



INVITATION TO BIFMA STAKEHOLDERS

TO: Sustainability Assessment Standard Stakeholders

FROM: Jaclyn Bowen, Standards Specialist, NSF International
Tom Reardon, Executive Director, BIFMA International

DATE: November 7, 2006

RE: December 5 -6, 2006 Stakeholder Meeting

The next BIFMA Sustainability Assessment Standard Stakeholder meeting will be on **Tuesday December 5, 2006 from 9:30am-4pm (ET)** and **Wednesday, December 6, 2006 from 8:30am-3pm (ET)**. This meeting will be held at NSF International Headquarters, located at 789 N. Dixboro Road, Ann Arbor, MI. An agenda and meeting materials will be e-mailed to you prior to this meeting.

Please return the attached reply sheet by Wednesday November 22, 2006 to let us know whether or not you plan to attend. You may also RSVP to the attention of Jaclyn Bowen by sending a fax (734-827-6162) or e-mail (bowen@nsf.org).

NSF has reserved a block of rooms at the Hampton Inn. To reserve your room at the NSF discount rate, please call the hotel at (734-996-4444). Please inform the reservationist that you are attending the NSF meeting and give the date of this meeting to ensure that you receive the discount rate.

Shuttle service from the hotel to NSF International will be provided. On Tuesday December 5, 2006, the Hampton Inn shuttle will depart promptly at 8:35am and 9:00am with arrival at NSF International at 8:50am and 9:15am, respectively. The return shuttle on Tuesday December 5, 2006, back to the Hampton Inn departs NSF International promptly at 4:15pm and 4:35pm with arrival back at the Hampton Inn at 4:30pm and 4:50pm, respectively. On Wednesday December 6, 2006, the Hampton Inn shuttle will depart promptly at 7:35am and 8:00am with arrival at NSF International at 7:50 and 8:15am, respectively. For those of you needing to stay at the Hampton Inn Wednesday night, shuttle service from NSF International to the Hampton Inn can be arranged.

A map is also attached to provide you with directions to NSF International and the hotel (marked "C" on the map). The closest major airport is Detroit Metropolitan (DTW), which is a 30-minute drive from Ann Arbor.

If you are not able to travel to the meeting, teleconference and web-based access will be available. For participating in the full group meeting, at the designated time, please call 866-740-1260, and at the prompt, enter participant code: 8275139. For web conferencing, please connect to <http://www.readytalk.com>. The same participant access code applies.

For those of you participating in the work/task group breakout sessions, different teleconference and web-based access numbers may apply. Details to follow.

Thank you in advance for your participation. We look forward to meeting with you.

Attachment: reply sheet
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