April, 2003

EHS DIRECTOR’S GROUP:

Greetings! Our 10th bi-annual EHS Director’s Roundtable will be in Louisville on April 29th & 30th at the Executive West Hotel. Below you will find pertinent information for the meeting.

Agenda and Registration:

• The agenda and the tentative topics for discussion accompany this letter. Please note that we are starting our Roundtable at 10:30 am on Tuesday, April 29th. This is 1 ½ hours earlier than normal in order to accommodate our special outing later that afternoon to Churchill Downs (see attachment re: outing and registration to participate).

• All meals from noon to noon on both days, including dinner Tuesday evening will be provided.

• I am pleased to announce that our sponsor for the 10th Bi-Annual EHS Director’s Roundtable is Heritage Environmental, Inc. (www.heritage-enviro.com). The registration fee of $100.00 will help cover some of the costs my department incurs in organizing and supporting this meeting. **Complete the attached registration form and return it to Pamela Smith via email at p.smith@louisville.edu.** We expect to have a large turnout so please e-mail your registration form to Pamela (not me) as soon as possible!

**NOTE:** University or personal checks should be made out to “EHS Director’s Roundtable” not the University of Louisville. You should bring check to the meeting

OR mail to: Pamela Smith
EHS Building
1800 Arthur St
Louisville KY 40208-2729

We ask that you refrain from paying in cash if at all possible.

Meeting Location and Room Reservations:

• If you are flying to Louisville, you will not need a car unless you plan to spend additional time in Louisville. The Executive West provides a free shuttle service 24 hours a day from the airport. The hotel is approximately ½ mile from the airport.
• We have reserved a block of 30 rooms for the EHS Director’s Roundtable. When making your reservations it is very important that you let them know you are with the **EHS Directors** to get the discounted rate of $58 per night. Please contact Executive West at 1-800-626-2708 as soon as possible to make your reservation. **Our block of rooms is only guaranteed through April 15th!** Remember, this is the week leading up to the Kentucky Derby so if you don’t get one of the rooms in our EHS Director’s block, you may have great difficulty finding another hotel. If you know that you are going to attend our meeting, you should get your room reservation confirmed as soon as possible.

• If you are driving to Louisville, the attached map also provides directions to Executive West from all interstates.

**Information Exchange:**

• If you are a first time attendee, please complete the Campus Profile form at the back of this packet and return it to Pamela Smith’s attention so that she can add your university to the Roundtable Institutional Profile (see current profiles at [http://roundtable.healthsafe.uab.edu](http://roundtable.healthsafe.uab.edu)).

• In keeping with the success of our previous meetings, please bring copies of *any* programmatic document, training module or presentation, policy/procedure or funding proposal, brochure, analysis, plan, poster or manual developed by your department that you think would be helpful or of interest to the other EHS Directors.

• You should bring 35 copies with you for the information exchange, *OR* send a copy to Pamela’s attention for duplication.

• If you have a video to share with the group, please bring it; videos will be shown during lunch on Wednesday.

• Remember that you do not need to have a fancy brochure or handout for the information exchange. Any form of information is beneficial. **It is important to participate and share!**

We look forward to seeing everyone in Louisville! If you have any questions about the EHS Director’s Roundtable, please contact my assistant, Pamela Smith or Jon-Paul Moody, our Unit Business Manager at 502-852-6670.

Sincerely,

Cheri Hildreth Watts, Director
Department of Environmental Health & Safety