

From: Meaghan Laverty

Sent: 7/25/2011 12:37:52 PM

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Bcc:

Subject: RE: AGENDA & TRAVEL DETAILS - 2011 Aspen Accord Sustainable Energy  
Study & Discussion Tour

Good Afternoon!

Please find the final/updated documents attached:

•□□□□□□□ **Tour Agenda**

•□□□□□□□ **Participant List**

- Hotel Confirmation List – Diplomat Hotel, Stockholm
- Czech Air Group Flight Travel Roster - Stockholm to Prague
- Hotel Confirmation List – Imperial Hotel, Prague

**PLEASE REVIEW** all hotel confirmation details including your check-in and check-out dates and if any changes are needed, please contact me as soon as possible.

**PLEASE NOTE** your ticket number for the flight from Stockholm to Prague (listed on the travel roster) as you will need this number to check-in.

Note that hard copies of the agenda will be provided to you in Stockholm. If you have any questions or need any further information, please do not hesitate to contact me.

Thanks,

Meaghan

**Meaghan Laverty**

**Executive Assistant**

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**From:** Meaghan Laverty

**Sent:** Monday, June 27, 2011 4:36 PM

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**Subject:** AGENDA & TRAVEL DETAILS - 2011 Aspen Accord Sustainable Energy Study & Discussion Tour

Good Afternoon!

In regards to the upcoming 2011 Aspen Accord Sustainable Energy Study & Discussion Tour please find the following documents attached:

- [REDACTED] **Welcome Letter from Executive Director Craig Perkins**
- [REDACTED] **DRAFT Tour Agenda**
- [REDACTED] **Participant List**
- [REDACTED] **Hotel Confirmation List – Diplomat Hotel, Stockholm**
- [REDACTED] **Czech Air Group Flight Travel Itinerary – Stockholm to Prague**
- [REDACTED] **Czech Air Group Flight Travel Roster - Stockholm to Prague**
- [REDACTED] **Hotel Confirmation List – Imperial Hotel, Prague**

**PLEASE REVIEW** the group flight travel roster and make sure that both you and your guests are listed and that your names appear exactly as they do on your passports. If you are not listed or any changes are needed, then you must contact me as soon as possible. Note that any invoices covering the airfare costs for you and/or your guests will be sent out in separate individual emails.

**PLEASE REVIEW** all hotel confirmation details including your check-in and check-out dates and

**if any changes are needed, please contact me as soon as possible.**

**PLEASE NOTE if you or your guests would prefer a vegetarian entrée at opening dinner on the evening of Sunday, August 7, please inform me as soon as possible so I can be sure to accommodate your preference.**

We will send out a final agenda along with any other additional conference details as we get closer to the date of departure. In the meantime, please do not hesitate to contact me if you have any questions or need any further information.

Thanks!

Meaghan

**Meaghan Lavery**

**Executive Assistant**

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