

From: Matt Todd <ToddM@api.org>
Sent: Friday, February 21, 2003 9:17 PM (GMT)
To: BHRC Communications Committee (E-mail) <benzconsort-cc@api.org>; BHRC Oversight Committee (E-mail) <benzconsort-oc@api.org>; BHRC Technical Committee (E-mail) <benzconsort-tc@api.org>; Iannarone, Lauren B SCC-CSEA <lauren.iannarone@shell.com>
Cc: Bruce Jarnot <jarnotb@api.org>; Shannon Stewart (E-mail) <sstewart@apcoassoc.com>
Subject: BHRC Communications Committee Meeting Agenda
Attach: 2-25-03_bhrc_communications_meeting_agenda_draft.doc

BHRC Communications Committee Members:

Attached is the draft agenda for Tuesday's meeting at API, 1220 L Street NW, Washington, DC! Please review for start times and agenda topics. Conference call information is also provided on the draft agenda. Please contact me with any questions or comments. Thanks.

Matt
BHRC Communications

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2/21/03
DRAFT

**Benzene Health Research Consortium
Communications Committee Meeting Agenda
American Petroleum Institute
February 25, 2003
10am – 4pm EST
Room 908**

Expected Participants:

Lynn Russo, ExxonMobil
Jay Stuller, ChevronTexaco
Lauren Iannarone, Shell
Shannon Stewart, APCO
Lorraine Twerdok, API
John Wagner, API
Paula Podhasky, API
Matthew Todd, API
Bruce Jarnot, API

Conference Call Info:

Phone: 1-866-262-1780
Meeting #: *1219720* (include the stars)

Meeting Agenda:

Time	Topic/Event	Topic Leader
10:00	Preliminaries: • Communications Update • Review agenda	Lynn
10:15	Documents Review • Slide Guide • SHS Documents • Adaptable Presentation • Outreach Matrix (combined) • SHS Technical • Backgrounder Documents	Lynn, Shannon, Matt
Noon	Lunch	
1:00 pm	Other SHS Communications Documents	Lynn, Shannon
2:00 pm	Shanghai Health Study Website • Committee sites separate from SHS website • General Access materials	Matt
3:00	Laboratory Launch Ceremony	Lynn, Shannon
3:30	Review Actions Items	Matt
4:00	Recruitment Committee Conference Call	
?5:30?	Adjourn – Dinner at Etrusco's 1606 20 th Street Washington DC (202) 667-0047	