



North American Energy Standards Board

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May 28, 2003

TO: NAESB Board of Directors
FROM: Rae McQuade, NAESB Executive Director
RE: Meeting Announcement for the NAESB Board Meeting - June 26, 2003

Dear Board Members,

The June Board meeting will be held in Houston at the Sheraton North Houston Hotel, which is located adjacent to the George Bush Intercontinental Airport. The specifics of the meeting are:

Where: Sheraton North Houston Hotel
15700 John F. Kennedy Boulevard
Houston, TX 77032
Hotel Phone: 281-442-5100

When: Thursday, June 26
9:00 a.m. to 12:30 p.m. Central

When making reservations at the Sheraton North Houston Hotel, please note that you are with the North American Energy Standards Board in order to receive the discounted rate of \$119.00 per night. The cutoff date for making reservations at the reduced rate is June 4, 2003, 5:00 p.m. Central.

We look forward to seeing you at the meeting. Please notify our office (naesb@aol.com) of your intent to attend the meeting. Conference calling will be available should you be unable to attend in person. The agenda and meeting materials should be prepared shortly.

Best Regards,

Rae McQuade
NAESB Executive Director & COO