

## Meeting Arrangements

**Meeting:** GISB Future Technology Task Force Meeting

**Date:** Monday and Tuesday, November 23 - 23, 1998

**Location:** Laurel Room, Level 6 (check in at Security Desk on Level 2)

Transco Tower  
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, 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 on the Visitor's side (not the Transco employee's side). We will try to make parking stickers available.

**Contact:** Jim Keisler        713-215-4322  
Dale Davis         713-215-2396  
Deanna Rhoads     713-215-3036

(During the meeting, Deanna will be able to receive and relay messages for participants)

**Food:** Transco will provide a continental breakfast each morning. For lunch, we suggest taking advantage of the numerous eating establishments in the Galleria, a short walk from our office. They include Chili's, Beck's Prime, The Cheesecake Factory, Ninfa's, Orient Express, and many others. OR, you may eat in Transco's cafeteria.

**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.