



North American Energy Standards Board

1301 Fannin, Suite 2350, Houston, Texas 77002
Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: naesb@aol.com
Home Page: www.naesb.org

November 10, 2003

TO: NAESB Board of Directors
FROM: Rae McQuade, NAESB Executive Director
RE: Meeting Announcement for the NAESB Board Meeting - December 4, 2003

Dear Board Members,

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

Where: Houston Airport Marriott Hotel
18700 John F. Kennedy Boulevard
Houston, TX 77032
Hotel Phone: 281-443-2310

When: Thursday, December 4
9:00 a.m. to 12:30 p.m. Central

We look forward to seeing you at the meeting. Conference calling will be available should you be unable to attend in person. The agenda and meeting materials should be prepared for you shortly.

Best Regards,

Rae McQuade
NAESB Executive Director & COO