild, 1979

House government, intramural sports

William L. Stewart Award for outstanding contributions to extracurricular life at MIT.

## EXPERIENCE

INFOCOM, INC. Cambridge, MA  
Product Development, October 1982 to date  
Product Verification, November 1981 through September 1982

BADGER AMERICA, INC. Cambridge, MA  
Construction Training Program  
January 1981 through July 1981

VAPPI AND COMPANY, Cambridge, MA  
Field Engineer  
July 1980 through September 1980

P. J. CARLIN CONSTRUCTION COMPANY, New Rochelle, NY  
Assistant Project Manager  
September 1979 through March 1980

Free lance graphic arts work utilizing the facilities of the MIT  
Lecture Series Committee's graphic arts facility  
1977 through 1979

MIT SUMMER SESSIONS HOUSING, Cambridge, MA  
Desk Staff  
Summer 1978

MERIT SALES COMPANY, Yonkers, NY  
Misc. office work  
1972 through 1975, Summer 1976, Summer 1977

#### PERSONAL BACKGROUND

Date of birth May 1, 1957. Born and raised in Yonkers, NY. Interests include reading and writing science fiction, movies, filmmaking, bicycling, stamp collecting.

# INFOCOM

John O'Leary has scheduled 2 Focus Groups beginning at 6:00pm on Thursday, August 23th. (A Focus Group is a marketing tool where small cross-sections of our consumers are locked up in a room behind a one-way mirror and say insightful things.)

August 23rd also happens to be the date of the Infocom Annual Poolside Barbeque Picnic Extravaganza, scheduled for 3:00pm.

Since the sort of people who attend Focus Groups a) have a lot of pull and b) eat a lot, the picnic is being moved up an hour, to 2:00pm.

There are sign-ups on the main ("Job Openings") bulletin board for various picnic-related activities.

Please bring cassette tapes of your favorite music to the picnic; there's going to be a sound system.

-- this English translation is a service  
of the Memo Interpretation Committee

Infocom, Inc. 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

# INFOCOM

\*\*\*\*\* NEWS FLASH \*\*\*\*\*

"O'Leary Doubles Books Activities"  
Focus and Picnic on docket for the 24th.  
Picnic rescheduled to start at 2:00 p.m.

P.S. Sign-up for Activities

P.P.S. Bring tunes OR tape for your listening pleasure

# INFOCOM

\*\*\*\*\* NEWS FLASH \*\*\*\*\*

"O'Leary Double Books Activities"

Focus and Picnic on docket for the 24th. *Gift - Mc*

Picnic rescheduled to start at 2:00 p.m. *2:00*

p.s. Sign-up for Activities

p.p.s Bring tunes on tape for your listening pleasure

# INFOCOM

\*\*\*\*\* NEWS FLASH \*\*\*\*\*

"O'Leary Double Books Activities"

Focus and Picnic on docket for the 24th.

Picnic rescheduled to start at 2:00 p.m.

p.s. Sign-up for Activities

p.p.s Bring tunes on tape for your listening pleasure

# INFOCOM

MEMO

TO: 1st Floor Staff  
FROM: L. Mazzotta  
DATE: August 17, 1984  
SUBJECT: Clean Carpets!!

The carpets on the floor are going to be cleaned over the weekend.  
Please pick up anything that does not belong on the floor.  
Thank you.

# INFOCOM

\*\*\*\*\* ATTENTION \*\*\*\*\*

Are you on a Hitting Streak?

Are you 10 for 10?

Are you ready to Root for the Home Team?

Employee Softball Game

Wednesday, August 29, 1984 - 6:00 p.m.

Cochrane Field, Cambridge

Liquid refreshments provided

Sign-up sheet on Personnel Bulletin Board

Teams to be picked that night

Captains: TOM SMALDONE and MARC BLANK

DIRECTIONS TO CORCORANE PARK ON WALDEN STREET

CONCORD AVENUE TOWARDS HARVARD SQUARE  
@ FIRST SET OF LIGHTS ON CONCORD AVENUE, (AFTER ROTARY)  
TAKE LEFT ONTO WALDEN STREET  
STAY ON WALDEN STREET APPROXIMATELY 3-4 MINUTES  
CORCORANE PARK IS ON THE RIGHT.

GOOD LUCK !!!

SEE YOU THERE !!!

# INFOCOM

MEMO

TO: Staff  
FROM: M. F. Anderson  
RE: Insurance  
DATE: August 15, 1984

Our insurance company needs information with regard to what Infocom equipment is kept at locations other than 55 Wheeler Street. Homeowner's insurance specifically excludes coverage of business property. Please fill in the following and return as soon as possible.

<u>Equipment</u>	<u>Serial #</u>	<u>Address</u>
------------------	-----------------	----------------

Also, the following information is needed with regard to equipment which is transported to and from this location.

1. Amount of equipment being transported at any one time.
2. Frequency during the month the equipment travels.
3. Amount of time equipment stays in any one location.

Name: \_\_\_\_\_

# INFOCOM

MEMO

TO: All Employees  
FROM: Linda Mazzotta  
DATE: August 13, 1984  
SUBJECT: Telephone Training Classes

Last week a memo was circulated with regard to telephone training. Many people have not replied and as a limited number of people can be trained at each session I have not been able to set up a schedule for the AT&T representative.

Since this training is really necessary in order to be able to make proper use of the programming that will be available in your phone, it would be beneficial for you to reply as soon as possible.

Thank you.

# INFOCOM

MEMO

TO: All Employees  
FROM: Linda Mazzotta  
DATE: August 9, 1984  
SUBJECT: Dimension System

The Dimension system is scheduled to be in operation on or before August 24, 1984. An AT&T representative will be here on the following dates to assist in your training and to answer any question you may have about the system at that time. Please indicate which date and time you will be able to attend.

Wednesday, August 15	FULL 10 - 11 AM	2 - 3 PM
Thursday, August 16	10 - 11 AM	2 - 3 PM
Friday, August 17	10 - 11 AM	2 - 3 PM

# INFOCOM

MEMO

TO: Staff

FROM: Jon Palace, Pat Maroni, Marcia Anderson, Renata Sorokin

DATE: August 10, 1984

SUBJECT: Library

A library has been suggested and funds have been approved for a staff librarian. We now need input from you regarding what you would like to use the library for and how you would like it set up. It could be a number of things in addition to being a simple collection area, eg. a lounge, a study area, etc.

Because of our growth, a library on the first or second floor is not possible. The only area remaining is in the basement.

We would appreciate your taking a few minutes to give us your ideas, opinions, suggestions on the attached questionnaire. Please return the questionnaire to Marcy by MONDAY, AUGUST 13. If you would prefer to discuss your ideas, please feel free to talk to Jon, Renata, Pat or Marcy.

Thank you.



8/10/84

YOU ARE CORDIALLY INVITED  
TO ATTEND THE FIRST ANNUAL INFOCOM EMPLOYEE PICNIC

WHEN:                   AUGUST 23, 1984 - 3:00 p.m.

WHERE:                  ABT RECREATION CENTER

WHO:                    ALL INFOCOM EMPLOYEES

ATTIRE:                SHORTS, JEANS, BATHING SUITS,  
                          INFORMAL PICNIC COSTUME

ACTIVITIES:            TENNIS MATCHES  
                          BASKETBALL FREE THROW CONTEST  
                          WATER BALLOON TOSS TEAMS  
                          SWIMMING  
                          DANCING  
                          EATING

SIGN UP SHEETS FOR GAMES POSTED ON PERSONNEL BULLETIN BOARD.

PLEASE RSVP TO LINDA AVERY BY MONDAY, AUGUST 20th.  
ADMISSION TO REC CENTER BY ID ONLY!!!!






# Data General Book Computer Information Sheet

Here is the sheet that you should turn into Dan Horn if you are interested in purchasing the Data General Book lap-top computer.

The program will be in effect until Sept. 30th and you should be able to order the systems and upgrades until then. Please let me know how you intend on paying for it and exactly what configurations you will be purchasing with your system.

I'm not sure but the credit union over at Abt is said to be pretty good with computer purchases so you may want to look there for the bucks if you are interested.

Please return these to me as soon as possible.

I would like to purchase:	<u>This</u>	<u>How many</u>
1) Base Configuration  128K, One Internal 3 1/2 Drive MS/DOS System Disk	<input type="checkbox"/>	_____
2) 128K Expansion Board  Additional Memory	<input type="checkbox"/>	_____
3) 5 1/4 Inch Drive  For reading 5 1/4 Inch Disks (IBM Disk etc...)	<input type="checkbox"/>	_____
4) 3.5 Inch Internal Drive  Installed Inside	<input type="checkbox"/>	_____
5) Printer 	<input type="checkbox"/>	_____



*Thanks, Dan Horn*





# Memo

---

(Con't)

This option prices are Retail and you can discount that price by 40%. Example:

256K with 2 internal 3.5 inch disk drives and the base unit stuff is \$4425.00 Retail and only \$2655.00 for us'ins.

I will be getting a spec. sheet on the machine soon but until then you can ask me about it and I will lead a tour of it after the Company meeting

The machine is still confidential so don't tell anyone about it!!!!

It also is 80 X 25 chars. per screen and uses a Liquid Crystal display. The batteries will last about 15 hours so you can travel with with it.

Let me know if you are interested and then I can get an idea of how many machines we need.

Micro Guru,  
Dan Horn



# Memo

---

## Attention all Computer Wanters!!!

Attention anyone wishing he had a computer:

Data General Computers is giving Infocom a deal on their new - Book One Lap Computer.

The computer is an IBM and MS/DOS compatible system which will fit into a standard briefcase. The base unit includes 128K, MS/DOS, 1 800K Double Sided/Double Density 3.5 " Disk Drive, 2 EIA ports, Power supply.

The units can be ordered with various system options including additional memory, a 5.25 inch disk drive for reading IBM and MS/DOS standard size disks, additional 3.5 inch internal disk drive and a printer.

The retail price for the Base Unit is: \$3300.00 the price with the 40% discount given to Infocom is \$1980.00 (quite a deal uh..).

The options are retail priced as follows:

128K Expansion Board	- \$550.00
5 1/4 Disk Drive	- \$800.00
3 1/2 Internal Disk Drive	- \$575.00
Printer	- \$675.00

# INFOCOM

MEMO

TO: All Employees  
FROM: Linda Mazzotta  
DATE: August 9, 1984  
SUBJECT: Dimension System

The Dimension system is scheduled to be in operation on or before August 24, 1984. An AT&T representative will be here on the following dates to assist in your training and to answer any question you may have about the system at that time. Please indicate which date and time you will be able to attend.

Wednesday, August 15	10 - 11 AM	2 - 3 PM
Thursday, August 16	10 - 11 AM	2 - 3 PM
Friday, August 17	10 - 11 AM	2 - 3 PM

# INFOCOM

DATE: 8/8/84  
TO: Staff  
FROM: Judith M. Forsythe  
SUBJECT: Game Request Procedure

*Judith M. Forsythe*

For the temporary period starting August 13, 1984 through September 30, 1984 Linda Avery will resume responsibility for game requests. Game requests will be filled and prepared for mailing between 1:00 and 2:00 p.m. each day. The attached form must be completed and put in the Personnel Box on the 2nd floor, prior to 1:00 p.m. on the day the game must be mailed. If the form is not completed, it will be returned to the requestor. Please indicate if this request is a RUSH indicating same day mailing. Also please indicate Federal Express or regular mail.

Employees must pick up games between 1:00 and 2:00 p.m. from the Mailroom.

GAME/MATERIAL REQUEST FORM

Date Requested \_\_\_\_\_

Date Required \_\_\_\_\_

Date Filled \_\_\_\_\_

1. Requested by:

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

2. Check one:

Distributor

FEDERAL EXPRESS

Dealer

REGULAR MAIL

Press

UPS

Employee MUST PICK UP GAME BETWEEN 1:00 and 2:00 p.m.

Other \_\_\_\_\_

3. Requested:

Game

1. title \_\_\_\_\_ format \_\_\_\_\_ quantity \_\_\_\_\_

2. title \_\_\_\_\_ format \_\_\_\_\_ quantity \_\_\_\_\_

3. title \_\_\_\_\_ format \_\_\_\_\_ quantity \_\_\_\_\_

4. title \_\_\_\_\_ format \_\_\_\_\_ quantity \_\_\_\_\_

Co-op Kits. Quantity \_\_\_\_\_

Brochures. Quantity \_\_\_\_\_

Sales Materials. Quantity \_\_\_\_\_

Infocommunique. Quantity \_\_\_\_\_

Other \_\_\_\_\_ Quantity \_\_\_\_\_

Request Submitted by: \_\_\_\_\_

# INFOCOM

MEMO

TO: All Employees  
FROM: Linda Mazzotta  
DATE: August 7, 1984  
SUBJECT: Dimension Features

The following is a description of the basic features that will be programmed into all phones in the Dimension system.

If you would like more information on these features or are interested in other features not listed here, please contact me.

Thank you.

### Automatic Callback:

If you're trying to reach a busy extension, the Automatic Callback feature allows you to be automatically called back when both lines are free. You can only activate this feature toward one extension at a time and it only works within the Dimension system. You can still originate and receive calls while Automatic Callback is activated.

