

To: Matthew R. Cardillo (E-mail) <mattc@westway.com>
From: Clegg, Patsy M SCC-CHSE-PC
</O=SHELL/OU=MSXSICC/CN=RECIPIENTS/CN=PH197432>
Cc: Lynn Russo (E-mail) <lynn.b.russo@exxonmobil.com>; Lorraine Twerdok
<twerdokl@api.org>
Bcc:
Received Date: 2005-06-03 18:05:05 GMT
Subject: FW: 2005 SHS Invites

Matt,

I have reviewed the letters and make one change in each - under my name, the company name should be Shell Chemical LP, not Shell Oil. Please "sign" the letters for me and send electronic and paper copies to the invitees.

thanks!

Regards,
Patsy

Patsy Clegg
Product Steward, HSSE
Shell Chemical LP
One Shell Plaza, 910 Louisiana, Houston, TX 77002-4916

Tel: +1 713 241 2521 Fax: 3325
Email: patsy.clegg@shell.com
Internet: <http://www.shell.com/chemicals>

Business Success through HSSE Excellence

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

From: Matt Todd [mailto:ToddM@api.org]
Sent: Thursday, June 02, 2005 4:12 PM
To: Clegg, Patsy M SCC-CHSE-PC
Cc: Lorraine Twerdok; Lynn B. Russo (E-mail)
Subject: RE: 2005 SHS Invites

Patsy -

Attached are the updated invites for the Chinese participants. They have been revised slightly since you will be signing them. They have also been reviewed by Lynn Russo and her comments have been included. Can you print, sign, and mail them? And do you have any objections to API using your electronic signature on the remaining invites or would you like to sign them?

Matt

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

From: Clegg, Patsy M SCC-CHSE-PC [mailto:patsy.clegg@shell.com]
Sent: Friday, May 27, 2005 7:43 AM
To: Matt Todd
Cc: Lorraine Twerdok; Brian Doll (E-mail); Burnett, Don (E-mail); Michael Johnston; Zach Wong (E-mail)
Subject: RE: 2005 SHS Invites

See responses below.

SHELL-MCCLURG-062324

Regards,
Patsy

Patsy Clegg
Product Steward, HSSE
Shell Chemical LP
One Shell Plaza, 910 Louisiana, Houston, TX 77002-4916

Tel: +1 713 241 2521 Fax: 3325
Email: patsy.clegg@shell.com
Internet: <http://www.shell.com/chemicals>

Business Success through HSSE Excellence

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

From: Matt Todd [mailto:ToddM@api.org]
Sent: Thursday, May 26, 2005 3:30 PM
To: Clegg, Patsy M SCC-CHSE-PC
Cc: Lorraine Twerdok
Subject: 2005 SHS Invites

Patsy -

Three questions for SHS annual meeting invites:

1) Will international travelers get the same number of days reimbursed for this year's annual meeting (i.e., two days before and one day after)? That would make their expenses covered from Oct. 30 to Nov. 4, 2005.
[Clegg, Patsy M SCC-CHSE-PC]
OC has not discussed, but I will approve based on last year's approach. Let's be sure to include Tuesday as a meeting day, since we are using that to make visits in the DC area. So the annual would technically be 3 days - Tues - Thurs.

2) Do we want Ed Murphy to be the signatory, or you as Chair of the Oversight Committee?
[Clegg, Patsy M SCC-CHSE-PC]
I am the signator - You or Lorraine can sign my name. Please assure that the invitation goes out on consortium letterhead.

3) Has Dr. Xu's translator been approved to attend this year's meeting?
[Clegg, Patsy M SCC-CHSE-PC]

No, but I would proceed based on the same criteria as last year.
Thanks!

Matt

Matthew Todd
Regulatory Analysis and Scientific Affairs
American Petroleum Institute
1220 L Street NW
Washington, DC 20005
p: (202)682-8319
f: (202)682-8031
www.api.org

Attachments:

2005_Annual_Meeting_Invitation_ERP_Xu.ZIP
2005_Annual_Meeting_Invitation_ERP_Zhengliu.ZIP
2005_Annual_Meeting_Invitation_PI_Fu.ZIP
2005_Annual_Meeting_Invitation_PI_Liang.ZIP
2005_Annual_Meeting_Invitation_SRP_Li.ZIP

