

November 5, 2007

To: SAAS Associations Program Chairs
Executive Council

I have scheduled a **SAAS's Event Planners Teleconference Call** for a briefing/update on the Dallas SAAS meeting scheduled for February 2-5, 2008. This should be a short teleconference call to make sure everyone's questions are answered and we are all on the same page. For your convenience, the latest meeting room schedule dated 10/30/2007 is attached.

Tentative Teleconference Call Agenda:

1. General Session

2. Sunday's Reception/Super Bowl Party
3. Meeting Announcement Letter
4. Individual Groups Program Timeline
5. Meeting room assignments
6. Registration
7. Presidential Suites
8. Hotel Reservation deadline
9. Other/Open discussion

The teleconference call is scheduled for 2 p.m. Central Time on Wednesday, November 14, 2007.

Participants should call 225-578-4942 (8-4942 on LSU's campus) at 2 p.m. promptly.

You will hear: *Welcome to Voice-Plus Conferencing.
Please enter your Conference ID.
Press the # key when complete.*

Participants will press (Conference ID) **044730#**.

You will hear: *Welcome to Voice-Plus Conferencing.
For conference chairperson services, press the # key.
All other participants please wait.*

Participants should wait for the meeting to start.

I look forward in hearing from everyone.

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