### Call Forwarding/All Calls:

This feature is useful when:

- \* You want to answer calls at another phone.
- \* You do not wish to be disturbed.
- \* You are away from your desk or busy on the line and want call coverage.

You simply dial the Call Forwarding/All Calls access code followed by the extension you wish to forward your calls to. Your calls will ring at the designated phone until you cancel the feature.

### Call Forwarding-Busy/Don't Answer:

Call Forwarding-Busy/Don't Answer, like Call Forwarding/All Calls, allows your calls to be redirected to another extension in the system. However, a call will only forward when you are busy on your line or if you do not answer within a designated number of rings. This gives you the option of answering your own incoming calls when your line is free.

Call Forwarding-Busy/Don't Answer could be left activated all of the time to provide continuous backup coverage for your incoming calls.

### Call Hold:

Call Hold provides a way to place a call on hold without the use of a red hold button. The procedure for placing a call on hold is to depress the switch-hook, dial the Call Hold access code and lay the handset down. You do not hang up until you wish to be reconnected, at which time your phone will ring you back.

Call Hold is useful when you have to look up information, consult privately with a third party, alternate between two parties on hold or when you have a call on your line and you wish to activate another Dimension feature.

### Call Pick-Up:

Call Pick-Up allows you to answer a ringing phone in your pick-up group without leaving your desk by activating the Call Pick-Up access code.

### Call Waiting - To Answer:

The Call Waiting Signals alert you that someone is trying to reach you when you are busy on your line. The type of call that is waiting is indicated by the signal you hear.

When you hear a Call Waiting Signal, you can respond by hanging up to disconnect from the first call, and answer the waiting call, or by putting your present call on hold, and dialing the "answer code" to be connected with the waiting call. Then you may return to the held call or alternate between the two calls.

### Call Waiting Signal - To Send:

You can send a signal to a busy extension that can only be heard by the extension you dialed. You will hear a "special ring" indicating that the extension is busy. You may then either hang up, hold on to see if the party is going to answer, or you can use the Automatic Callback feature.

### Threeway Conversation and Transfer:

Threeway conversation allows you to add a third party to an existing call and Transfer allows you to transfer a call to another person.

Both begin by depressing the switch-hook while you're on a two party call. This excludes your present party from the call and gives you a recall dial tone so that you can dial a third party.

To set up a threeway conversation, dial the extension number of the third party. When they answer, announce the call, depress the switch-hook again and you will be connected. The procedure to transfer a call is the same except that after you announce the call you simply hang up and the call is transferred.



# Memo

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Date : August 6, 1984

To : Staff

From : Micro Computer Development

Re : Loft Areas and Confidential Development

Because of the recent influx of Confidential Computers into our development and the requirements involved in such development. NO ONE will be allowed entrance to the loft offices on the fourth floor.

This includes all loft offices from Duncan's Macintosh Area down to the offices occupied by the Business Project personnel. Anyone requiring entrance to these areas will have to see either Dan Horn or Ed Black.

These procedures are being created to protect company interests and your cooperation will be appreciated.

TO : Staff

FROM: Albert Vezza

SUBJ : "Thanks"

DATE : August 1, 1984

We have received many favorable comments about our Fifth Anniversary Party. The calls have been coming in to both Sales and Public Relations on a daily basis.

Therefore, I would like to take this opportunity to thank all of you who contributed to this company event. It has been a busy first half of the year, and as you all know, we face some strong challenges this fall and winter both for our established consumer products and our new business software product. Nonetheless, I was gratified to see that everyone pulled together to make the anniversary party yet another "first" in our corporate history.

In the letters that were sent to our guests, we enclosed a desk reminder of the anniversary date and Infocom's logo. I am enclosing one with this memo--knowing full well that "the brass business card" capers are already materializing in the minds of the "brass lantern" writers.

We have a lot of work ahead of us, but with everyone working together--as we did on the Anniversary Party--1984 can be a great year for Infocom. I hope you'll keep this card on your desk to remember just that--cooperation. It won us the softball game last night, and it will keep us competitive as we get into new markets this fall.

Keep up the good work!

Infocom, Inc., 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

# INFOCOM

## AUGUST BIRTHDAYS

Our August Birthday luncheon will be held Wednesday, August 15th,  
at 12:30 in the kitchen area. Pizza and cake will be served.  
Hope you all can make it!!

TO: Staff  
FROM: Public Relations  
SUBJT: Future Computing Presentation  
DATE: July 31, 1984

Attached here is a copy of a presentation made by Albert Vezza to the industry analyst group, Future Computing. Founded by consultants Egil Juliussen and Portia Isaacson, Future Computing is among the most respected monitoring organizations for leading products in the entertainment, personal business, and educational segments of the PC industry.

Al has been invited to address this group again in the fall. His topic will be current marketing and creative strategy issues in the home computer industry. The conference ( Home '84) is co-sponsored by the publications Computer Retail News, Computer Systems News, and Information Systems News.

SESSION FIVE

Albert Vezza

Chairman and Chief Executive Officer

INFOCOM

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## INFOCOM

Historically speaking, one can break the software companies in this industry into three categories: marketing-oriented companies (publishers); development-oriented companies which typically sell to publishers and do not market products themselves; and companies that do both development and marketing. The first two types of companies are interdependent yet are cast in an adversarial relationship with one another, and, therefore, do not always optimize their product flow into the marketplace. Infocom is in the third category. We develop all of our own products, and we market all of our products. We have the luxury of controlling the whole process, from product creation to delivery into the marketplace. We try to optimize this process, and I'll briefly explain the development, production, and marketing that our company employs. But let me also say that I'm sure there are other companies in the industry that develop and market products themselves.

We do not like to think of our products as games, but as recreational products. Certainly, one would consider a book, a mystery, or a novel as a recreational-type object. We think of our products as interactive fiction because they have intellectual content. As a player, you read everything that's going on. There are no graphics. You are the protagonist in the story. If it's a fantasy, you're supposed to slay the dragon and rescue the damsel; if it's a mystery, you're the sleuth who must struggle with all kinds of problems to solve the crime -- and if you're not careful as you interact with the characters in the story, the person who's guilty may get suspicious and bump you off. But if you are clever about how you go about it, the district attorney commends you, and a first degree murder conviction may result. By using descriptive language throughout the story, we try to engender the user's imagination about what's going on rather than fixing the images by showing pictures. We think the product has broad appeal. Very recently we made an arrangement with Addison-Wesley to distribute our product to the book trade where we think it very naturally fits. If our software doesn't succeed in that environment, I do not know what software will.

To reinforce what I was saying, one of our ads features the slogan, "We unleash the world's most powerful graphics." The ad is dominated by a large picture of the human brain, and it typifies our feeling concerning what our products are all about.

I want to say a few words about how we manufacture products. Most of our production is subcontracted out. We have just three people providing coordination and performing quality control, and the reason for that is very simple -- we do not think we can add value at this stage of Infocom's organizational development in the production arena. The process of using subcontractors is inexpensive enough to find various vendors who will supply the services needed to accomplish the production.

I'd like to talk about product development and the tools we use in more detail because I think we're unique in this industry in these respects. We take normal tools -- compilers, assemblers, interpreters, debuggers, and high-level computer languages (not a language like C, but a language like LISP) -- and embed them in a coherent environment. Our environment

is a DECSYSTEM TOPS 20 that uses a language called MDL. This type of system will ideally support 10-12 product writers or developers. Right now we have approximately 20 developers working on the system, and it is very crowded. When we purchased the system at the end of 1982, it cost us about \$600,000. We've since added over \$100,000 worth of additional memory and disk capacity to it; and, because of the crowding problem on our current machine, at the end of this month or in June, we are going to take delivery of another TOPS 20 system costing in the neighborhood of \$500,000. We find that using our money to buy capital equipment leverages our development people greatly. And, in fact, it decreases our cost for developing a very complex, very sophisticated product such as interactive fiction.

Not only does using a TOPS 20 system leverage the people, but it also buys us one other thing — it aids the team effort approach. All the files are on a single file system. A manager can control what's going on. One person isn't developing one thing on one personal computer and trying to fold his effort into a moving target. That's what happens when a number of people use many small personal computers in a team effort to try and develop products. One other advantage we have is that our tools and our design process are structured so that we can place any product we develop across a broad spectrum of machines.

By developing all our products ourselves, we can control product quality. We can also control what products we want to develop. If we want to develop a mystery, a spy story, a children's story, or whatever, we have the luxury of deciding what that product will be. We don't need to search in the marketplace for someone who is interested in doing that. We can choose the product; we can control the quality tightly; and we can develop a coherent product line — by that I mean we're trying to make products at the expert, intermediate, and novice levels. On another dimension, we're trying to make fantasies, mysteries, tales of adventure, science fiction stories, and so on. And by using our development efforts we can also move rapidly onto any new machine, as we've done for the Macintosh.

It can take as little as eight hours of work to put the whole product line on a new machine, such as the Rainbow. The Rainbow arrived at our door, and the very next day we had the whole product line running on it. But if we have to work with a radically new machine, such as the 68K Macintosh, or with one that is totally unfamiliar to us, the process may take us as long as three months. But that single development effort of three man-months moves the whole product line on, and furthermore, all products developed thereafter will automatically run on all the machines.

#### MARKETING AND SUPPORT ACTIVITIES

I was disappointed to see that one of Tricia Parks' slides suggested that entertainment requires no support. It does. Our marketing and support activities have been quite considerable in the past. Aside from that, Tricia and several other people mentioned our unique packaging. We do have unique packaging, but it has also been a problem for us. Retailers like to stock products that take up minimum shelf space. We've examined this situation very closely, and sometime within the next

six months, we will feature new packaging. Not only will it be more standardized while still being unique; but, it will also work to establish some brand identity. I think yesterday Bill Bowman stated very well what brand identity can do for a company.

The outside of Infocom's package is only half the story. If you pull apart the package, you'll see that it is very interesting. I don't know if anyone else is doing this, but we have a great many ancillary items in the package which are necessary to participate in the interaction or the unfolding of the story. One of our packages features the front page from a 1938 Santa Ana, California newspaper. It's an authentic reproduction except that a specific story has been excised and replaced with a new story. You have to read this in order to get clues, to interact, and to solve the mystery properly. The package also includes an authentic telegram from that time and even a note from "Mother." In addition, if you listen to any of the old radio murder mysteries or read any of the books from that time, you'd recognize the famous matchbook with the telephone number inside. You'll find this item early on in our game, and without it, you may not be able to make the telephone call that gives you vital information.

We package our products like this for two reasons. First, very simply, we want to give the buyer something tangible. Without the ancillary material, he may have the idea that he's getting cheated, if all he receives for his \$50 is a diskette that has an ephemeral piece of software on it. But the minute he is provided with something tangible, he feels better about it. Second, including all this paraphernalia in the packaging inhibits piracy. You'd be surprised at how many pets in the U.S. have eaten our documentation. Even the instruction manual is a detective gazette. It's interesting. As you look through, it has advertisements and everything else. But the package itself is completely generic. There isn't anything in it except one disk and a card which is specific to any one of the machines.

#### INTRODUCTION OF INFOCOM'S FIRST CHILDREN'S PRODUCT

All of these products I've talked about were written for adults, even though some children have bought them and suffered some frustration in solving the puzzles they present. We've recently come out with a new product we think will be suitable for children aged 9-14. In fact, many adults will enjoy it. It's called SEASTALKER. This is the first time we've gone outside the company, not for the development of the product, but for expert advice. We hired a writer of children's stories who had authored some 60 children's books to tell us what kind of stories they liked and what kinds of problems children that age would be capable of solving. He actually wrote the script of the story, but we had complete control of the development of the product -- what the problems would be and how the problems should work together to form a coherent story.

Again, we've packaged the program in an interesting manner, and we've incorporated some interesting techniques into the program itself. If a child is doing something repetitively in the program, his friend, Tip, will come along and suggest he might try and do something else in a way that might be helpful to completing the puzzle he's working on. In addition to that, we're going to package hint cards with the product. A

child won't be able to tell what the hint card says until he slips it under a red filter, and then the writing stands out and the child gets his hint about what he should do next.

#### AIDING PRODUCT SUPPORT THROUGH GAME COMPONENTS

As a form of support, we've developed a lot of paraphernalia, not necessarily to make money, but to build enthusiasm for our products. Since I'm talking about product support, let me mention that until two months ago, two young ladies in our company answered telephones all day talking to customers and giving them hints about how to solve whatever problem they were working on. There's an interesting story connected with that. Two years ago when there were only three employees in the company, I stopped in to talk to them, and they looked at me and said, "Gee, we've never been to lunch together. We're going to lunch together. Why don't you man the phone for an hour?" They had no sooner left when the phone rang, and a gentleman at the other end of the line said, "I need a hint for Deadline." I said, "Mister, I'm sorry. I can't help you. I haven't played the game." He said, "You don't understand. You're going to exacerbate the energy crisis in this country. I'm on this drilling rig, and my crew and I are not going to go back to work until we solve this puzzle." I couldn't help them. Nevertheless, providing hints is the kind of support we've provided in the past.

