

NR_key_name: ECDA803B82318D29852563CA006A4C55
SendTo: CN=Valerie Trzaska-Sails/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:
DisplayDate: 10/21/1996
DisplayDate_Time: 3:22:25 PM
ComposedDate: 10/21/1996
ComposedDate_Time: 3:21:04 PM
Subject: Board reservations

Could you please follow up on this with Jerrie on Thursday? Thanks. I have updated the Board members TAs in e-forms in case they make the trip. If you could just assign them ACT numbers and have David sign them. Thanks.To: Jerrie Olson/ARRBcc: David Marwell/ARRB From: Tracy Shycoff/ARRB Date: 10/21/96 03:20:56 PMSubject: Board reservationsJerrie-- Here are the confirmation numbers for the Board's hotel rooms on October 28 & 29:Jack 2864189Kermit 1514686Bill 4864484Henry 5123261These rooms are at the Mayflower hotel (347-3000) and are all guaranteed against their personal credit cards at the govt. rate of \$124. If any of them are not coming the rooms need to be cancelled--preferably at least by the day before they are to arrive, but no later than 2:00 p.m. the day of arrival.I usually send them a fax letting them know that they have reservations, their confirmation numbers and to let me know if they need to make any changes. I also urge them to contact SATO if they haven't already done so. (I'll give you a sample copy of the fax)Please make sure that the rooms are cancelled if some or all of the Board don't make it. Thanks.

Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: