

To: Cagen, Stuart Z SCC <stuart.cagen@shell.com>
From: Paula Podhasky <Podhaskyp@api.org>
Cc:
Bcc:
Received Date: 2003-04-29 18:07:08 GMT
Subject: FW: SHS conference call New time

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

From: Paula Podhasky
Sent: Monday, April 28, 2003 3:14 PM
To: 'BenzConsort-OC@listserve.api.org'; Bruce Jarnot
Subject: SHS conference call New time
Importance: High

Please note later time

Attention Oversight Committee members and Committee Chairs: A conference call to discuss the agenda for the SHS 2003 Annual Meeting is scheduled for Tuesday, 29 April 2003, at 2:30 PM EDT. Dial-in is 866/262-1780 meeting room # is *0495614*.

Some Issues for discussion are:

- * Review of potential areas of Discussion/ draft agenda
- * Objective of Meeting
- * Format to Meet Objective

- * Meeting logistics

- * Committee Meetings: When and how long
- * Who is attending which committee meetings
- * etc

- * Formal Letter(s) of Invite
- * Expenses : who to invoice

Thanks pp

Attachments:

ASILOMAR DRAFT AGENDA april 03.doc