Recently, it became evident that we would have to hire a roomful of people to handle all the hint calls, so we took another tack. We decided to provide hint booklets; we call them InvisiClues. They're actually sold mail order through a fulfillment house in New Jersey, and we're probably going to test market them in retail stores later this year. With the hint booklet one scrubs the page with a pen, and the clue appears before his eyes.

What does all this lead to? I think it leads to some success. I don't know how to measure management except to measure it by results. In both 1982 and 1983 we had a healthy growth in revenues, and we're anticipating the same in 1984. Also in both past years, we were profitable.

#### CONCLUSION

I'd like to leave you with one message if I may. We've heard from many people here about using titles, characters, brand names, electronic distribution, and franchising techniques to sell and deliver product. We've also heard about finding new market niches we can all sell into. I think those are all excellent ideas, and they're useful to us. However, in this industry, which is populated by very talented, very creative, and very energetic young people, it's going to be a great challenge to direct all that talent, creativity, and energy toward building an organization. We all have to build an organization which will be self-sustaining as the industry goes through its ups and downs and shakeouts. Those that can help build that organization will survive and be interesting businesses ten years from now. And those that can't, will, I think, go the way of the passenger pigeon.

SESSION FIVE  
QUESTIONS AND ANSWERS

Tricia Parks, FUTURE COMPUTING INCORPORATED, Moderator

Albert Veza  
Chairman and Chief Executive Officer  
INFOCOM

Elliott Dahan  
Vice President, Marketing  
CREATIVE SOFTWARE

Bruce Davis  
President  
IMAGIC

Michael Katz  
President and Chief Executive Officer  
EPYX COMPUTER SOFTWARE

QUESTION: What are appropriate or typical margin ranges for products?

DAHAN: Margin ranges can be applied to individual product offerings because there is no distributor loyalty and, therefore, no guarantee that distribution practices will remain the same from one product to another. If you look at the overall situation, you'll see that no business is really living on 60% pre-tax. Some will pick it up worse, and then some just won't.

QUESTION: How much product development money are you willing to spend on supplementary materials? Does the amount depend on the kind of product you are working with, or is it simply very small?

VEZZA: When you ask about supplementary materials, do you mean packaging?

QUESTION: Yes.

VEZZA: Typically speaking, it's very expensive. The creation or design of packaging is often more expensive for us than the development of the actual product. To reduce costs, we've gone to generic packaging so that only the disk and card differ for each machine type. That way, we can print in very large quantities (50,000 packages at a time) and keep our printing costs low. But the creation and design of the entire package remain very expensive.

QUESTION: What are your policies on returns?

DAHAN: The reality about return policies is that they don't exist. We all have nice return policy sheets with one-for-one 90-day returns, or two-for-one returns. But as Mike was saying, there are hundreds of vendors out there, and you always have to take into account who you're talking to and what company you're dealing with. It's a very inequitable world. When you combine all of these factors, return policies just don't exist.

KATZ: I think the return policy relates to the company itself and to how strong the product is that you're talking about. We have a two-for-one return policy, and it's worked out pretty well so far. On the home productivity packages that Elliot talked about, I think he could make retailers comply with his policy, whatever it is. And any retailer or distributor can return, say, \$100 of product to us after a sufficient period of time if he agrees immediately to buy \$200 worth of currently shippable product. This return policy has two main benefits: it gives my company incremental sales, and it gives the stores a chance to change their product mix and go away from something they haven't been moving as well as they wanted to. By the same token, you're not going to turn down a Toys "R" Us or a Child World or a Sears or a K mart if they want to return products, regardless of your policy. That's the real world, but I have to say, in our case anyway, the bigger stores are pretty good about honoring our policy.

VEZZA: We're examining our return policy right now. In the past we've had a one-for-one policy. Returns were credited against future orders, and we charged a 10% restocking fee. Unfortunately, we've been beaten

up quite savagely by distributors and some of the larger dealers with this, so we're looking at the policy now and trying to make it more equitable. I will say that returns have not been a major problem for us. We've generally been able to talk even big customers into hanging on for a month or so to allow our products to sell through because all of our products do eventually sell through. But I can't tell you exactly what our return policy will be next week or exactly how we'll handle the return policy in the future.

DAVIS: One of the greatest challenges in turning our business around has been dealing with customer concerns about that 1982 inventory. So, up until now, returns have been a matter of negotiation with individual customers, and we've been very successful with a number of key customers. With respect to new products, we'll have a two-for-one policy, the same as Epyx. However, as everyone knows, we'll do whatever's necessary to stand behind a product and get it on the shelf because that's the key to success for us.

QUESTION: What is the shelf life of an entertainment product, and what is the industry standard for royalties?

DAHAN: We find that shelf life differs, depending on how the retailer does business. Certain retailers realize advertising is important in order to move anything, whether it's children's furniture or children's clothing or toys in the children's section. Advertised products will have a longer shelf life because they're backed up with a definite program -- that's the most important point when you are discussing shelf life. If you approach a retailer or a distributor not only with a new product, but also with the full advertising and merchandising support of your company, then what you're doing is putting a program into that store that ensures longer shelf life. But I'd say that, overall, if a game doesn't hit in three months, then it's gone. That makes it tough for the reviews because you have to get the review copies out before the games are shipped. It's really, really tight. Productivity software has a longer shelf life. We've been selling Household Finance for over two years now, and that's the largest-selling product in the history of our company. Educational software shelf life lies somewhere between the levels for entertainment and productivity software.

KATZ: In the strategy game area we've had products that have been on the best-seller chart for four years now. Temple of Apshai, the first game Epyx produced, has been up there for four years, but it appeals mainly to the computer buff. Rather than an action game, it's more esoteric and strategy oriented. For action/strategy games we hope our products stay on the shelf at least a year.

Your other question asked about royalties. Since we don't keep too many secrets, I'll tell you. Because we might have to pay an inventor and another company for a license, I think the highest royalty for us is probably 15%. The basic rate for a newly created product is 10%, and for conversions the rate is 5%. Some companies have paid as high as 20% or 30% to designers. Hopefully, that will change as the market becomes more competitive.

VEZZA: We have not seen any diminution with our interactive fiction products. As a matter of fact, ZORK I was introduced in December of 1980, and it was still number one on an industry hit list in December of 1983. I don't know what's going to happen to it in the future, but all of our products seem to sell progressively more copies each year. I think that happens because they have intellectual content and are more like books. I believe the products will peak, or diminish when the rate of growth of the personal computer market slows.

As far as royalties are concerned, I can't comment because we have not yet paid a royalty to anyone. The children's writer we hired to help us create Seastalker was paid a flat fee for his script.

DAVIS: With respect to shelf life, the question is probably a bit rhetorical. In every aspect of home computer software, shelf life is determined by how long a product satisfies a demand -- meaning that shelf life depends on how long the demand endures. The second factor involved is whether a new product that satisfies the continuing demand is introduced to replace the old software. Shelf life for all kinds of products can range from zero days to five years. In the end, it's very hard to predict shelf life.

QUESTION: How fast does inventory have to turn before it's sent back?

KATZ: That depends on the program. I mentioned that, for entertainment software, it usually take three months before stores determine whether they will continue to carry it or not. All of us have products that have finally caught on, and, in those cases, the retailers keep the product until it dies. But again, it depends on the retailer. If you don't support your product, and it doesn't sell in two weeks, some retailers might not want to keep it. But if you have a comprehensive plan so that you're working together through advertising, merchandising, and in-store promotions or bounce backs, the retailer knows what you're trying to do, and he'll stay with you a longer time.

VEZZA: I think one way to address the question is to say it probably takes about three or four months before dealers determine whether software is going to sell through to end users; it's much harder to determine how long it will continue to sell once they have determined that it is selling.

# INFOCOM

MEMO

TO: Staff  
FROM: M. F. Anderson *M. F. Anderson*  
DATE: July 27, 1984  
RE: Telephone installation

There has been a delay in the installation of our new Dimension telephone system. The system is now scheduled for an August delivery and installation will be on or before August 24, 1984.

Due to this delay and the desire to cause as little inconvenience as possible, please let me know if you feel it would be appropriate to return everyone to their original extension numbers at this time.

Infocom, Inc., 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

# INFOCOM

DATE: July 24, 1984  
TO: Staff  
FROM: Judith M. Forsythe  
SUBJECT: Creative Action, Inc. Presentation

*Judith M. Forsythe*

If you are interested in a hard copy of the Presentation by Mary Loy Balbaky and John Kao to Infocom on July 2, 1984, please see Linda Avery.

# INFOCOM

DATE: July 24, 1984

TO: Staff

FROM: Personnel

SUBJECT: August Company Meeting

Our August Company Meeting will be held on Friday, August 3rd in the upstairs meeting hall and will begin at 4:00. Hope you all can make it. See you there!!

# INFOCOM

DATE: 7/20/84  
TO: Staff  
FROM: Judith M. Forsythe *Judith M. Forsythe*  
RE: Harvard Community Health Plan Enrollment

The Harvard Community Health Plan recently announced the opening of two new health centers in July: The Peabody Center (adjacent to the Northshore Shopping Center) and The Boston Center (147 Milk Street, near Post Office Square). In addition, HCHP's Braintree and Medford Centers have been expanded. Because of these new facilities, HCHP is offering you the chance to enroll between August 1 and September 15. Your membership will be effective in September.

In deciding to change your health coverage to the Harvard Community Health Plan, you may want to take another look at HCHP's new locations, benefits, and services:

- \* Personal Care: You select your personal doctor from the HCHP staff - a specialist in internal medicine for adults and a pediatrician for children under 16.
- \* Health Center Visits for \$1.00: Physical examinations, eye testing, well-baby care, allergy shots cost \$1.00 per visit. No deductibles.
- \* One-Stop Health Care: At an HCHP health center you can see your doctor or nurse, consult a specialist, obtain lab tests and x-rays, and purchase prescription drugs, all under one roof. (There is also a supervised play area for children in all health centers except Boston.) You choose one of seven HCHP health centers located in BOSTON, BRAINTREE, CAMBRIDGE, KENMORE, MEDFORD, PEABODY and WELLESLEY.
- \* Hospitalization: Semi-private room and board covered in full at HCHP's affiliated hospitals. No day or dollar limit.
- \* X-ray and Laboratory Services: Provided at no additional charge at HCHP health centers.
- \* Prescription Drugs: \$1.00 for up to one month's supply of a medication prescribed by an HCHP physician and purchased at an HCHP pharmacy.

The monthly costs of HCHP membership are as follows:

INDIVIDUAL: \$29.75

FAMILY: \$74.78

If you would like to tour an HCHP health center, you are welcome to attend an Open House. Please call HCHP Member Relations at 421-8819 for dates and times.

Applications for membership may be obtained from Linda Avery. For coverage effective in October 1984, you must submit an application to Linda by September 15, 1984. If you decide not to join HCHP at this time, your next opportunity will be April 1, 1985.

# INFOCOM

TO: All personnel  
FROM: Public Relations  
DATE: July 12, 1984  
RE: Magazines

The magazines you find in your box have already been reviewed by the P.R. department. Clippings of important articles are on view on the P.R. bulletin board, as well as in the clippings packet sent to department managers each Friday.

Please return any magazines you no longer need to the box set up for the purpose in the downstairs conference room. We'll sort through the box and put the magazines in the magazine rack or library.

# INFOCOM

DATE: July 11, 1984  
TO: Staff  
FKOM: P.D.  
RE: Good News!!  
Bad News!!

Hey the Good News is:

You too can LOSE the BLUES on an Infocom CRUISE!!

WHEN: Thursday, August 16, 1984  
Leaves 8:00 p.m. Returns 11:00 p.m.

WHERE: Commonwealth Pier

HOW: Aboard the Provincetown II

WHO: Infocom Sailors and Sailorettes and the Pousette-Dart Band

WHAT: Includes Cash Bar, Reasonable Snack Bar and Dancing

But the Bad News is:

Seasick Pills not included nor Hangover Helpers!!

Please R.S.V.P. on or before August 9, 1984

-----  
TO: Linda Avery

\_\_\_\_\_ Yes, I will be going

\_\_\_\_\_ Number of Tickets

All this for only \$13.75

# INFOCOM

DATE: July 11, 1984  
TO: Staff  
FROM: P.D.  
SUBJECT: Red Sox Game

Due to the fact that the Red Sox Game for August 6th is a Double Header, I would like to know who is going to attend by Monday, July 16th. If you plan on going the money is due no later than Monday, July 16.

Game Time is 5:35 p.m.

# INFOCOM

## INFOCOM AT THE BOSTON COMPUTING SOCIETY

MIKE BERLYN will introduce Infocom and our Macintosh development story to the monthly meeting of the Boston Computing Society, tomorrow evening, July 11, at 7 p.m.

The location is the Massachusetts College of Art Tower Building, at 621 Huntington Avenue, Boston--about one block past the Museum of Fine Arts, near Longwood Avenue. The meeting starts promptly at 7:00, and Mike will be preceded by a presentation on "Firstbase," a new database product being introduced this month by Desktop Software.

The majority of people attending this meeting are MAC users; and Mike will be demonstrating the games in individual break-out sessions. There are more than 12,000 members in the Boston Computing Society.

Try to make the meeting, and give Mike some support!

