

-----Original Message-----

**From:** McLaughlin, Mary Sue  
**Sent:** Monday, October 22, 2001 4:04 PM  
**To:** Suydam, Lorraine  
**Subject:** New Managers Leadership Consortium - Oct. 25-26, 2001

Lorraine,

Here is the information sent to all participants last week. Linda Mays has asked me to forward this information to you so you can make arrangements for Denise. Let me know if you need anything else.

The New Managers Leadership Workshop will be next Thursday & Friday, October 25 & 26, 2001, in Richmond, VA at The Jefferson Hotel. Listed below are some logistics.

Dress Code: Business Casual

Hotel Accommodations:

I have reserved sleeping rooms for almost everyone (see attachment below). Let me know if I need to make changes to this list by Friday, Oct. 19th. Also, let me know if you can not attend.

<< File: Sleeping Rooms Reserved .doc >>

Meeting will be held at:

The Jefferson Hotel  
Franklin & Adams Streets  
Richmond, VA