

To: Jennifer Galvin (E-mail) <jbga@ppco.com>
From: Lorraine Twerdok <Twerdokl@api.org>
Cc: Mike Johnston (E-mail) <mike.d.johnston@conocophillips.com>; Clegg, Patsy M
SCC-CHSE-PC <patsy.clegg@shell.com>; Madeleine Sellouk <Sellouk@api.org>; Cagen, Stuart Z SCC-HSE
<stuart.cagen@shell.com>
Bcc:
Received Date: 2004-07-30 18:11:17 GMT
Subject: Jennifer Galvin canceling for SHS Annual Meeting

Hi Jennifer -

I'm disappointed that you will not be able to attend the SHS Annual Meeting - it's a great study, and the Annual meeting puts all of the pieces together for the sponsors. We really gain an appreciation for all of the work that is being conducted.

Anyway, in my role as the keeper of the budget, I should inform you that there is a slight possibility that you will have to pay for your room, even if you don't attend. HOWEVER, I think that we still have one or two folks staying offsite of the conference facility, so someone will likely move into your room (and pay for it!).

As Mike Johnston knows, the consortium incurred quite a bit of extra expense at the meeting last year due to the facility's requirement to pay for rooms for the full length of the meeting. We had lots of last minute no-shows (letting us know this far in advance is definitely not a no-show) and folks that only stayed a day or two, so we had to pay for lots of empty rooms.

I'd rather let you know the situation and not charge you, rather than spring an unexpected charge on you after the fact.

Trust you are enjoying your summer!
Lorraine

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

From: Matt Todd
Sent: Friday, July 30, 2004 12:45 PM
To: Lorraine Twerdok; Bruce Jarnot
Subject: FW: 2004 Shanghai Health Study Annual Meeting

Lorraine and Bruce -

FYI on Jennifer Galvin's cancellation.

Matt

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

From: Galvin, Jennifer B [mailto:Jennifer.B.Galvin@conocophillips.com]
Sent: Thursday, July 29, 2004 6:33 PM
To: Matt Todd
Cc: Johnston, Michael D.; PatrickBeatty@chevrontexaco.com
Subject: RE: 2004 Shanghai Health Study Annual Meeting

Matt,

I will be unable to attend this meeting. However, my colleague from ConocoPhillips, Mike Johnston, will be attending. I have also informed Pat Beatty that I will not be attending.

Matt, will you cancel my room or should I do that???

My apologies, but an internal issue has been given higher priority.

Thanks,
Jennifer Galvin
918-661-3865
918-662-1139 (fax)
918-519-6302 (cell)

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

From: Matt Todd [mailto:ToddM@api.org]
Sent: Wednesday, July 21, 2004 11:56 AM
To: Galvin, Jennifer B
Subject: FW: 2004 Shanghai Health Study Annual Meeting
Importance: High

Jennifer -

I had the wrong email for you on the first attempt. My apologies.

Matt

Dear 2004 SHS Annual Meeting Participant:

The American Petroleum Institute has received your registration for the annual meeting. You have indicated on the registration form that you intend on arriving early or staying later than the scheduled dates of the meeting. API has reserved a room for you at the Asilomar Conference Center for the meeting dates only. The check-in time is 3pm on August 17th and check-out time is 12pm on August 20, 2004. If you plan on arriving early or staying late, please make preparations with Asilomar or another hotel in the Monterey area. An information packet has been mailed to your attention to aid in this process.

Some helpful website links are below as well:
Asilomar Conference Center - <http://www.asilomarcenter.com/>.

Monterey Hotel and Travel Information - <http://www.monterey.org/visitorinfo.html>.

If you have any additional questions, please reply to me via email at toddm@api.org. For Chinese participants, please copy your email to matthewatodd@netzero.com to avoid any complications receiving your email.

Thank you and safe travels to Asilomar!

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