

To: Benzene OC listserve (E-mail) <BenzConsort-OC@listserve.api.org>
From: Lorraine Twerdok <Twerdokl@api.org>
Cc:
Bcc:
Received Date: 2004-02-26 22:02:48 GMT
Subject: BHRC OC 3/8 call - revised agenda and information

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To BHRC OC;

Please find attached information for the March 8 call:

- * revised agenda
- * draft annual mtg invitation letter
- * draft registration form

The annual meeting invitation and registration forms for your approval on the call. One item requires your specific approval - picking up expenses for a longer period of time for international travelers (jet lag). Invitations and registration forms will be emailed PIs, SRP & ERP. Hard copies will also be mailed to Chinese nationals. Sponsors will be emailed the registration forms, with the admonition that registrants must pay entire 3 night stay, even if they only stay for part of the meeting or do not attend at all.

Another new agenda item, for your approval, is a rate increase for Steptoe & Johnson (Mark Fitzsimmons) from \$320/hr to \$340/hr. Expenses to date for outside legal council are \$33,208 of the \$100K total budget. John Wagner feels that Mark has done a great job of containing costs for the consortium, and feel that this rate increase can be accommodated and still stay within the total budget. Please come to the meeting prepared to discuss this topic.

Regards,
Lorraine

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Attachments:

2003 SHS Annual Meeting Reservation.doc
2004 03-08-04 call agenda.doc
Annual Meeting Invitation - generic.doc