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From: Matt Todd <ToddM@api.org>
Cc:
Bcc:
Received Date: 2003-07-31 20:53:42 GMT
Subject: Reply Requested: 2003 Shanghai Health Study Annual Meeting Registration!

Dear Shanghai Health Study Annual Meeting Attendee,

The American Petroleum Institute, on behalf of the Benzene Health Research Consortium, anticipates your attendance at the 2003 SHS Annual Meeting. The following documents, attached to this email, will answer many of your questions.

SHS Annual Meeting Agenda: Please review the agenda, noting start and finish times of meetings and meals.

SHS Annual Meeting Info: This document provides information about the Asilomar Conference facilities. The dress code is very casual and phones, TVs, and computer jacks are NOT available in any guest rooms.

SHS Annual Meeting Reservation: If you have not done so already, please complete this registration form and return via email or fax to 202-682-8222 by August 1st. It is critical that we receive the names of all participants (including spouses and children) to accommodate everyone at the opening reception and dinner.

If you have any remaining questions concerning this matter, please feel free to contact me, Matthew Todd, at toddm@api.org. Thank you very much for your participation and support of the Shanghai Health Study, and we look forward to seeing you in Monterey.

Best regards,
Matthew Todd

Matthew Todd
Regulatory Analysis and Scientific Affairs
American Petroleum Institute
1220 L Street NW
Washington, DC 20005
p: (202)682-8319
f: (202)682-8031
www.api.org

Attachments:

2003 SHS Annual Meeting Info.pdf
2003 SHS Annual Meeting Reservation.doc
SHS Annual Meeting Agenda Final.pdf

Shanghai Health Study

ANNUAL MEETING 25-27 AUGUST 2003

Travel Details

The Asilomar Conference Facility is located at 800 Asilomar Avenue in Pacific Grove, California and is served by the Monterey Peninsula, San Jose, San Francisco and Oakland airports. We recommend that you fly into Monterey since it is the closest airport to the meeting site. Oakland and San Francisco are about a 2½-hour drive away and San Jose is approximately a one-hour drive. Shuttle information from the airports is available.

Lodging

Please complete the Reservation Form and return it via email or fax to 202-682-8222 no later than August 1st. It is critical that we receive this information in a timely fashion so that appropriate accommodations can be secured for you at Asilomar. We will reserve a room for you and provide confirmation via email or fax approximately 2 weeks prior to the meeting. All charges will be placed on a master account and API will invoice for the accommodations as appropriate.

Please note that our attendees will be housed in several different buildings. Each sleeping room is equipped with either queen or double size beds. Some rooms also have an extra twin bed. All rooms have private bath. There are no telephones, TVs or computer jacks in the rooms. There are public telephones throughout the grounds of Asilomar, including the guest buildings, however, we suggest that you bring your cell phone if you need to be accessible while at the meeting. Check-in time is 3:00 pm and checkout time is 12:00 noon.

Early Arrival/Late Departure

If you plan to arrive early or depart late, please contact the leisure desk of Asilomar at 831-642-4242 and mention that you will be attending the Shanghai Health Study Annual Meeting over the dates of August 25-28, 2003.

Dress Code

Asilomar is very casual. The recommended attire for the meeting and all on site functions is dockers or jeans, tennis shoes, and similar. No suits, ties, or other business or formal attire is necessary. Please be sure to bring a sweater and jacket since the evening can be quite cool.

Shanghai Health Study

ANNUAL MEETING 25-27 AUGUST 2003

Computers

A small business center, located at the front desk (Phoebe A. Hearst Social Hall), has access lines for use with laptops, however, only 2 persons can use the center at the same time. Hours of operation are 6:30 am to 12 midnight.

Messages and Faxes

Messages are delivered to guest rooms periodically. You may also check at the front desk if you are expecting a message. Faxes can be picked up also at the front desk.

Agenda

Please review the agenda attached to the email.

Questions?

We welcome the opportunity to answer any questions you may have.

For logistics information please email Madeleine Sellouk at Sellouk@api.org

For technical program information please email Paula Podhasky at PodhaskyP@api.org

SHANGHAI HEALTH STUDY

ANNUAL MEETING 25-27 AUGUST 2003

RESERVATION / REGISTRATION REQUEST

Suffix: _____

First Name: _____

Last Name: _____

Nickname for Badge (if any): _____

Company or Affiliation: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

I will arrive on: _____ Depart on: _____

I will be accompanied by:

First and Last Name: _____

(If you have children accompanying you, please supply their age)

I/We will attend the Welcome Reception and Cookout: Yes (No. of adults _____ No. of children _____). I will not attend the Welcome Reception and Cookout: _____

I have/do not have special needs. Please let us know how we can assist.

Please email or fax no later than August 1st to 202-682-8222 – no cover sheet necessary.

To: BHRC Oversight Committee (E-mail) <benzconsort-oc@listserve.api.org>; BHRC
Technical Committee (E-mail) <benzconsort-tc@listserve.api.org>; BHRC Communications Committee (E-mail)
<benzconsort-cc@listserve.api.org>
From: Matt Todd <ToddM@api.org>
Cc:
Bcc:
Received Date: 2003-08-08 16:03:11 GMT
Subject: Shanghai Health Study Update: August 8, 2003

To Benzene Health Research Consortium Members:

Please click on the following link, then click on "SHS Update" in the left hand navigation bar to view this week's update.

<http://www.shanghaihealthstudy.org>

Announcements:

- * The Annual Meeting is set to take place at Asilomar on August 25-27, 2003. We are pleased to announce that the entire ERP, SRP and all of the Principal Investigators will be in attendance.
- * The Annual Meeting agenda and info sheet is attached to this email.
- * The Technical Committee has scheduled a meeting at Shell in Houston on August 19, 2003.
- * The Oversight Committee has scheduled a meeting at Shell in Houston on August 20, 2003.
- * Please notify Paula Podhasky, podhaskyp@api.org if you have any questions about the First Annual Shanghai Health Study Meeting.
- * If you have any announcements that you would like to be posted, please send an email to Matthew Todd, toddm@api.org.

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