--Public Relations  
X35, X57, or X20

# INFOCOM

TO: All  
FROM: Product Support  
DATE: July 7, 1984  
RE: Mail Order

To test the speed and accuracy of our mail order system, we will be placing orders for Infocom products and sending them to employees' homes. When an order is placed in your name we will notify you, and give you an idea of when to expect a package. Upon receiving the order, please bring the entire package (including the box or bag) to T126. Above all, it is important for us to know **what day** it arrived. If you do not want a package sent to you, please let us know. Your cooperation is appreciated.

# INFOCOM

DATE: July 6, 1984  
TO: Staff  
FROM: P.D.  
SUBJECT: Infocom at Fenway

If you want to be taken out to the Ball Game??

If you want to be taken out to Fenway Park??

You can get POPCORN AND CRACKERJACKS . . .

We don't know if you'll ever get back!!

Who: Detroit at Boston  
WHEN: Monday, August 6, 1984  
7:35 p.m.  
WHERE: Upper Box Seats  
Price: \$7.50

-----  
RSVP on or before August 1st.

TO: Linda Avery  
\_\_\_\_\_ Yes I'll be there.  
\_\_\_\_\_ # of tickets PLEASE

MMW/mmt

TO: Staff

FROM: J. M. Forsythe

DATE: July 2, 1984

SUBJECT: PLANT MAINTAINANCE CONTRACT REQUESTS

Infocom has arranged with the company that provides service for our plants to make a similar service available for employees. Please fill out the attached form and return it to Linda Avery, who will also answer any questions you may have. Thank you for your cooperation.

JMF/lja

Attachment

TO: Linda Avery

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT: PLANT MAINTAINANCE CONTRACT REQUEST

EMPLOYEE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF PLANTS: \_\_\_\_\_

TYPE(S) OF PLANTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCATIONS OF PLANTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WATER REQUIRED PER PLANT (approximate): \_\_\_\_\_

KNOWN PLANT DISEASES: \_\_\_\_\_

\_\_\_\_\_

KNOWN PLANT ALLERGIES: \_\_\_\_\_

\_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Infocom, Inc., 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

# INFOCOM

## JULY BIRTHDAYS

Our July Birthday luncheon will be held Wednesday, July 18th,  
at 12:30 in the kitchen area. Pizza and Cake will be served.  
Hope you all can make it!!

# INFOCOM

DATE: June 29, 1984  
TO: Staff  
FROM: Personnel  
RE: July Company Meeting

Our company meeting will be held on Monday, July 2nd at 4:00 p.m. instead of our usual Friday date. In addition to our regular meeting, John Kao from Creative Action will be here to provide feedback on the questionnaires that were filled out in April. This is an important meeting; please make every effort to be there.

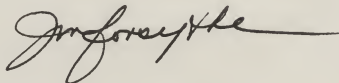
# INFOCOM

DATE: June 27, 1984  
TO: Staff  
FROM: J.M. Forsythe  
SUBJECT: Leave With Pay Request

Please complete, obtain appropriate signatures and send to Personnel the attached form for all paid leave taken to date since January 1984.

In the future please complete these forms for each day(s) of leave you plan to take and/or upon returning from sick leave.

Records of paid leave will be maintained in the Accounting Department.

A handwritten signature in cursive script, appearing to read "J.M. Forsythe", with a long horizontal flourish extending to the right.



TO: Staff  
FROM: J. M. Forsythe  
DATE: June 26, 1984  
SUBJECT: FLOWER/FRUIT BASKET ARRANGEMENT REQUESTS

The procedures for flower/fruit basket arrangement requests are as follows:

1. All orders will be placed by telephone by the Personnel Department once a request form has been received -- sample form is attached.
2. Arrangements will be sent to employees, their spouses or parents (if the employee is single) in conjunction with a long-term illness, operation, hospitalization, or maternity.
3. In cases of death, arrangements will be sent to the employee's immediate family (wife, husband, mother, father, sister, brother, or child).
4. The purchase requisition will be generated by the Personnel Department and approved by the authorizing supervisor. The Purchasing Department will then assign a purchase order number for which the requisitioner and supervisor will receive a reference copy.
5. The Personnel Department will be responsible for approving payment of invoices.

A supply of the Flower/Fruit Basket Arrangement Request Forms is available in the Personnel Department. All requests will be handled by Linda Avery, and questions should be directed to her office. Thank you for your cooperation.

JMF/lja

Attachment

TO: Linda Avery

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT: FLOWER/FRUIT BASKET ARRANGEMENT REQUEST

EMPLOYEE NAME: \_\_\_\_\_

NAME OF RECIPIENT: \_\_\_\_\_

RELATIONSHIP TO EMPLOYEE: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

BASKET TO BE ORDERED (Flower/Fruit): \_\_\_\_\_

ADDRESS (being sent to): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CARD INSCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DELIVERY DATE: \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_

REQUISITIONER: \_\_\_\_\_

Infocom, Inc., 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

# INFOCOM

DATE: June 26, 1984

TO: All Employees

FROM: Personnel

In the Personnel Department we are building a library of catalogs and brochures dealing with training in Personnel Development. If you would like more information please stop by.

lja

# INFOCOM

June 19, 1984

TO: All Personnel  
FROM: Public Relations

In order for our Fifth Anniversary Party to be a success, your cooperation throughout the evening is essential.

Please arrive at least one half hour early on Saturday.

Because this is an outdoor summer party, dress as you would for any nice party; but keep in mind that we will be hosting customers and company supporters.

At about 9:30, Al will be acknowledging our five-year success in some brief remarks. At this time, we would like you all to gather around where Al will be speaking so that everyone is present for the birthday cake lighting.

This promises to be a great party. Try to greet as many of our visitors as possible.

# INFOCOM

MEMO

DATE: June 19, 1984

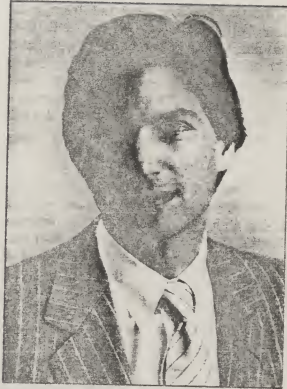
TO: All employees

FROM: Marcia F. Anderson *mfa*

RE: Xerox Machine

The Xerox machine will be temporarily located in the basement in room T4 (next to Michi's office). Your reception area key will open that door.

THIS IS A FUNCOM MEMO



Steve Jobs, co-founder of Apple

Hi, I'm Steven Jobs, Co-founder and Chairman of the Board of Apple Computers. I'm the envy of every 28 year-old male in the computer using world. I've made and lost more money on my lunch hour than you and your children will make in your lifetimes. But money isn't what I want to talk to you about. I want to tell you about how I climbed to the top, crushing the little people who stood in my way and taking advantage of every opportunity.

My good friend Joel told me about an exciting opportunity in your very own company. A chance to win friends, influence people and have a good time while doing it. The "Fun Committee" in your company is looking for members to help plan employee functions. This is the kind of opportunity a young Steven Jobs looks for.

The committee meets every Wednesday at 2:30 p.m. If you've ever organized anything from a backyard clam bake to the restaging of the D-Day invasion of Europe, you are the person this committee is looking for.

If you would like to be a member of this dynamic group call Donna, Linda or Judith and tell them so. Or do what a young Steven Jobs would do -- just go to the meeting. Don't take yes for an answer.

Well I hope you have learned at least two things while reading this: One, there is a great opportunity here. Two, while you were reading this I probably made and lost over a million dollars.

Thanks for your time. I'd like to say more but paragraphs are money. Aloha baby!

# INFOCOM

June 18<sup>th</sup>, 1984

TO: All Infocom employees and their friends

FROM: The Infocom Entertainment Division

RE: Swing Crash Course II

Since many people were not able to make it to the first swing crash course, I will be holding another swing crash course this Thursday 21<sup>st</sup> June, 1984 between 5:30 and 7:00 pm along the corridor on the second floor.

For those who were at the first swing crash course, this will be an excellent opportunity to review this dance just before the INFOCOM BIRTHDAY PARTY. And for those who were not there, this will be a good opportunity to see what you have missed. I may even teach some new steps if people are enthusiastic.

Lim

# INFOCOM

MEMO

DATE: June 14, 1984

TO: All employees and consultants

FROM: Personnel

RE: Publications/Journals

In order for us to hire the people we need to keep growing, we need to do some special advertising and we need your help!

Could you please list below all trade journals and magazines that you read on a regular basis or any that you feel are popular in your particular field?

Thank you for your cooperation.

-----

MEMO

DATE:

TO: Donna McCarron

FROM:

RE: Names of publications/journals

# INFOCOM

MEMO

TO: All Employees  
FROM: Marcia Anderson *M. Anderson*  
DATE: June 12, 1984  
RE: Administrative Services

We are sorry for any inconvenience caused by the temporary change in mailbox location. On Wednesday, June 13, there will be mailboxes located on the first and second floors. Employees whose offices are located on the lower level (basement) will find their mailboxes on the first floor. There will be boxes in both locations for outgoing as well as interoffice mail which will be picked up and delivered once a day after 3:30 p.m.

With regard to the Qwip machine, it is now in operation in the mailroom. Our number is 492-7198.

# INFOCOM

DATE: June 12, 1984

MEMO:

TO: All Employees who went to C.E.S.

FROM: Accounting

RE: C.E.S. Expense Reports

Please fill out a "Request for Payment" form to list all expenses incurred. It would be greatly appreciated if a check were written for the difference. Return the "Request for Payment" form and the check to Accounting by Monday 19, 1984.

Thank you.

# INFOCOM

DATE: June 12, 1984

FROM: Mike Dornbrook

TO: All C.E.S. attendees

The post-show meeting will be tomorrow, June 13th at 9:00, to discuss the C.E.S. show. The meeting will be held on the patio just outside the second floor kitchen.

All who attended the show are expected to be there.

# INFOCOM

June 12, 1984

TO: All Employees  
FROM: Michi Simpson  
RE: Vacation!!

I will be on vacation starting 12:00 noon on Tuesday June 12, 1984; and returning to the office on Wednesday June 20, 1984.

Any requests for office supplies should be directed to Linda Mazzotta.  
All other requests - see Marcy Anderson.

*Michi*

# INFOCOM

MEMO

DATE: June 12<sup>th</sup>

TO: All employees, consultants, and their friends

FROM: Infocom Entertainment Department

RE: Swing Crash Course

I will be holding a crash course in dancing on Wednesday, June 13<sup>th</sup>, 1984 so that people can dance to the swing band at the INFOCOM BIRTHDAY PARTY. It will be held at the second floor corridor between 5:30 and 6:30 pm. The signup sheet is on the first floor notice board. Bring your spouse or friend along, or just come alone. No partners is necessary since there will be many change of partners during the practice time. See you there.

Lim

# INFOCOM

DATE: June 11, 1984  
TO: All Employees  
FROM: Linda  
RE: PCU Federal Credit Union

I would like to know how many people are interested in signing up for the PCU Federal Credit Union by Wednesday, June 13, as they have offered to come here for one general sign up.

If you have any questions or would like some brochures please see me.

# INFOCOM

DATE: 6/7/84

FROM: Marcy Anderson

TO: All personnel

RE: Mail boxes

Due to space restrictions, we are departmentalizing mail boxes, and as of Monday June 11, 1984, the mail boxes will be located in the second floor Reception Area.

1. Accounting: Amy Andrews, George Lloyd, Mary Ellen O'Connor, Debbie Reilly.
2. B.P. Group: Brian Berkowitz, Ed Black, Dorene Bodenstedt, John Brackett, Paul DiLascia, Richard Ilson, Sofi Inbar, Barry Jacobson, Craig Leckband, Larry Martin, Michael Quinn, Mark Sawtelle, Renata Sorkin, Barry Star, Richard Weissberg.
3. C.P. Group: Michael Berlyn, Duncan Blanchard, Brian Cody, Michael Dornbrook, Stu Galley, Dan Horn, Heidi Korn, Richard Lay, Steve Meretzky, Brian Moriarty, John O'Leary, Jon Palace, Poh Lim, Gayle Syska, Jerry Wolper.
4. Facilities/Administration: Marcy Anderson, Linda Mazzotta, Elizabeth Metz, Michelle Simpson, Eddie Swarms.
5. Personnel: Linda Avery, Judith Forsythe, Donna McCarron.
6. Production: Ernie Brogmus, Angela Raup, Tom Veldran.
7. Product Support: Jennifer Fine.
8. P.R.: Joan Fasanello, Elizabeth Langosy, Pat Maroni, Tom Smaldone, Spencer Steere.
9. Sales/Consumer: Gabrielle Accardi, Ellen Nelson, Betty Rock.
10. Quality Control: Dave Anderson, Joanne Avtges, Suzanne Frank, Jeff O'Neill.

Thanks for your cooperation.

# INFOCOM

DATE: 6/8/84

FROM: Marcy Anderson

TO: All personnel

RE: Entrance keys

Your entrance key that opens the first and second floor doors will now also open the entrance door to Receiving on the basement level.

# INFOCOM

DATE: June 6, 1984  
TO: All Employees  
FROM: Personnel  
RE: Verifying Employment

Very often, Personnel is asked by a bank or landlord to verify employment information for an Infocom employee.

