



**INDOOR
ENVIRONMENT '93**
Conference & Exhibition

"Defining Strategies for Effective Indoor Air Management"

April 21-23, 1993

Hyatt Regency Hotel

Inner Harbor

Baltimore, Maryland

March 1993

To: **Indoor Environment '93 Speakers**

From: Eileen P. Thomas, Meetings Coordinator

Re: Panel introductions

Enclosed is a list of the speakers who will be speaking on your panel at **Indoor Environment '93**, April 21-23, 1993. This information will also be given to the moderator of your session so that you will be properly introduced. After the introductions, the moderator will make his/her presentation. The rest of the speakers will follow. On the enclosed sheet is the time allotted for your speech. Time has also been scheduled for introduction and for discussion at the conclusion of all the presentations. There will be a room monitor in each session to time the presentations and to provide any assistance you may need.

Members of the press will be attending the conference and may wish to speak with you about your presentation. We request that you make yourself available to the media in the Press Office (the Douglass Room, third floor).

Please check the information on the following page carefully for errors or omissions. If there are any changes to be made, please fax them to me at 301-913-0119. If I do not hear from you, I will assume that this information is correct.

I look forward to meeting you at the conference. Thank you.

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