SHANGHAI HEALTH STUDY

Patsy Clegg
Oversight Committee Chair

1220 L Street, NW
Washington, DC 20005-4070
Tel: 202-682-8000
Fax: 202-682-8207
www.api.org

June 2, 2005

Dr. Xu Zongliang
Department of Social Sciences
Fudan University
No. 220 Handan Road
Shanghai, 200433
P.R. China

Dear Dr. Xu Zongliang,

On behalf of the Benzene Health Research Consortium, I cordially request your participation in the 2005 Annual Shanghai Health Study Meeting. The meeting is organized to bring together all of the essential individuals that make this study successful which includes the principal investigators, independent review panel members, funding company representatives, and study administrators. Therefore, as an Ethics Review Panel member responsible for overseeing and ensuring the ethical integrity of the study, your presence is critical to the meeting's success.

The annual meeting will take place in Fairfax, Virginia on November 1st to 3rd, 2005. However, to accommodate international travelers, expenses will be reimbursed from October 30th to November 4th. A hotel room has been reserved for you at the Ritz Carlton in Tyson's Corner, Virginia (1700 Tysons Boulevard, McLean, Virginia, 22102). The hotel is located approximately ten minutes from the nearby Exxon Mobil Corporation's facility (3225 Gallows Road, Fairfax, VA 22037) where all the annual meetings will take place.

Matt Todd, of the American Petroleum Institute, will follow up with you via e-mail to coordinate your arrival and reimbursement procedures to attend this event. If you have any questions or need additional information, please contact Matt at toddm@api.org or call 1-202-682-8319. Thank you for your important contribution to the Shanghai Health Study and for your attendance at the third annual meeting.

Best regards,

Patsy Clegg
Oversight Committee Chair
Shell Chemical LP

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SHELL-MCCLURG-062327

SHANGHAI HEALTH STUDY

Patsy Clegg
Oversight Committee Chair

1220 L Street, NW
Washington, DC 20005-4070
Tel: 202-682-8000
Fax: 202-682-8207
www.api.org

June 2, 2005

Zhengliu Liang
Department of Foreign Language
College of Foreign Language and Literature
Fudan University
138 Yi Xue Yuan Road
Shanghai 200032, P.R.China

Dear Zhengliu Liang,

On behalf of the Benzene Health Research Consortium, I cordially request your participation in the 2005 Annual Shanghai Health Study Meeting. The meeting is organized to bring together all of the essential individuals that make this study successful which includes the principal investigators, independent review panel members, funding company representatives, and study administrators. Therefore, as the translator for Dr. Xu Zongliang of the Ethics Review Panel, your presence is critical to the meeting's success.

The annual meeting will take place in Fairfax, Virginia on November 1st to 3rd, 2005. However, to accommodate international travelers, expenses will be reimbursed from October 30th to November 4th. A hotel room has been reserved for you at the Ritz Carlton in Tyson's Corner, Virginia (1700 Tysons Boulevard, McLean, Virginia, 22102). The hotel is located approximately ten minutes from the nearby Exxon Mobil Corporation's facility (3225 Gallows Road, Fairfax, VA 22037) where all the annual meetings will take place.

Matt Todd, of the American Petroleum Institute, will follow up with you via e-mail to coordinate your arrival and reimbursement procedures to attend this event. If you have any questions or need additional information, please contact Matt at toddm@api.org or call 1-202-682-8319. Thank you for your important contribution to the Shanghai Health Study and for your attendance at the third annual meeting.

Best regards,

Patsy Clegg
Oversight Committee Chair
Shell Chemical LP

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SHELL-MCCLURG-062328

SHANGHAI HEALTH STUDY

Patsy Clegg
Oversight Committee Chair

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Tel: 202-682-8000
Fax: 202-682-8207
www.api.org

June 2, 2005

Dr. Fu Hua
Fudan University Medical Center
P.O. Box 203
138 Yi Xue Yuan Lu
Shanghai, 200032
P.R. China

Dear Dr. Fu Hua,

On behalf of the Benzene Health Research Consortium, I cordially request your participation in the 2005 Annual Shanghai Health Study Meeting. The meeting is organized to bring together all of the essential individuals that make this study successful which includes the principal investigators, independent review panel members, funding company representatives, and study administrators. As, one of three principal investigators on this project and the lead representative from Fudan University, your role is key to the success of this research. Therefore, we are asking you to speak about your perspectives on key aspects of the study.