In order to facilitate this process, when you are expecting a verification call, please stop by personnel so that you can fill out a release form authorizing us to release the necessary information. If we receive a call requesting verification and have not been notified by you we will contact you before giving out any information.

Thank you for your cooperation.

# INFOCOM

## MEMORANDUM

DATE: June 6, 1984  
TO: All Employees  
FROM: J. M. Forsythe  
SUBJECT: Membership PCU Federal Credit Union

All Infocom employees are eligible to become members of the PCU Federal Credit Union. Membership is also extended to any relative of a PCU member. Deposits may be made in person or by mail, payroll deduction, or direct deposit. Withdrawals may be made in person at the Credit Union, through the mail or over the phone. The Credit Union offers a variety of accounts:

- Standard Savings Account - 7% Interest
- Checking Account - No minimum
  - No service charge
  - 7% Interest
- Club Savings Accounts - 7% Interest
- Certificate Accounts
- Individual Retirement Accounts (IRA)
- Unsecured Loans
- Automobile Loans
- Mortgage Programs
- Educational Loans
- Visa Credit Card

Plus many more programs and benefits.

Automated Teller Machines are located in Waltham, Norwood, Burlington, Braintree and at 55 Wheeler Street, Cambridge. In addition, PCU has joined the TX network of 24 hour ATM's located all over Massachusetts.

Personnel has additional information or just visit the branch location in the Abt building first floor near Childrens Village.

# INFOCOM

DATE: June 1, 1984  
TO: All Employees  
FROM: Personnel  
RE: Abt Recreation Center Opening Party

Abt is holding a party tonight for the opening of the Rec Center. All Infocom employees are invited. The party is planned to be outside at the pool, but in case of inclement weather (which seems to be obvious) will be held in the Cafeteria. Food, beer, wine and soda will be served.

Hope you can make it.

# INFOCOM

DATE: May 31, 1984  
TO: All Personnel  
FROM: Mary Ellen  
RE: Cash Disbursement

Effective today there will no longer be checks written without a purchase order. To get a purchase order you must fill out a requisition and have it approved. The requisition should then be given to Michi (Room T3) and a purchase order will be completed. When I receive the purchase order the check will be written.

Exceptions to the purchase order requirement will be:

- Travel Advances
- Expense Report Reimbursements
- Petty Cash

# INFOCOM

DATE: 5/30

TO: ALL PERSONNEL

FROM: ELIZABETH

RE: MESSAGE-WAITING LIGHTS/CONFERENCE ROOM SCHEDULING

The hold light on the side of your met set indicates that I have a message for you. If you have a regular phone, you can call me periodically, stop by the receptionist desk, or look in your box for messages.

Also, please call me instead of Renata to schedule the conference rooms.

# INFOCOM

DATE: May 29, 1984  
TO: All Employees  
FROM: Personnel  
RE: Company Meeting

Our June Company Meeting will be held on Friday, June 1st, at  
4:00 in the upstairs meeting hall.

See you there!!

# INFOCOM

DATE: May 29, 1984  
TO: All Employees  
FROM: Personnel  
RE: June Birthdays

There will be a Birthday Luncheon held on Wednesday, June 20th, upstairs in the kitchen area. The GUEST OF HONOR IS TOM VELDRAN.

Please do not forget him on his real birthday - June 8th.

Please join us!!!

# INFOCOM

MEMO

DATE: May 25, 1984

TO: All employees

FROM: Marcy Anderson *MA*

RE: Plants

Please do not water, trim or otherwise care for the new plants in and around the offices - they are covered under a service contract and will be taken care of.

Thanks,

Marcy

DATE: May 24, 1984  
TO: All CES Attendees  
FROM: Gayle  
RE: CES Cash Advance

Attached is an approved request for a cash advance, If you want the advance, please drop the form in Mary Ellen's box by Friday morning, June 1.

Date: May 23, 1984  
To: All C.E.S. Attendees  
From: Gayle

JUST A REMINDER THAT THERE IS A PRE-SHOW MEETING AT THE HYATT IN CAMBRIDGE (575 MEMORIAL DRIVE) ON TUESDAY, MAY 29, FROM 9 TO 11 IN THE MORNING.

# INFOCOM

MEMO

DATE: May 22

TO: All employees and consultants

FROM: Personnel

RE: Purchasing

Please direct all future office supply and purchasing requests to our new purchasing agent Michi Simpson. Michi is located in office T3 (in the basement) or you can call her at extension 78. Please continue to put your requests in writing. You can drop information in her mailbox, but if you haven't met Michi, please stop by and introduce yourself.

Thanks,

Donna

# INFOCOM

## MEMO

TO: All Employees

FROM: Marcia Anderson

*mfa*

DATE: May 23, 1984

RE: Mail Service

1. Effective immediately please bring all mail to the mail room in T2B.
2. Mail will be delivered daily to each floor at 10 AM, 2 PM, and 4 PM.
3. Until further notice, if you are away from your desk for an extended period of time you may call the receptionist for messages.

To: EveryBody

WANTED...

INFORMATION CONCERNING THE  
WHEREABOUTS OF ANY SLIDES  
FROM JERRY'S SOFTCOM SLIDE  
SHOW PRESENTATION

PLEASE SEE GAYLE

THANKS !

IN A MANOR OF SPEAKING.....

...the Medieval Manor list is about as long as Louie DePalma is tall. In case you've forgotten the stats, they are as follows:

DATE: Monday, May 28th, early evening

PRICE: \$21.00 (\$10.00 deposit to be paid to Julie by 5/21)

ENTERTAINMENT: Guaranteed

So, next time you're pacing the first floor hall, stop by the bulletin board and register for an evening of bawdy fun. You have nothing to lose but your reputation.



MEMO

TO: All Employees  
FROM: Marcia Anderson  
DATE: May 14, 1984  
RE: Scheduling of Conference Room

Effective immediately the 2nd floor conference rooms should be booked through Renata Sorkin.

\*\*\* INFOGRAM \*\*\*

TO: Mary Ellen Marc (2) Mike D. Joel Betty  
Brain B. Hollywood Jeff Joan Steve  
Linda A. Ernie (2) Spencer Jon (2) Debbie

RE: InfoRetreat II

The summer edition of the InfoRetreat begins three weeks from Friday, on June 9. Total cost for the cabin rental, as projected, will be \$25.00 per person. In addition, we will also be collecting \$5 per person for a barbecue on Saturday evening.

\$25.00	cabin rental
+ 5.00	barbeque
-10.00	deposit
-----	
\$20.00	amount due (per person)

Because of CES on June 3 - 7, the deadline for the balance will be Friday, May 25. This gives us several days to bug people who haven't paid by then. There's still space for a couple more people, if anyone asks.

Give the money to Betty or Steve. Also, please use the space below to tell us what sorts of barbeque-ish things you like, and what you don't like. Hamburgers, Hot Dogs, Chicken, Steak, Corn on the Cob, Watermelon, Baked Beans, Marshmallows...

Also, are you planning on bringing a car? If so, how many people can it hold?

# INFOCOM

May 11, 1984

TO: All Personnel

FROM: Joan

Infocom will be celebrating its 5th Anniversary on Saturday, June 23rd. The party will be held in the courtyard and will begin around 6:00 p.m.

In order to get an accurate count for the caterer etc., I will need to know if you plan on attending and if you will be inviting guests (friends, families, etc.).

Please complete the attached and put it in my box by Monday, May 14.

Thanks for your cooperation.

Infocom, Inc. 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

# INFOCOM

MEMO

May 8, 1984

From: Mike Dornbrook

SPECIAL OFFER

This memo may be exchanged for one Infocom poster at the Marketing Department Product Support office (T126). Limit one per employee.

Act now, supplies are limited. Offer expires midnight, Friday May 11.

M E M O R A N D U M

TO: Everybody  
FROM: Richard Ilson  
DATE: May 8, 1984  
SUBJECT: Softball

There will be a short meeting Thursday, May 10, 1984, at 12:15pm, for those interested in playing softball on the Infocom team. Everyone interested in playing must attend this meeting. If you cannot attend, but are interested in playing, let me know before the meeting.

In this meeting I will describe the league organization and rules, and answer any questions (about softball). I will distribute a summary of softball rules (prepared by Muffy and Michael Berlin), for those interested. I also will be preparing a final roster, which will be submitted to the league secretary.

The meeting will start at 12:15pm in the upstairs conference room (A). Please be prompt, so we can start on time.

# INFOCOM

May 7, 1984

TO: All Employees

FROM: Gabrielle Accardi

As of this morning (5/7), John Kao has received only 63% (31.5) completed surveys. If you've returned yours, please disregard this. If you haven't yet sent yours back, please take a few moments to fill out the attached survey. If there's something preventing your from answering some or all of the questions asked, please say so on the survey and drop it in the mail.

# Creative Action, Inc.

---

237 Mount Auburn Street · Cambridge, Massachusetts 02138 · (617) 576-8616

This questionnaire is being used to collect information about the character of your organization and about employee work experiences and aspirations. It is part of a general organizational review intended to improve the company's effectiveness and promote and maintain a good working environment. The study is being conducted by Assistant Professor John Kao and Mary Lou Balbaky from Harvard Business School and Creative Action, Inc.

Your answers to the questionnaire will be completely CONFIDENTIAL. Responses will be grouped to provide a composite description and no one at the company will have access to individual answers.

Your participation in answering each question as frankly and honestly as you can will be greatly appreciated.

Please reply to:

Asst. Prof. John J. Kao  
Harvard Business School  
Soldiers Field  
Boston, MA 02163

INFOCOM QUESTIONNAIRE

1. How many months have you been with the company?

\_\_\_\_\_

2. What are three words that best describe the company's goals for you?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What are three words that best describe the company's values for you?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. What are the company's three greatest strengths?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. What are the company's three greatest problems?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. What are you particularly concerned about as the company grows and changes?

7. What are three words which describe how you would like the company to become?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. What are three words or phrases which describe what it is like to work in this company?

---

---

---

9. Are you satisfied with your progress in the company?

10. Are you satisfied with the pay you are receiving?

11. What three personal goals would you like to achieve at Infocom?

---

---

---

12. How much supervision does your job entail? (circle one)

Lots      some      none

13. What problems do you experience in the way you are managed or supervised? What could be done to improve things?

14. What problems do you experience in supervising or managing others?

15. Do you get enough information on what is happening in the company - or in your own area - to do your job effectively or to satisfy your 'need to know'?

16. Which category best describes your role in the company? (circle one)

Staff (ie secretarial, administrative...)

Product development (ie programming, design, general management)

Functional management (ie marketing, promotion, operations, etc.)

17. What other observations would you like to make on organizational issues which may affect the company's success?

# INFOCOM

## MEMO

TO: All Employees  
FROM: Marcia Anderson *MA*  
DATE: May 4, 1984  
RE: Future Office Sites

We are trying to gather information with regard to future office sites and would appreciate your input. Please rate the following locations on a scale of 1-10 (1 being the lowest and 10 being the highest). Please feel free to comment on the locations below, and return to me.

Central Square:

Fresh Pond:

Harvard Square:

Kendall Square:

# INFOCOM

MEMO

DATE: May 1, 1984

TO: All InfoPloyees except Madonna McCarron

FROM: Accounting

RE: Surprise InfoGift

There once was an InfoMissus  
Who couldn't say "no" to some kisses  
We all know the ending  
A birth is now pending  
So what we should do about this is...

Contribute \$10 or more  
Toward an awesomely super gift for  
Our first InfoBaby  
Who one day may be  
Our first InfoBatter to score.

Due date: Today, s'il vous plait  
Collectors: Debbie and MEO, Acctg.  
Presentation: 5/4 staff meeting

# INFOCOM

DATE: April 26, 1984  
TO: All Employees  
FROM: Personnel  
RE: Abt Recreation Center

We have just completed arrangements for our membership with the Abt Recreation Center. We have attached a brochure that gives information about the hours and facilities. The employee deduction for the rec center will be \$10.00 this year. It will be deducted from our May 31st pay checks.

If you would like to join, please fill out the enclosed application and return it to Linda Avery by Tuesday, May 1st, along with your Abt ID. Also please fill out the questionnaire for Peter Ramanos concerning the boating opportunities. By the way the boats will be docked somewhere on the Charles, (not in the swimming pool).

We have gotten a special deal on family members too. The prices are:

\$150.00 Adult  
\$100.00 Child

If you are interested, Linda has extra applications at the front desk. Family members will have to come in to Abt in order to get ID's. The date for this has not been set, but we will inform you soon. We will also deduct this from your paycheck.

If you need any more information please ask Linda or Donna.

# INFOCOM

MEMO:

DATE: April 27, 1984

TO: All Employees

FROM: Gabrielle Accardi

RE: Survey

If you haven't yet completed your survey, please do and return it to John Kao at the Harvard Business School as soon as possible. John has received only one half of the surveys issued, and he needs a good majority of them before he can begin to give us the feedback we're expecting.

If you've misplaced your survey or return envelope, please let me know.

Infocom, Inc. 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

# INFOCOM

April 26, 1984

TO: All personnel

FROM: Elizabeth

I'm writing an article on the educational uses of Infocom games and would welcome any input. Thanks for your help!

