



INVITATION TO BIFMA STAKEHOLDERS

TO: Sustainability Assessment Standard Stakeholders

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

DATE: March 5, 2007

RE: April 30-May 1, 2007 Stakeholder Meeting

The next BIFMA Sustainability Assessment Standard Stakeholder meeting will be on **Monday April 30, 2007 from 1pm-5pm (ET)** and **Tuesday, May 1, 2007 from 8:30am-4:30pm (ET)**. We have scheduled this meeting in this fashion to minimize overnight travel. The task groups and stakeholders have spent many hours researching, discussing, and assembling the draft standard. The meeting on April 30th and May 1st is critical in that the focus of discussion will be to review the comments generated during the comment period. We anticipate a very full agenda for this meeting, and hope that you will please arrange your arrival and departure to allow for your participation in the full meeting. 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 Tuesday April 17, 2007 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).

IMPORTANT NOTE 1: NSF has reserved a block of rooms at the Holiday Inn. To reserve your room at the NSF discount rate, please call the hotel at (734-769-9800). 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 Monday April 30, 2007, the Holiday Inn shuttle will depart promptly at 12:30pm with arrival at NSF International at 12:45pm. The return shuttle on Monday April 30, 2007, back to the Holiday Inn departs NSF International promptly at 5:15pm with arrival back at the Holiday Inn at 5:30pm. On Tuesday, May 1, 2007 the Holiday Inn shuttle will depart promptly at 8:00am with arrival at NSF International at 8:15am.

The return shuttle on Tuesday May 1, 2007, back to the Holiday Inn departs NSF International promptly at 4:45pm with arrival back at the Holiday Inn at 5:00pm.

IMPORTANT NOTE 2: The Holiday Inn is providing a complimentary beer/wine and appetizer reception on Monday April 30, 2007 at 6pm for BIFMA guests staying at the hotel. (This is to thank you for giving them a second chance.)

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