

To: Lorraine Twerdok <Twerdokl@api.org>; Benzene OC listserve (E-mail)
<BenzConsort-OC@listserve.api.org>
From: Johnston, Michael D. <MIKE.D.Johnston@conocophillips.com>
Cc:
Bcc:
Received Date: 2004-10-25 21:27:23 GMT
Subject: RE: BHRC - 3Q04 Financial Rpt and Shanghai hotel for 2005

After looking at the attached budget update, I support discussing the pros and cons of having any meeting outside the US. Our primary focus has to be cost control.

-----Original Message-----

From: Lorraine Twerdok [mailto:Twerdokl@api.org]
Sent: Monday, October 25, 2004 10:23 AM
To: Benzene OC listserve (E-mail)
Subject: BHRC - 3Q04 Financial Rpt and Shanghai hotel for 2005
Importance: High

BHRC Oversight Committee Members:

Two items for your consideration:

>

1. 3Q04 draft financial report for your review. It has been approved by the Technical Budget Committee.
2. Please see email below from Madeleine - she is having a harder time than expected identifying meeting space for 2005 Annual Meeting in Shanghai. So far only one hotel has space available. Should she book the Renaissance?

I would appreciate responses to question #2 ASAP.

Review/approval of 3Q04 financial report is on the agenda for the Nov. 3/4 meeting in Houston.

Thanks,
Lorraine

-----Original Message-----

From: Madeleine Sellouk
Sent: Friday, October 22, 2004 11:07 AM
To: Lorraine Twerdok
Cc: Matt Todd
Subject: Shanghai

Good Morning:
Here's an update on the Shanghai meeting:

Ritz Carlton - no availability until middle of December
Four Seasons - no availability
Hilton - Have not responded as yet
Howard Johnson- no availability
Crowne Plaza - Have not responded as yet
J.W. Marriott - no availability
Marriott Shanghai Hong Qiao - no availability
Radisson Plaza - Have not responded as yet

Renaissance Shanghai Pudong Hotel - Space available. \$120 per sleeping room per night plus \$15 service charge, meeting room rental \$241 per breakout plus \$482 per general session room

Please let me know asap whether you want to reserve the space at the Renaissance. Thank you. Madeleine

Madeleine D. Sellouk, CMP
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For information on upcoming meetings please visit our website at www.api.org/petroteam.
