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**To:** Veldran, KatherineKatherineVeldran@gov.sc.gov  
**Date:** 10/6/2014 11:16:12 AM  
**Subject:** Fwd: Mandatory India Call Reminder & Agenda - TUESDAY, 10/7

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Begin forwarded message:

**From:** <mcrapps@sccommerce.com>  
**Date:** October 4, 2014 at 11:46:09 AM EDT  
**To:** "Morgan B. Crapps" <mcrapps@sccommerce.com>  
**Cc:** Ford Graham <fgraham@sccommerce.com>, Anita Patel <APATEL@sccommerce.com>, George Patrick <gpatrick@sccommerce.com>, Katherine Veldran <KatherineVeldran@gov.sc.gov>  
**Subject:** Mandatory India Call Reminder & Agenda - TUESDAY, 10/7

Everyone,

I hope you're all doing well and enjoying your weekend. I wanted to send a reminder email for our mandatory participant call this Tuesday, 10/7, at 10:00 am. **\*\*PLEASE NOTE\*\*** We have started using a new conference calling system, so DIAL-IN INSTRUCTIONS HAVE CHANGED from the initial email.

**Access Phone Number:** **1-800-753-1965**

**7-Digit Access Code:** **7372172**

We expect that the call will be briefer than the first and duration will be under one hour. A reminder that these calls are mandatory with no substitutions from your agency or company! We have some important updates to share after our visit last week. The agenda for the call will be as follows:

| ROLL CALL

| PRIME MINISTER MODI'S TRIP TO THE USA & DOC INDIA TRIP LAST WEEK

| SCHEDULE UPDATE

- Group Events in India

- Meeting Protocol

#### LOGISTICS UPDATE

- Domestic Transportation

- Luggage & Airport Navigation

- Hotel Update

- Credit Cards for Pre-Check In and Incidentals

- Smoking/Non Smoking Preference

- Airport Transfers

- Attire Update

#### WEEKEND UPDATE

#### REMINDERS

- Visas

- Immunizations

- Confidentiality/NDAs

- Mandatory Upcoming India Meeting (to include Cultural Debrief)

#### WRAP UP & QUESTIONS

I apologize for the formatting of this email, and we look forward to talking with all of you on Tuesday! Please call me with any questions you may have.

Morgan Crapps, Esq.

Project Manager

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