TO: Technical Committee Members on Data Exchange for the Fire Service

FROM: Orlando Hernandez, Staff Liaison

DATE: November 30-December 1, 2011

SUBJECT: NFPA 950 Pre-First Draft Meeting

Notice Date(s): November 30-December 1, 2011

Meeting Location: Crown Plaza Resort 130 Shipyard Drive Hilton Head Island, SC 29928 PH: 803-842-2400

Meeting Time(s): The meeting is scheduled from 8:00 am to 5:00 pm (appropriate time zone) on the first day and at the discretion of the Chair for the remainder of the meeting dates.

Accommodation and Travel Information: For your convenience a fixed number of sleeping rooms have been blocked for this meeting at the rate of $94.00 per night. This room rate will be available until 11/8/11 or until the group block is sold-out, whichever comes first.

NFPA’s official travel agency, Colpitts World Travel, can assist you with your travel arrangements and is able to offer discounted fares with American, Delta and United Air Lines as well as Avis Car Rental. Colpitts can be reached at 617-984-7313 or 800-795-9500. Additional Meeting Information: The agenda and any other meeting materials will be mailed to you at a later date. As always, feel free to contact me if you have any questions at 617-984-7489. Please remember that attendance at Committee Meetings is required in accordance with the Regulations Governing Committee Projects.