

**From:** Lawrence Burkhart  
**To:** Douglas Pickett; Kahtan Jabbour; Stephen Sands } NRR  
**Date:** 10/19/01 11:53AM  
**Subject:** MEETINGS NEXT WEEK

If possible, please get your licensees to send a proposed agenda?

Also, is your licensee planning to present proprietary info?

The plant PMs are expected to run the meeting (i.e., brief intro and staff/licensee introductions). The bulk of the meeting should be discussions between staff and licensee reps.

Other reminders:

Please take notes for meeting summary (there will probably be some urgency in issuing the meeting summary)

Sufficient nos. of public feedback forms

Set up a phone bridge (20 or so lines, if possible) - please set up for start at least 10 minutes prior to meeting start

Invite Region reps

We may change the locations due to need for more space. I will inform you of any changes.  
Larry.

**CC:** Allen Hiser; Anthony Mendiola; Jacob Zimmerman; Richard Correia

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