# INFOCOM

April 23, 1984

MEMO

TO: Everyone

FROM: Betsy

We are in the process of testing our mail-order service for speed and accuracy. We will be using the names and addresses on the most recent Employee List. If you object to having an order sent to your home, please notify me by **Wednesday**. Also, if your address is changed, or you were not included in that list, current information would be greatly appreciated.

If your name is used, you will be notified of when the order was placed, and what you should expect to receive. When you receive the order, or any correspondence pertaining to it, please bring it to me ASAP, or at least let us know what you got and when.

Muchos Gracias.

# INFOCOM

MEMO:

TO: ALL B-TEAM MEMBERS (Mike D., Allan Hayes, Betty, Joan, Steve,  
Mike B., Dave. A., Mary Karr, Joel & Albert)

FROM: Ellen

DATE: April 17, 1984

RE: DINNER AT BAY TOWER ROOM

Dinner reservations have been made for you at the Bay Tower Room this Thursday, April 19 at 6:30 P.M.

# INFOCOM

DATE: April 11, 1984

TO: All Employees

FROM: Donna

RE: April Birthdays

There will be a Birthday Luncheon Wednesday, April 18th, at 12:30  
in the first floor meeting hall for:

JOANNE AVIGES (April 12th)  
RICHARD WEISSBERG (April 3rd)

Please do not forget these people on their real birthdays!!

Hope to see you there.

ATTENTION ALL INFOEMPLOYEES:

4/11/84

We are now in the process of finalizing this season's softball roster. If you would like to be on the team please contact Hollywood in one (or all) of the following ways: 1) Walk up to him and say "hey you in the that loud shirt, I (your name here) want to be on this year's team." 2) Repeat option 1 only this time with a phone in your hand. 3) And for the bureaucrat in all of us -- put your name on this sheet of paper and put it in Hollywood's box.

Now the hard part: do it before NOON, Friday.

# INFOCOM

DATE: April 9, 1984

TO: All Employees and Consultants

FROM: Donna

RE: Resumes

If you receive any resumes from outside the company, could you please forward it (or a copy) to me. We should have copies of all resumes in personnel.

Thanks,

Donna

# INFOCOM

DATE: April 9, 1984  
TO: All Employees  
FROM: Donna  
RE: Abt ID's

Abt has notified me that all Abt ID's must be stamped with a new date.

If you would like me to take care of it for you, please drop your ID off at Linda Avery's desk by Tuesday, April 10th, no later than 12:00 and I will return it to you by Wednesday afternoon.

If you forget or would like to take care of it yourself, you can stop by Pat Pitella's office at Abt anytime and have her stamp it.

If you do not have an Abt ID please let me know and I will set up a time for you to take care of it.

Infocom, Inc. 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

# INFOCOM

## A N N O U N C E M E N T

Our Company Meeting will be held this Friday,  
April 6, at 4 p.m. in the upstairs meeting hall.

We'll see you there!!

## REMINDER

The "Diplomacy" organizational meeting is today (Monday 4/2) at 5:30pm in the downstairs conference room.

Refreshments will not be supplied; Steve Jobs will not provide the keynote address.

# INFOCOM

March 21, 1984

TO: Stu, Steve, Michael B. and Michael D.

FROM: Joan

RE: Van Wallach, Computer Bookbase

Van Wallach of Computer Bookbase is writing an article with the  
focus: Personalities behind the products!

I have scheduled the following times for him to telephone each of  
you

Thursday, March 22

Stu - 9:30

Steve - 9:50

Friday, March 23

Michael B. - 9:00

Michael D. - 10:30

He will need about 20 minutes with each of you.

InfoRetreat II:  
The Next Dimension

We have reserved two cabins at the Black Horse Motor Court for the week-end of June 9. This means that sixteen people can go. The cost will be approximately \$25 per person, which covers only the lodging. Food, transportation, and entertainment not included.

If you want to go, a \$10 deposit is required. Immediately. Give it to Mary Ellen or Steve. Remember that only 16 people can go. So you don't forget, act before midnight tonight. The balance will probably be due some time around June 8.

# INFOCOM

TO: All Employees  
FROM: Linda Lawrence  
DATE: March 20, 1984  
RE: Evening Magazine

We are having a get-together Wednesday, March 21, at 7:00 PM to watch Evening Magazine.

Refreshments will be served!

3/84

# INFOCOM

**MEMO**

**TO:** Everyone

**FROM:** Mike Dornbrook

**RE:** 800 Number

It is no longer necessary for New Jersey callers to use a different 800 number when ordering from Infocom.

800-262-6868 will now work nationwide.



# INFOCOM

## THE FOURTH ANNUAL VIDEO REVIEW AWARDS

.....Presented for Outstanding Video Programs of the Year

THURSDAY, MARCH 15, 1984

SAVOY  
141 West 44 th Street  
New York, New York

-Reception: 6:45 to 8:00 p.m.  
-Awards: 8:00 to 9:15 p.m.  
-Party: 9:15 to 11:00 p.m.

FRIDAY, MARCH 16, 1984

10 a.m. interview with Abigail Reifsnyder

417 East 89th Street  
Apartment 3D

(between York and First Avenue; entrance on left.)

Infocom, Inc. 55 Wheeler Street Cambridge MA 02138  
(617) 492-1011

# INFOCOM

March 9, 1984

TO: All Personnel

FROM: Joan

RE: Evening Magazine

INFOCOM will be featured on Evening Magazine (not to be confused with PM Magazine) on Wednesday, March 21st at 7:30 p.m..

Dont't miss it!

# INFOCOM

MEMO

DATE: March 9, 1984  
TO: All Employees  
FROM: Personnel  
RE: Medical Insurance Rates

I just wanted to give you our new health insurance rates. These rates are effective beginning April 1, 1984 and will most likely not increase until April 1, 1985.

1) Bankers Life

<u>Total Price</u>	<u>Employee Contribution</u>
\$ 61.00 (Single)	\$15.25
\$186.16 (Family)	\$46.54

2) Harvard Community Health Plan

<u>Total Price</u>	<u>Employee Contribution</u>
\$ 75.50 (Single)	\$29.75
\$214.40 (Family)	\$74.78

3) West Suburban Health Plan

<u>Total Price</u>	<u>Employee Contribution</u>
\$ 88.52 (Single)	\$42.77
\$220.62 (Family)	\$81.00

We do have some alternative plans available through the Massachusetts Businessman's Association.

Please also be aware that March is Open Enrollment Month at Harvard Community Health Plan. This means that until March 31, all employees are eligible to switch to HCHP with no health statement required.

If you have questions, please stop by the Personnel office for help.

3/84

# INFOCOM

## A N N O U N C E M E N T

Our monthly Birthday Luncheon will be held on Wednesday, March 14th.  
Our guests of honor will be:

Betty Rock

JCR Lickliger

Please join us in the first floor meeting hall for pizza and cake  
at 12:30.

Do not forget these people on their real birthdays. They are  
posted on the Board.

# INFOCOM

March 6, 1984

TO: Marc  
Michael B.  
Dave L.  
Stu  
Steve  
Bruce

FROM: Joan

RE: Wednesday, March 7 Interviews

Richard Dyer of the Boston Globe Magazine will be here on Wednesday to speak with each of you individually for about 20 minutes. Richard Dyer was a music critic and is taking some time off to do some special projects. Therefore, his knowledge of the computer industry is limited. He has been briefed on Infocom and has also played the games.

Please try to focus on plot and character development. Stay away from Marketing issues.

I have scheduled time as follows:

Wednesday, March 7

Dave - 1:00  
Stu - 1:20  
Steve - 1:40  
Bruce - 2:00  
Michael - 2:20

On Monday, March 12 Richard Dyer will be back to speak with Marc at 11:30 and then meet with all of you as a group over lunch at 12:00.

# INFOCOM

MEMO:

TO: All Employees

FROM: Administration

DATE: February 29, 1984

RE: Mailboxes

Mailboxes are in the process of being changed into alphabetical order by first name, so if you don't find yours in the usual place, you'll know why.

3/84

# INFOCOM

## A N N O U N C E M E N T

Our March Company Meeting will be held this Friday, March 2nd at 4 pm in the upstairs meeting hall. As a special added attraction, Steve Meretzky will be showing slides from SOFTCON after the meeting. See you there!

# INFOCOM

DATE: February 29, 1984  
MEMO:  
TO: All Employees Who Went To Softcon  
FROM: Accounting  
RE: Softcon Expense Accounts

Please try to get all receipts and cash back to us by Wednesday, February 29, 1984. This way the expenses will be reflected in February, the month in which they were incurred.

Thank you.

# INFOCOM

MEMO

TO: All Employees  
FROM: Accounting Dept.  
DATE: February 17, 1984  
RE: Payroll Withholding Taxes and Deductions

In response to those who have questioned the Accounting Department about payroll taxes and deductions, attached is a complete breakdown for your convenience.

# WINDYBROOKS TAX REPORT

**\$ 1222.02**

INCOME TAX	OUTGO TAX	STATE TAX	INTERSTATE TAX	COUNTY TAX	CITY TAX
244.40	45.21	61.10	5.89	6.11	12.22
RURAL TAX	BACK TAX	FRONT TAX	SIDE TAX	UP TAX	DOWN TAX
4.44	1.11	1.16	1.61	2.22	1.11

KNICKKNACK TAX	HACKENSAC TAX	THUMB TAX	CARPET TAX	SNACK TAX
1.98	3.93	0.98	0.69	8.32

UNION DUES	UNION DON'T
5.85	3.77

MA'AM TAX  
3.46

LIFE INS.	HEALTH INS.	DISABILITY INS.	ABILITY INS.
5.85	16.23	2.50	0.25

COFFEE	COFFEE CUPS	CALENDAR RENTAL
6.85	66.51	3.06

PARKING FEE  
5.00

LIABILITY INS.	DENTAL INS.	MENTAL INS.	FUNDAMENTAL INS.
3.41	4.50	4.33	0.11

FLOOR RENTAL	CHAIR RENTAL	DESK RENTAL
16.85	4.32	4.32

NO PARKING FINES  
10.00

OVERTIME	UNDERTIME	EASTERN TIME
1.26	54.83	9.00

OXYGEN	WATER
10.02	16.54

CASH ADVANCES	CASH RETREATS
0.69	121.35

F.I.C.A.  
81.88

CENTRAL TIME	MOUNTAIN TIME	PACIFIC TIME
8.00	7.00	6.00

ELECTRICITY	HEAT
38.23	51.42

DAYLIGHT SAVINGS TIME	TIME OUT
4.44	12.21

AIR CONDITIONING	MISC.
46.83	169.24

**\$ 000.02**

T.G.I.F.  
9.95

MEMO

To: Everyone

From: Mike

Date: February 14, 1984

Re: The New York Times

The brainstorming/writing session is scheduled for Wednesday, February 15. We will begin with a brainstorming dinner at 6:00 and continue from there. All are welcome. RSVP.

Mike

# INFOCOM

MEMO:

DATE: February 1, 1984

TO: All Employees

FROM: Personnel

RE: Company Benefits

While our Employee Handbook is in the works, I am briefly summarizing our benefits below for your information. Unless otherwise noted, all of our benefits are available to full time, permanent employees, and part time, permanent employees working at least half-time.

1. The following Health Insurance Plans are available to you:

- Bankers Life Comprehensive Plan
- Harvard Community Health Plan
- Blue Cross/Blue Shield
- Bay State Health Care
- Tufts Associated Health Plan
- West Suburban Health Plan
- Family Health Plan

The monthly premium for the Bankers Life is 75% company paid. If you choose any of the alternative plans, Infocom will contribute the same dollar amount towards your premium. Booklets describing the plans and current rates are available in the Personnel Office.

2. Life Insurance

Through Bankers Life, Infocom provides for:

- \$15,000 Life Insurance
- \$15,000 Accidental Death and Dismemberment Insurance

Life Insurance is 100% company paid.

### 3. Vacation

Infocom provides for:

2 weeks vacation each year from years 1-4 (in the first year the first week may be taken after 6 months).

3 weeks vacation each year from years 5-9

An employee may accrue a maximum of two years worth of vacation time.

### 4. Tuition Reimbursement

Infocom will reimburse for tuition and certain course related costs for approved courses successfully completed. Any permanent full time employee working for at least six months at the time of course enrollment is eligible for this benefit. Courses must be career/job related or enhance the employee's value to the company. Please check with Personnel for proper procedure and request forms.

### 5. Holidays

Infocom will be officially "closed" on the day of celebration (in Massachusetts) on the following holidays:

1. New Years Day	Monday, January 2, 1984
2. Presidents Day	Monday, February 20, 1984
3. Memorial Day	Monday, May 28, 1984
4. Independence Day	Wednesday, July 4, 1984
5. Labor Day	Monday, September 3, 1984
6. Columbus Day	Monday, October 8, 1984
7. Veterans Day	Monday, November 12, 1984
8. Thanksgiving Day	Thursday, November 22, 1984
9. Day After Thanksgiving	Friday, November 23, 1984
10. Christmas Day	Tuesday, December 25, 1984

In addition to these holidays, all employees are eligible for two floating holidays each year to be taken at their discretion. Please give one weeks notice to your supervisor if you wish to take a floating holiday. Personnel should also be notified.

