

To: Clegg, Patsy M SCC-DCS/22 <patsy.clegg@shell.com>
From: Lorraine Twerdok <Twerdokl@api.org>
Cc:
Bcc:
Received Date: 2005-10-26 19:46:34 GMT
Subject: FW: 2005 SHS Annual Meeting Rooms

From: Matt Todd
Sent: Wednesday, October 26, 2005 8:17 AM
To: O'Shea, Kevin J
Cc: Bruce Jarnot; Lorraine Twerdok; Hughes, Matthew A
Subject: RE: 2005 SHS Annual Meeting Rooms

Kevin –

Attached is the annual meeting agenda and an information document. I'll contact the Ritz and inform them of the change. They may contact you if necessary.

Matt

Matt Todd
American Petroleum Institute
1220 L Street NW
Washington DC 20005
202.682.8319
www.api.org

From: O'Shea, Kevin J [mailto:osheakj@bp.com]
Sent: Wednesday, October 26, 2005 7:54 AM
To: Matt Todd
Cc: Bruce Jarnot; Lorraine Twerdok
Subject: RE: 2005 SHS Annual Meeting Rooms

Matt,

Good morning. As Matt Hughes mentioned, he would like me to attend in his place, if possible. First, it seems that I need to know the availability of the room, and secondly, Matt H mentioned the meeting was on Wed and Thurs, however, I do not have an agenda with the times to schedule appropriate transportation.

Please contact me as soon as possible with the above information.

Thank you , Kevin

Kevin J O'Shea, MD, MPH
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From: Hughes, Matthew A
Sent: Tuesday, October 25, 2005 4:19 PM
To: Matt Todd
Cc: Bruce Jarrot; Lorraine Twerdok; O'Shea, Kevin J
Subject: RE: 2005 SHS Annual Meeting Rooms

Matt

I will not be able to attend but I would like to send another BP doctor in my place for the Wed and Thursday meetings (assuming the room is still available). I will nominate Kevin O'Shea from one of our refining sites to attend. He will contact you directly.

Regards,

Matt Hughes

SHELL-MCCLURG-062378

From: Matt Todd [mailto:ToddM@api.org]
Sent: Tuesday, October 25, 2005 9:06 AM
To: Hughes, Matthew A
Cc: Bruce Jarnot; Lorraine Twerdok
Subject: RE: 2005 SHS Annual Meeting Rooms

Matt –

I'm sorry to hear that you will be unable to attend the annual meeting. We will try to fill the vacancy created. If it is not filled, however, API will arrange for payment of the room as you've agreed to do.

Matt

Matt Todd

American Petroleum Institute

1220 L Street NW

Washington DC 20005

202.682.8319

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From: Hughes, Matthew A [mailto:hughm7@bp.com]
Sent: Monday, October 24, 2005 4:22 PM
To: Matt Todd
Subject: RE: 2005 SHS Annual Meeting Rooms

As per my voicemail, is anyone else looking for a room at the Ritz these days? It is likely I will not attend due to other business matters that have arisen.

Regards,

Matt Hughes

Matthew Hughes, MD, MPH

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From: Matt Todd [mailto:ToddM@api.org]
Sent: Thursday, October 20, 2005 1:54 PM
To: benzconsort-oc@listserve.api.org; benzconsort-tc@listserve.api.org; benzconsort-cc@listserve.api.org
Subject: 2005 SHS Annual Meeting Rooms

BHRC Committee Members:

Please see the attached list of individuals reserved at the Ritz as of today (10/20/2005). There are, with Fu Hua's cancellation and the addition of Anita Balaraman, three rooms available for the evening of November 1st and 2nd. Lorraine and I will reserve two of these rooms. Therefore, there is one empty room available. If you know of someone that wants to attend that is not on the attached list, please inform me at your earliest convenience.

Regards,

Matt

Matt Todd

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Attachments:

2005_SHS_Annual_Meeting_Agenda.pdf
2005_SHS_Annual_Meeting_Information.pdf