

From: Jewell, Peggy <Peggy.Jewell@colliers.com>
To:
Date: 8/27/2015 2:24:20 PM
Subject: FW: Third Quarter Property Management Crisis Seminar
Attachments: Bomb Threat Training - ABM-COLLIERS.pptx
Civil Disturbances.pptx

Good afternoon,

Please see the below email and respond by August 31st, if you haven't done so already, if you plan to attend the training in person.

Thank you.

Peggy Jewell, CPM

Property Manager | South Carolina
Dir +1 803 401 4202 | Main +1 803 254 2300 | Mobile +1 803 603-3892
Fax +1 803 771 9499
peggy.jewell@colliers.com | [vcard](#)

Colliers International

1301 Gervais Street, Suite 600 (29201)
PO Box 11610 | Columbia, South Carolina 29211 | USA

www.colliers.com



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From: Jewell, Peggy
Sent: Thursday, August 13, 2015 3:32 PM
Subject: Third Quarter Property Management Crisis Seminar

Dear valued 1301 Gervais Fire Wardens,

Please see the below information regarding the Training Seminar to be held at the Bank of America Plaza. If you would like to attend in person, please RSVP to me by Monday, August 31st or feel free to call in on the conference line listed below.

We appreciate in advance your participation.

Peggy Jewell, CPM

Property Manager | South Carolina
Dir +1 803 401 4202 | Main +1 803 254 2300 | Mobile +1 803 603-3892
Fax +1 803 771 9499
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From: Pyle, Shelly

Sent: Wednesday, August 12, 2015 3:24 PM

To: Charleston Users <CharlestonUsers@Colliers.com>; Greenville Users <GreenvilleUsers@Colliers.com>; REMS Columbia <RemsColumbia@colliers.com>; REMS Off Site <RemotePMUsers@colliers.com>

Subject: Third Quarter Property Management Crisis Seminar

Good Morning,

You are invited to attend the Colliers 3rd quarter crisis seminar at the Bank of America Plaza, 1901 Main Street, Columbia, SC, Friday, September 25th at 10AM. We will cover tenant/employee safety during Bomb Threats and lightly touch on how to keep employees safe during a Civil Disturbance. The seminar will be held on the third floor in the Georgia Room. Please sign in at the front desk if you are a visitor to the building. Attendance sheets will be on the front table in the Georgia Room by building, i.e. The Tower, 1441 Main, 1901 Main, etc. Please make sure to print your name and sign in on the sheet for your building. Krispy Kreme Donuts and coffee as well as water and soda will be available. If you will be calling in the information is listed below. Attached is a copy of the power point presentation for both Bomb Threat and Civil Disturbance so you can follow along if you are off site.

Conference Line: 866-235-6547

PIN: 803-753-2283

Regards,

Michele J. Pyle

Property Manager

Dir +1 803 401 4241 | Main +1 803 254 2300

Fax +1 803 401 4241

shelly.pyle@colliers.com | [vcard](#)

Shanna Temple-Gordon

Property Administrator

Dir +1 803 667 9119

Fax +1 803 401 4270

shanna.templegordon@colliers.com | [vcard](#)

Colliers International

1901 Main Street, Suite 100

Columbia, South Carolina 29201 | United States

www.colliers.com



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