

To: BenzConsort-TC@api.org <BenzConsort-TC@api.org>
From: Bruce Jarnot <jarnotb@api.org>
Cc: Lorraine Twerdok <Twerdokl@api.org>
Bcc:
Received Date: 2003-03-28 16:10:50 GMT
Subject: Reply by 4/02 -- pick date for meeting -- API Shanghai Technical Committee

For Action -- Reply Needed by Weds 4/02

API Benzene Consortium (Shanghai Health Study) Technical Committee -

We need to schedule a one-day Technical Committee meeting at API (1220 L Street NW, Washington, DC) in April; the lead time may be a little short, but we need to work around Passover, Easter and other meetings (e.g., Asphalt Institute, API Health & Product Stewardship) already scheduled...

Please reply by Weds 4/02 which of these dates will work best (or if any will not work) with your calendar:

- April 09 (Wednesday)
- April 10 (Thursday)
- April 11 (Friday)
- April 15 (Tuesday)

Thank you, and have a great weekend!

Best Regards - Bruce.

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To: BenzConsort-TC@api.org <BenzConsort-TC@api.org>
From: Bruce Jarnot <jarnotb@api.org>
Cc:
Bcc:
Received Date: 2003-04-02 17:28:21 GMT
Subject: API Technical Committee Meeting -- Friday, April 11

Benzene Consortium (Shanghai Health Study) Technical / Finance Committee -

Thanks to all for responding, and we were able to select a meeting date that should (hopefully) work for everyone...

API will host a Technical / Finance Committee meeting on Friday April 11th at API Offices (Room 9808, 1220 L Street NW, Washington, DC); being on a Friday, we will start early to accommodate those who need to leave early. Draft meeting agenda is attached.

If you're available, we'll gather for an informal group meal and pre-meeting the night before (Thursday), 7:00pm, at Stacks Deli on the corner of 11th and Pennsylvania Ave NW (202-628-9700)...

Best Regards - Bruce.

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Attachments:

Tech Committee Mtg - Draft Agenda - 04 11 2003.doc