### 6. Membership for Abt Recreational Facilities

Infocom will pay 90% of an employee's membership to the Abt Recreation Center. This includes use of the swimming pool and tennis courts which are open from May to September. Last year the cost to the employee was \$8.50; we expect the cost to be similar this coming summer. Information will be available in the spring concerning the Recreation Center.

### 7. Free Games Policy

Each employee is eligible to receive one free copy of each game and then a 50% discount on any additional games. Games may be obtained through the Personnel Office.

8. Discount Software and Hardware

Infocom can offer you software and accessories for your personal use at dealer costs through selected distributors. Contact Ellen Nelson if you would like to take advantage of these discounts.

9. Direct Deposit of Payroll Checks

Infocom will deposit your payroll check directly into up to three savings or checking accounts. Again, please contact Personnel for details.

10. Membership in Professional Clubs and Societies

We would like to encourage employees to join professional organizations which will enhance their value to the Company. If you are interested in any professional societies, Infocom will pay up to a total of \$100 membership fees. Please see your supervisor for approval.

If you have any questions regarding your benefits, please stop by the Personnel Office for assistance.

February 1, 1984

# INFOMEMO

If you haven't already noticed, there are two new appliances in the second floor kitchen area: an Amana refrigerator, and a Hotpoint microwave oven.

These are for use by individual InfoPloyees (for example, warming up your lunch or keeping it cold until lunchtime) and for use by the company as a whole (for example, making Friday afternoon parties even bigger and better than ever!) This should relieve overcrowding in the downstairs mini-frigerators.

Please keep these appliances (and the kitchen area in general) reasonably clean. The microwave instruction manual should be on top of the microwave. (If you require an instruction manual for the refrigerator, we can try writing one).

One note of caution -- open the refrigerator (or freezer) door carefully; don't slam it into the wall next to the refrigerator.

Please let us know if you have suggestions for any other InfoPliances (cuisinart, waring blender, etc).

Steve Meretzky  
Assistant Purchaser  
(note title change)

*Steve M.*

Infocom, Inc., 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

# INFOCOM

January 30, 1984

TO: All Personnel  
FROM: Linda Lawrence  
RE: Photographs

Company photographs will be taken on Wednesday, February 1 and Thursday, February 2. Please be sure to check both schedules for your times.

Pictures will be taken in the second floor conference room. It is important for everybody to be on time. Absolutely no changes are to be made without Joan's approval.

(Black tie optional!)

TIME	NAME			FEB. 1, 1984
9:30	Betty Rock			
9:40	Betsy			
9:50	Ernie			
10:00	Angela			
10:10	Jen			
10:20	Licklider			
10:30	Duncan			
10:40	Ellen			
10:50	Linda A.			
11:00	Debbie			
11:10	Joan			
11:20	Linda M.			
11:30	Mary Ellen			
11:40	Mike Quinn			
11:50	Steve M.			
12:00	Dave A.			
12:10	Lim			
12:20	Tom Veldren			
12:30	Donna			
12:40	Michael B.			
12:50	Marcia Anderson			



FEBRUARY 2, 1984

TIME	NAME
9:15	Al Vezza
9:50	Joel
10:15	DIRECTORS
10:45	Al, Joel, Marc
11:10	Marc
11:30	IMPLEMENTORS
12:00	Dave Lebling
12:20	Chris Reeve
	LUNCH
1:30	Linda
1:50	Paul DiLascia
2:10	Ed Black
2:30	Business Team
3:10	Richard Ilson

DIRECTORS  
 Albert Vezza  
 Joel Berez  
 Marc Blank  
 J.C.R. Licklider  
 Chris Reeve  
 Ray Stata

IMPLEMENTORS  
 Marc Blank  
 Michael Berlyn  
 Steve Meretsky  
 Stu Galley  
 Dave Lebling  
 Bruce Schecter  
 Gerry Wolper

BUSINESS TEAM  
 Ed Black  
 Brian Berkowitz  
 Richard Ilson  
 Craig Leckband  
 Larry Martin  
 Jeff Gishen  
 Chris Reeve  
 Tim Anderson  
 Paul DiLascia

MEMO

To: Everyone

From: Mike

Date: January 22, 1984

Re: The New Zork Times

Hello Folks,

Infocom's first consumer newsletter is scheduled to go out in February. It is intended to be similar to The New Zork Times put out by the old Zork Users Group. It should be informative, but fun - and that's where you come in.

Rather than have a newsletter which sounds like ad copy or press releases, I'd like to see writing in the style of our games. The best way to achieve that is to get all of you involved in the writing. I would like to propose Saturday, February 4 for the New Zork Times (or whatever it ends up being called) writing party. Party to commence at 12:30 pm with brainstorming lunch.

Suggested articles include:

- New Products Coming Soon
- Interesting Bugs
- Interview with an Author
- Letters/Comments from Players
- Crossword Puzzle of Infocom Words
- "What Would You Call Them?" Contest (Name the category)
- What Goes Into Making an Infocom Game (development calendar)
- Summary of Reviews
- FUN (Cartoons, Hack Articles, SEM's Yak Facts Column, etc.)
- Naming a Game (including some which didn't make it)
- Package: From Concept to Reality
- Things Which Never Got into Games
- Puzzles based on the games
- Infocom's Development System: How We Do It
- Discussion of issues customers complain about or suggest  
such as the addition of graphics
- Special promotions/coupons

Other ideas are encouraged.

RSVP.

Mike

# INFOCOM

MEMO

DATE: January 17, 1984

TO: All Employees and Consultants

FROM: Personnel

RE: January Birthday Party

This month's Birthday Luncheon will be held on Wednesday, January 25th.  
The Guest of Honor will be:

Mary Karr

Please join us in the first floor meeting hall for pizza and cake  
at 12:30.

P.S. Don't forget that Mary's real birthday was on January 16!

# INFOCOM

January 4, 1984

TO: All personnel  
FROM: Linda  
RE: Individual Photographs

WEDNESDAY, FEBRUARY 1

ALL employees will be scheduled for black and white photographs.

THURSDAY, FEBRUARY 2

All management, software designers and individuals likely to frequent the press for the coming year will have color portraits taken.

\*Please note these dates on your calendars. You will be contacted soon to schedule times.

1/84

Infocom, Inc., 55 Wheeler Street, Cambridge, MA 02138  
(617) 492-1031

**INFOCOM**

\*\*\*\*ANNOUNCEMENT\*\*\*\*

Our Company Meeting will be held this Friday, January 6 at 4 pm  
in the upstairs meeting hall. We'll see you there!

1/81

# INFOCOM

MEMO:

TO: Everyone

FROM: Marcy *Maia*

RE: Petty Cash Procedures

- 1) Petty Cash is considered to include any amount below \$75.00 and can be received at time of request.
- 2) Purchases over \$75.00 for a specified amount should be submitted on a "Request for Payment" form and please allow at least one hour to process and receive the check.
- 3) Purchases over \$75.00 for an unspecified amount will be handled through reimbursement. Please use a "Request for Payment" form and attach payment slip, i.e. charge slip, or cash register tape and reimbursement will be made the same day.

# INFOCOM

## MEMO

TO: All Employees  
FROM: Joel Berez  
DATE: February 16, 1984  
RE: Confidential Documents

According to our latest legal advice, we should not put copyright notices on any internal documents that are not intended for publication. This includes such things as design memos and reference material for proprietary development tools. All such documents should continue to be labeled, "Proprietary Information of Infocom, Inc. - Company Confidential."

# INFOCOM

TO: Infocom Staff *JS* *MD* *MS*  
FROM: Albert Vezza, Joel M. Berez, Marc S. Blank  
SUBJECT: Company Structure  
DATE: December 14, 1984

This memo announces a new Infocom corporate structure that was formulated with the aid of the outside directors and John Brackett and John O'Leary. We believe the new company structure, shown in the accompanying diagram, will allow Infocom to take the next step in its evolution while maintaining the quality workplace we have all come to love and enjoy. This memo briefly discusses the philosophy behind the structure and places it in perspective.

The first principle of the company, which can be traced to our roots at MIT, is that the company is development-driven. By that we mean that Infocom provides an environment in which creative, skilled people can imagine, conceptualize, and develop innovative products. We intend to maintain this environment. Infocom will remain a development-driven company. To insure the environment and to insure that Infocom products will always be innovative and technically superior to other products in the marketplace, we are establishing a dual ladder system for technical personnel. Essentially, all product line specific technical managers will report through the general managers of the respective product lines, and all other technical personnel will report through the Executive Vice President of Research and Development, who will assign them on a project basis to the product lines to perform product line specific development. The company will adopt the following philosophical guidelines when seeking new product opportunities:

1. Product development has the responsibility for product conceptualization, specification, and development.
2. Product development has the responsibility to seek the advice and counsel of marketing.

3. Marketing is a vital function that has the responsibility of providing advice and counsel to product development concerning marketplace information.
4. Marketing is responsible for helping to position, market, and sell products.
5. Infocom will market only software that is internally created or has been created as a result of a joint effort.

The new corporate marketing role is established to handle coordination among the product lines and the corporation, and as it becomes obvious which functions are common to product lines to perform those functions.

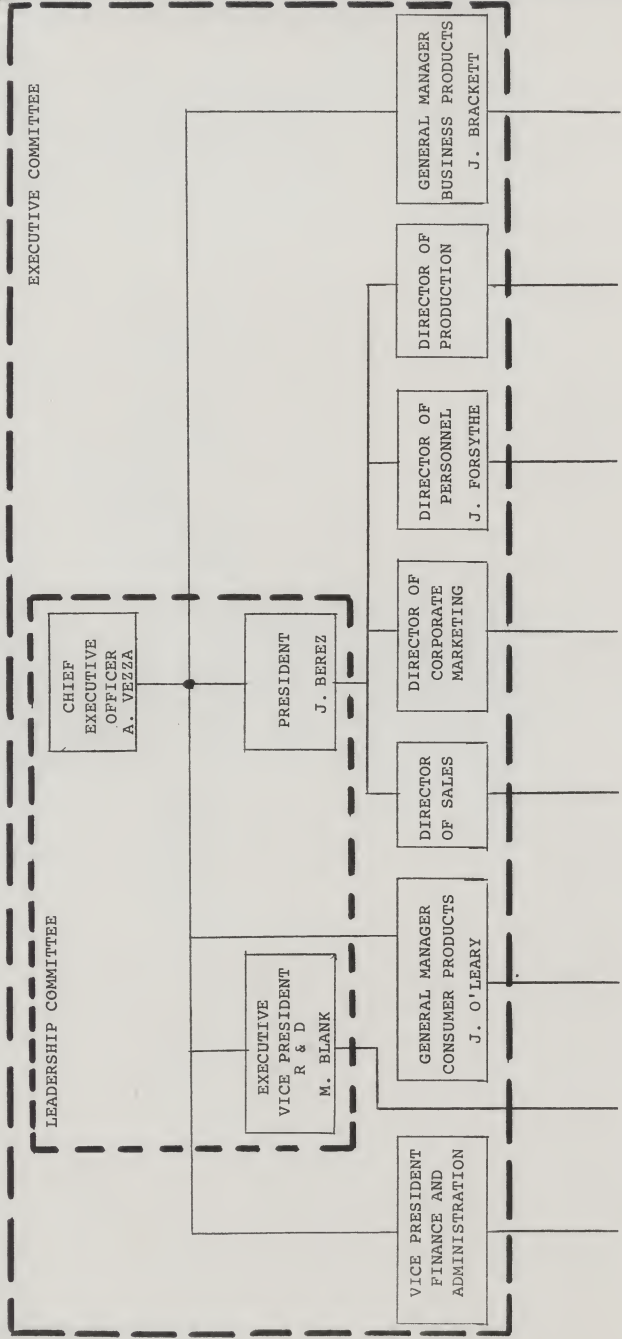
An important aspect of making the company function smoothly and making the company structure work is that the three authors of this memo are committed to working together. To this end, we have established a Leadership Committee, consisting of the CEO, President, and Executive Vice President of Research and Development. The Leadership Committee will:

1. Provide philosophical principles under which the company will operate.
2. Provide corporate direction.
3. Interpret philosophical principles and corporate direction to insure a consistent tone and quality of life at Infocom.
4. Insure that the welfare and dignity of the company's employees are maintained.

In addition to the Leadership Committee, the company will have an Executive Committee, consisting of the CEO, President, Executive Vice President of Research and Development, the General Manager of each product line, the Vice President of Finance and Administration, the Director of Sales, the Director of Corporate Marketing, the Director of Personnel, and the Director of Production. The Executive Committee will be responsible for developing company policy and strategy consistent with the company's philosophical principles and the corporate direction provided by the Leadership Committee.

It is clear to us that 1985 will be a pivotal year for Infocom. Our new business product line, with its first product Cornerstone, will take its place beside our now famous and well-established interactive Fiction product line. If at the end of 1985 Infocom is still a highly motivating and great place to work and it is one of the very few personal computer software companies with more than one successful product line and many products it will have become an even greater company than it is now.

