

From: Jewell, Peggy <Peggy.Jewell@colliers.com>
To:
Date: 8/13/2015 3:33:52 PM
Subject: Third Quarter Property Management Crisis Seminar
Attachments: Bomb Threat Training - ABM-COLLIERS.pptx
Civil Disturbances.pptx

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

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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

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