

TO: Interchange Subcommittee
Coordinate Interchange Standard Drafting Team
Coordinate Interchange Business Practice Task Force

Dear Members,

Details for the June 2-4, 2004 meetings follow:

Meeting Schedule:

Wednesday, June 2, 2004: 1-5 p.m. (Coordinate Interchange Standard Drafting Team meeting) Thursday, June 3, 2004: 8 a.m.-5 p.m. (ISBP meeting which includes the IS, CI STD DT, CI BP TF) Friday, June 4, 2004: 8 a.m.-noon (ISBP meeting which includes the IS, CI STD DT, CI BP TF)

Meeting Location and Accommodations:

Omni Majestic Hotel
1019 Pine Street
St. Louis, MO
Phone: 314-436-2355

Room Block name: NERC
Room Block: June 2-3, 2004
Room rate: \$109 Single/Double
Cut of date: May 20, 2004
Check-in: 3 p.m.
Check-out: noon.

Please call the hotel to make your reservation and mention NERC/North American Electric Reliability Council meeting to receive the negotiated rate and to ensure your reservation is credited to our room block. NERC may be charged a penalty if the total rooms blocked for this event are not picked up. Please inform us immediately if you are unable to attend. Also, if you are using an agency for your travel plans, make sure they mention NERC.

The Omni Hotel is connected by MetroLink Light Rail to Lambert Field International Airport, and is approximately 20 minutes from the airport. Taxis cost about \$35. Trans Express Shuttle Service is available at the main terminal located at Gate M2 East Terminal -- call from the red house phone. The fare is approximately \$18 roundtrip.

Sincerely,

Barbara Bogenrief