We recognize that the impending greatness that Infocom is about to achieve will also bring with it problems that will stress the organization. The articulation of the foregoing concepts only provides a structure for dealing with those problems. Thus, this is just the beginning. Everyone in the organization must cooperate and work hard at helping us solve the problems that will arise if Infocom is to achieve its goal of being a truly great company. Therefore, we ask that everyone join us as we move forward into this pivotal year by supporting the concepts and the new corporate structure.



Effective January 1, 1985

# INFOCOM

DATE: February 17, 1984

MEMO

TO: All Softcon-bound Employees

FROM: Accounting

RE: Softcon Expense Accounts

Roses are red  
Violets are blue  
Save your receipts  
Or the trip's on you!

A handwritten signature in cursive script, appearing to read 'MFA', is located below the typed text.

# INFOCOM

## THIS MEMO COULD CHANGE YOUR LIFE!

Here in Production, we don't put out memos very often. But when we do, you can bet the rent that it's for some pretty important reason.

Business is booming. September was a record month for sales. Commodore has more than one hundred thousand games on order. New games are being released this month (Hitchhiker's) and next month (Suspect). New packages are ready for seven of our old titles, and the other five will be re-packaged beginning December 1 or thereabouts.

Infocom's phenomenal Fall '84 success, while good news for every other department, has Production under a slight strain. We are barely keeping up with the avalanche of orders, at a time when we should be pulling ahead and building up comfortable inventory margins. Already, the assembly lines are working 12 hours a day on weekdays plus another six hours every Saturday.

The folks in Production, along with Research Packaging (the company that assembles and ships our products), are working on ways to increase the rate at which we can assemble games; for example, we have just signed the lease on an InfoWarehouse to ease space problems at Research Packaging. But these solutions still might not be enough.

Infocom is a unique, highly motivated, entrepreneurial, innovative company, composed of many unique, highly motivated, entrepreneurial, innovative people. Therefore, the folks in Production have come up with a unique, highly motivated, entrepreneurial, innovative solution to our problems: InfoSundays at Research Packaging.

Here's the plan: Next Sunday, (10/29) 25 InfoVolunteers will travel to the Research Packaging facility in Randolph. There, in an atmosphere of unique, highly motivated, entrepreneurial, innovative comradery, they will run the InfoAssembly Line from 10am to 5pm (with breaks, of course). And if things work out, we'll CONTINUE TO DO SO FOR EACH OF THE EIGHT SUNDAYS BETWEEN NOW AND DECEMBER 16!

Let's admit it. We're in a crisis. We wouldn't be asking people to give up their Sundays otherwise. To help us get through this crisis, nearly every member of the InfoFamily will have to stand up and be counted. Even our CEO has offered to drive trucks. Consider this Production crunch to be the moral equivalent of war.

But don't think you'll have to stand and and be counted for nothing. Everyone will receive a \$100 bonus for each Sunday they work on the assembly line. And that's not all.

In a burst of generosity (actually a transparent attempt to increase productivity), the InfoPrez has declared a bonus OVER AND ABOVE THE \$100! Each Sunday, for each game assembled beyond the first 5000, each person will get two cents per game assembled. For example, if we packaged 6000 games, each person would receive \$120 for the day.

"Who cares about the money!" (I'm sure you're saying.) "Think about the fun! The excitement! The company spirit! The free pizza! Where do I sign up?"

A sign-up sheet for Sunday, October 2<sup>nd</sup> can be found on the main bulletin board (where all the job postings are). If things work out on Sunday, sign-ups for the rest of the year will be posted. Husbands, wives, friends, and roommates are all encouraged, provided that they're unique, highly motivated, entrepreneurial, innovative people and at least 16 years old.

Don't be discouraged if you have no way to get to Randolph. The sign-up sheet includes a spot for transportation requirements, and we'll try to arrange some carpools.

REMEMBER that when you sign up, you're making a commitment. This isn't a "yeah, I think I'll try to show up some time" kind of thing — it's a "Yes! I will definitely be there right on time!" kind of thing. An assembly line requires everyone working together as a team!

See you on Sunday. Be there. Aloha.

The Folks in Production

P.S. This is serious. It is NOT A JOKE.

# INFOCOM

TO: Everyone!

FR: Pat in PR

Thought you might enjoy reading Infocom's excellent coverage in the November issue of DELTA Sky Magazine.

We worked closely with Senior Editor Leslie Stern on this one--no easy task gaining a mention in these airline books because the circulation/distribution figures are so sought after...more than 3 million readers will see this mention of Infocom this month.

The second clipping attached here is about a recent party done by our friends at Murder-to-Go, who will be assisting with the execution (Sorry!) of SUSPECT at Winter C.E.S., January 5-8th.

*Pat*

# INFOCOM

SCENARIO FOR DOUGLAS ADAMS/STEVE MERETZKY

PRESS RECEPTION, 11/12/84

ADDRESS: 30 ROCKEFELLER CENTER  
64th Floor  
West Pavillon Room  
New York, N.Y.

TIME: 4:30--7:30 p.m.

INFORMAL

REMARKS: Introduction of Infocom principals and Simon & Schuster representatives

John O'Leary, Director of Consumer Product Marketing -- brief account of 'what this means' to Infocom; evolution of marketing program for Hitchhiker's.

Alvin Reuben, Executive Vice President, Simon & Schuster

Will recap joint success of this promotion/ talk about best-selling Hitchhiker's book and why joint distribution made sense; then will defer to John O'Leary who introduces Marc Blank

Marc Blank, Vice President: some informal background on acquaintance with Douglas Adams and his ties with Infocom. Marc introduces Adams and Meretzky.

Douglas Adams says a few words about the project and then is joined by Steve in actually showing the game.

Questions from the audience--to be fielded by Adams and Meretzky.

\*NOTE: THIS IS THE SAME BUILDING IN WHICH LATE NIGHT WITH DAVID LETTERMAN IS TAPED. WE ARE TRYING FOR SOME TYPE OF ON-AIR TIE-IN HERE SINCE LETTERMAN WILL BE TAPING DURING THIS TIMEFRAME. WILL KEEP YOU POSTED!

# INFOCOM

MEMO

DATE: June 20, 1984

TO: All Personnel

FROM: Albert Vezza



RE: Incoming mail/packages

Yesterday we received a telephone threat from a male caller that two letter bombs were on their way to Infocom. A great majority of such threats are hoaxes; therefore, we cannot be paranoid about the situation and must continue to conduct our business. Nevertheless, we must take appropriate precautions to insure our safety.

The authorities have been notified and all our incoming U.S. mail is being screened by Postal Inspectors using special equipment. All letters and packages delivered by courier should be intercepted by security and held for screening unless Marcy directs them otherwise.

If you know a letter or package is coming by courier from a specific sender, let Marcy know and she will accept it.

This procedure will delay all delivery of mail and packages by several hours or possibly to the next day and we will follow it for at least a week.

Please do not accept or open any letters or packages that have not been delivered through normal channels.

I urge all of you to attend today's birthday party as we will be discussing the situation in more detail there.

# INFOCOM

## INFORIVER RAID

This is the highest rating I have ever given a film. No regular reader of this column will want to miss the last potent 10 minutes of a film so strikingly real you'll think you were there, (or could be soon).

The film begins on a lazy Saturday in September, the 2nd weekend in September. A devoted group of employees, from a local bit twiddling firm known as Infocom are out for an afternoon of fun in the sun in canoes on the river.

Richard Dawson, host of the popular TV Game Show Family Feud, makes his directing debut in this river running epic. "This movie will do for canoes what Saturday Night Fever did for gold chains," said Dawson at a recent press conference on the banks of the Concord River where the film is set.

John O'Leary will most certainly be nominated for an Oscar for his starring role. Especially touching is the sad scene in which all the employees hear the waterfall just ahead and are listening to O'Leary's tear jerking confession, "I'm sorry it all had to end this way, I didn't mean for us to take the wrong fork and end up like this. We'd have been alright if Hollywood would have brought more beer"! At this point Hollywood Dave Anderson is set upon by his fellow employees. Before they can remove his eyes from his sockets, the canoes are swept over the falls.

This film is not to be missed. A special note to readers of this column. A publicity stunt for this film will take place Saturday, September 15th at 11:00 a.m. If you are interested in attending, put your name on the sign-up sheet posted on the Personnel Bulletin Board, located on the first floor.

--Baxter Jackson (Footnote 17)

Not a very good review, is it?

The price per employee will be \$5.00, the price per guest will be \$7.00.

# INFOCOM

## "SUSPECT" PARTY/FOR MEDIA

THANKS TO the cooperation of Game Testing and Dave Lebling in Product Development, we've accomplished some good preliminary work on the product publicity for SUSPECT.

But due to the travel schedule of Sales & Marketing, and the heavy work schedule of Product Development this month, we've received some feedback that company-wide support for a SUSPECT event would have to take a back seat to other projects.

In order for this event to be successful with our friends in the media (trade and otherwise), it would be necessary for the implementors to play a key role in first-hand invitations to magazines like A.N.A.L.O.G., ANTIC, COMPUTER GAMES etc. The thinking now is that we will attempt to hold some type of SUSPECT event at the Consumer Electronics Show in January--as a press opportunity.

As many of you suggested, we contacted the professionals at Murder-to-Go, to assist with the planning for such a media party, and we have every reason to believe that they would represent Infocom appropriately. (\*Look for an article on their work in the November issue of LIFE Magazine!)

In the meantime, we'll be pursuing the usual round of rave reviews for SUSPECT.

--Pat Maroni  
Manager of Public Relations

# INFOCOM

TO: ALL EMPLOYEES

Today we have joining us in the Product Testing Department "Dazzle," who will be working security at the entrance to the Testers' Suite as well as consulting for the second business product ("The sophisticated database for the non-human"). He will be reporting directly to Suzanne Frank.

Dazzle, a pure-bred Hellhound, joins us from the CIA where he was the Director of Munitions and Illegal Substances Discovery Squad. Last year he garnered intra-agency recognition after sniffing out 250 kilos of uncut cocaine (street value: 4.5 million Zorkmids) at Logan Airport, and subsequently finished the Boston marathon ahead of any non-wheelchair-bound participant.

Dazzle is a Spring 1981 graduate of the Barbara Woodhouse obedience school where he majored in Shedding (with a minor in Artificial Intelligence) and graduated Magna cum fleas. When not on duty, Dazzle spends his liesure time avoiding S. Eric Meretzky, fouling his neighbor's lawn, and frightening small children (though he modestly lets on that his "bark is bigger than his bite").

But Dazzle won't have much free time this winter, as a result of a recent diagnosis from his veterinarian: starting early November, for a period of three months, he will be in heat.

Please welcome him to Infocom. His office is T-110.

—Bill Eastland

Director of Canine Employment

3/84

# INFOCOM

## MEMO

**TO:** Sales, Marketing, Those Who Talk to the Press

**FROM:** Mike Dornbrook

We must be careful about what we say concerning MS-DOS compatibility. Our MS-DOS 2.0 versions will work on the Tandy 2000, for instance, but due to contract provisions we can't say so. Similarly, the IBM PC should not be mentioned as MS-DOS compatible.

The Wang and Mindset machines are known to run the MS-DOS 2.0 version.

In general, we should only state that a machine is compatible if we **have one** to ensure future compatibility and to provide customer support. This applies to Apple and IBM-PC compatibles, also.

If asked whether other machines will run the MS-DOS 2.0 versions of our software, say "that machine is not on the list of machines we support, but if it runs MS-DOS 2.0 and can read IBM format disks, I don't see why it shouldn't work."

# INFOCOM

October 29, 1984

TO: Staff  
FROM: Accounting  
  
RE: Sunday Warehouse Work

Although Ernie realizes that most of you who are volunteering for Sunday work are doing it out of the goodness of your hearts, Infocom feels that your hard labor deserves some compensation.

Payment may be procured via a REQUEST FOR PAYMENT form bearing the authorized signature of Mr. Production himself, Burning Ernie Brogmus. These should be submitted to Mary Ellen "Your Check's in the Mail" O'Connor who will issue the checks and give them to you ASAHP.

Rates have been set at \$100 per day and any bonuses for piecemeal work will be determined by Ernie. Since payment will be for the gross amount, you will notice FICA adjustments on your payroll checks. Federal and state taxes won't be figured into this income at the time of check issuance.

We regret to add that no compensation will be given for gnarled fingers (it's an occupational hazard). Keep up the good work!

# INFOCOM

TO: Staff

FROM: Albert Vezza

SUBJECT: Infobase Evening Presentation

As you are undoubtedly aware, a press conference has been called in New York to announce Infobase. This represents a proud moment in Infocom's history and what we anticipate will become another successful milestone.

Because we have all been a part of this new product, it is only appropriate that we all participate in the fruits of our labor. So, I cordially invite you and your spouse or a guest to attend a special company presentation of Infobase on:

DATE: Thursday, November 1, 1984

PLACE: The Colonnade Hotel  
120 Huntington Avenue  
Boston

TIME: 6:30 p.m. - Cocktails and Hors d'oeuvres  
7:15 p.m. - Infobase Presentation

An R.S.V.P. to Linda (Carlough) is requested. Also, should you need directions to the Colonnade, Linda can help you.

Won't you join us for this exciting event.

AV:lsc

1984