

From: Matt Todd <ToddM@api.org>
Sent: Tuesday, November 18, 2003 8:01 PM (GMT)
To: BHRC Oversight Committee (E-mail) <benzconsort-oc@listserve.api.org>
Cc: BHRC Communications Committee (E-mail) <benzconsort-cc@listserve.api.org>;
BHRC Technical Committee (E-mail) <benzconsort-tc@listserve.api.org>; Madeleine
Sellouk <Sellouk@api.org>
Subject: 2004 SHS Annual Meeting: Asilomar Reservation

BHRC Oversight Committee Members:

To prevent the Consortium from losing the reserved rooms at Asilomar Conference Center, I have agreement from Patsy Clegg (phone), Patrick Beatty (email below), and Don Burnett (phone) to proceed with booking 40 rooms starting August 17 and checking out on August 20, 2004.

BHRC Oversight, Technical, and Communications Committee Members:

Mark the dates August 17th to August 20th for the 2004 SHS Annual Meeting. For all company sponsor committee members that are planning on attending, it is important to remember that if you reserve a room, you will be invoiced the amount regardless of whether you attend or not.

Regards,

Matt

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

From: Beatty, Patrick (PatrickBeatty) [mailto:PatrickBeatty@chevrontexaco.com]
Sent: Tuesday, November 18, 2003 11:44 AM
To: Matt Todd; BHRC Oversight Committee (E-mail)
Subject: RE: Action!! 2004 SHS Annual Meeting: Asilomar Reservation

I think that we should book the full 40 rooms. Actually there were 9 no shows. Baruch Brody did not attend due to health reasons. His name is not highlighted. Seeing that we filled 39 rooms this year, I suspect that we will in fact need more than 40 in 2004 since research will have been ongoing for a year at that point. Let's have Madeleine check with nearby motels (there are three virtually across the street from the entrance) to see about rates, availability and how quickly they fill up. Also there is always the chance/likelihood that there will be vacancies due to other no shows, etc. An attendee using this option may have to switch rooms in mid-meeting, but I suspect that hassle is less than traveling in from off-site, dealing with parking, etc.

Patrick

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

From: Matt Todd [mailto:ToddM@api.org]
Sent: Tuesday, November 18, 2003 7:52 AM
To: BHRC Oversight Committee (E-mail)
Subject: Action!! 2004 SHS Annual Meeting: Asilomar Reservation
Importance: High

BHRC Oversight Committee Members:

API has begun preparation for the 2004 SHS Annual Meeting at Asilomar Conference Center. Below is an email from Madeleine Sellouk, API's Meetings Manager, about availability for dates at Asilomar. Available dates are August 17th to the 20th with meetings on the 18th and 19th. Attached is a spreadsheet that shows the individuals that had rooms reserved this year and my best estimate for next year's attendees. Names marked in red had rooms reserved but did not attend (eight total). Please review the spreadsheet for accuracy.

SHELL-MCCLURG-054237

ACTION: Please "reply all" to provide comments on the estimate and/or agreement to proceed with booking the 40 rooms for the dates of August 17th-20th. If there are additional attendees (EPA) at the time of the meetings, other arrangements can be made by committee or API staff at nearby hotels to accommodate them.

Thank you.

Matt

Good Afternoon:

Asilomar is sold out on August 16. We could arrive on the 17th with meetings on the 18, 19 and checkout on the 20th. They have 40 rooms available, however, they will be scattered throughout the grounds since there is only a slight chance that 1 building (Longview) would be available for a total room block. The pit is not available on the 17th. We will have to book by Tuesday if we want the space. They are sold out for the remainder of August. Sorry for the lousy news but please let me know asap what you would like to do. Please keep in mind that there will be very little room for adjustments (either to the room block or the meeting space.) Thanks, Madeleine

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