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Sent: Thursday, October 27, 2005 8:55 PM (GMT)
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Subject: Fw: Benzene Health Research Consortium - Meeting Tuesday, Nov 1, 3 PM
Attach: 2005_SHS_Annual_Meeting_Information.doc

As discussed below, a meeting has been scheduled for Tuesday, November 1, 3:00-5:00 PM, at the ExxonMobil Building at 3225 Gallows Road, Fairfax, Virginia, in Room C-17. The directions to the Building were communicated as part of the Annual Meeting materials sent out by Matt this afternoon and attached below for easy reference. Please let Lynn Russo know if you will be attending so we can arrange building passes with our Security folks. Please park in one of the Visitor Parking lots and enter the building by the "Big Red O" sculpture (you can't miss it). Proceed to the main lobby on the second floor and obtain a badge at the reception desk. You will need to be escorted to the meeting room, so Lynn or I will likely meet you in the lobby if you are on time. If you are running late, Mona Kowalczyk can escort you (extension 1018, or cell phone 1-703-282-5650). Room C-17 is the same room in which the plenary sessions will be held on November 2 and 3.

The following are proposed agenda items for this meeting:

- Welcome – Patsy
- Antitrust – Lorraine
- Review Agenda and final logistics for the Annual Meeting
- Prepare for November 3 meeting with PI's
- Finalize Agenda
- Review Time Line exercise (including next Annual Meeting and possible Symposium)
- AOB

If you have any problems getting into the building, feel free to call me on my cell phone below.

Regards,

Brian Doll

Cell Phone: 1-703-944-8568

Office Phone: 1-703-846-2515

(See attached file: 2005_SHS_Annual_Meeting_Information.doc)

----- Forwarded by Brian E Doll/Fairfax/Mobil-Notes on 10/27/05 02:58 PM

Lynn B

Russo/Fairfax/

ExxonMobil To

"Clegg, Patsy M SCC-DCS/22"

<patsy.clegg@shell.com>

10/27/05 10:52 cc

AM "Brian Doll \ (E-mail)"

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Subject

Re: Benzene Health Research

Consortium - Meeting Tuesday, Nov 1,

3 PM(Document link: Brian E Doll)

Would folks please let me know if you plan to attend this short pre-meeting
so we can have building passes available for you. Thanks.

Lynn

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Subject

Benzene Health Research Consortium -
Meeting Tuesday, Nov 1, 3 PM
BHRC Members;

Brian Doll and I talked this afternoon and decided that the consortium
would be well served by meeting together prior to the start of the annual
meeting. There are a number of things to discuss, for example:

- * final logistics of the annual meeting
- * our meeting with the PIs

* the possibility of another annual meeting 4Q06/1Q05

* initiating planning for a benzene symposium

Brian will develop a draft agenda and send it out along with the details of getting to XOM. We will end by 5 in order to give ourselves time to get back to the hotel for dinner.

I will be traveling Friday, Oct 28 - Mon, Oct 31, so available only sporadically. I will check voice mail at work and log-in to check email when I get to the hotel Monday night.

Travel safely and see you Tuesday afternoon.

Regards,

Patsy

Patsy Clegg

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