The annual meeting will take place in Fairfax, Virginia on November 1st to 3rd, 2005. However, to accommodate international travelers, expenses will be reimbursed from October 30th to November 4th. A hotel room has been reserved for you at the Ritz Carlton in Tyson's Corner, Virginia (1700 Tysons Boulevard, McLean, Virginia, 22102). The hotel is located approximately ten minutes from the nearby Exxon Mobil Corporation's facility (3225 Gallows Road, Fairfax, VA 22037) where all the annual meetings will take place.

Matt Todd, of the American Petroleum Institute, will follow up with you via e-mail to coordinate your arrival and reimbursement procedures to attend this event. If you have any questions or need additional information, please contact Matt at toddm@api.org or call 1-202-682-8319. Thank you for your important contribution to the Shanghai Health Study and for your attendance at the third annual meeting.

Best regards,

Patsy Clegg
Oversight Committee Chair
Shell Chemical LP

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SHANGHAI HEALTH STUDY

Patsy Clegg
Oversight Committee Chair

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Washington, DC 20005-4070
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Fax: 202-682-8207
www.api.org

June 2, 2005

Dr. Liang You-xin
Department of Occupational Health
Fudan University School of Public Health
138 Yixueyuan Road
Shanghai, 200032
P.R. China

Dear Dr. Liang You-xin,

On behalf of the Benzene Health Research Consortium, I cordially request your participation in the 2005 Annual Shanghai Health Study Meeting. The meeting is organized to bring together all of the essential individuals that make this study successful which includes the principal investigators, independent review panel members, funding company representatives, and study administrators. You play a key role as a lead investigator for this project with responsibilities in key areas of occupational health and exposure assessment, both of which are key to the success of this research. Therefore, we are asking you to speak about your perspectives on these aspects of the study.

The annual meeting will take place in Fairfax, Virginia on November 1st to 3rd, 2005. However, to accommodate international travelers, expenses will be reimbursed from October 30th to November 4th. A hotel room has been reserved for you at the Ritz Carlton in Tyson's Corner, Virginia (1700 Tysons Boulevard, McLean, Virginia, 22102). The hotel is located approximately ten minutes from the nearby Exxon Mobil Corporation's facility (3225 Gallows Road, Fairfax, VA 22037) where all the annual meetings will take place.

Matt Todd, of the American Petroleum Institute, will follow up with you via e-mail to coordinate your arrival and reimbursement procedures to attend this event. If you have any questions or need additional information, please contact Matt at toddm@api.org or call 1-202-682-8319. Thank you for your important contribution to the Shanghai Health Study and for your attendance at the third annual meeting.

Best regards,

Patsy Clegg
Oversight Committee Chair
Shell Chemical LP

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SHANGHAI HEALTH STUDY

Patsy Clegg
Oversight Committee Chair

1220 L Street, NW
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www.api.org

June 2, 2005

Dr. Guilan Li
Institute of Occupational Health and Poison Control
29 Nanwei Road
Beijing, 100050
P.R.China

Dear Dr. Guilan Li,

On behalf of the Benzene Health Research Consortium, I cordially request your participation in the 2005 Annual Shanghai Health Study Meeting. The meeting is organized to bring together all of the essential individuals that make this study successful which includes the principal investigators, independent review panel members, funding company representatives, and study administrators. Therefore, as a Scientific Review Panel member responsible for overseeing and ensuring the scientific integrity of the study, your presence is critical to the meeting's success.

The annual meeting will take place in Fairfax, Virginia on November 1st to 3rd, 2005. However, to accommodate international travelers, expenses will be reimbursed from October 30th to November 4th. A hotel room has been reserved for you at the Ritz Carlton in Tyson's Corner, Virginia (1700 Tysons Boulevard, McLean, Virginia, 22102). The hotel is located approximately ten minutes from the nearby Exxon Mobil Corporation's facility (3225 Gallows Road, Fairfax, VA 22037) where all the annual meetings will take place.

Matt Todd, of the American Petroleum Institute, will follow up with you via e-mail to coordinate your arrival and reimbursement procedures to attend this event. If you have any questions or need additional information, please contact Matt at toddm@api.org or call 1-202-682-8319. Thank you for your important contribution to the Shanghai Health Study and for your attendance at the third annual meeting.

Best regards,

Patsy Clegg
Oversight Committee Chair
Shell Chemical LP

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