

## **Business Practices Subcommittee**

### **R96131 - Allocation Grid Drafting Team**

#### **Meeting Arrangements**

**Date:** Wednesday, October 8, 1997

**Time:** 1:00 - 5:00 PM

**Location:** Transco Tower  
Level 13 Conference Room (check in at Security Desk on Level 2)  
2800 Post Oak Blvd.  
Houston, Texas

**Directions:** Transco Tower is located on Post Oak Blvd between Westheimer and Richmond in the Galleria area. It can be accessed from the I-610 West (the "West Loop") at the Westheimer exit. Turn west on Westheimer and go one block to Post Oak Blvd and turn left. Go to the 3rd light, Hidalgo, and turn right. Take your first right by the Water Wall and you'll see the garage on your left. Park in the Visitor's Parking. Be sure and bring your parking ticket in for validation.

**Contact:** Jim Keisler                    713-215-4322  
Dale Davis                        713-215-2396  
Janice Viaclovsky                713-215-3702  
(during the meeting, Janice will be able to receive message for participants)

**Hotels in the area:** There are two hotels connected to the Galleria and the Transco Tower via a walkway. They are within easy walking distance.

Westin Oaks            713-623-4300  
Westin Galleria        713-960-8100

**General:** The attire for the meeting will be business casual. The Transco Tower is a no-smoking zone. Smokers are accommodated on the 8th floor of the parking garage.