

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 Jarrot, 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	
7:30?	Adjourn – Dinner at Etrusco's 1606 20 th Street Washington DC (202) 667-0047	

AUTOPATH

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