

Nove, Carol

From: Nove, Carol
Sent: Monday, February 04, 2013 9:22 AM
To: Stevens, Gary; Hardies, Robert
Subject: FW: March 5th Public Meeting on Hydrogen Flaking -- DRAFT Meeting Announcement
Attachments: 2013-03-05 - Public Meeting Announcement Memo - RPV Hydrogen Flaking.docx

Gary,

(b)(5)

Carik

From: Stevens, Gary
Sent: Monday, February 04, 2013 8:06 AM
To: Hardies, Robert
Cc: Csontos, Aladar; Min, Seung; Poehler, Jeffrey; Nove, Carol; Rosenberg, Stacey; Fairbanks, Carolyn; Davis, Robert; Tregoning, Robert; Terao, David; Kirk, Mark; Downey, Steven
Subject: March 5th Public Meeting on Hydrogen Flaking -- DRAFT Meeting Announcement

Bob:

Per my action from Friday's meeting, the draft public meeting announcement for the 3/5 meeting is attached. Per below, I reserved the Commissioner's Hearing Room in your name for this meeting. This is reflected in the attachment.

Let me know if you need anything else.

Gary L. Stevens
Senior Materials Engineer
NRC/RES/DE/CIB
E-mail: Gary.Stevens@nrc.gov
Office: 301-251-7569
Blackberry: (b)(6)

From: Baval, Rochelle
Sent: Monday, February 04, 2013 7:04 AM
To: Stevens, Gary
Cc: Hardies, Robert; AV-PHOTO Resource; Baval, Rochelle; Brown, Boris; Dashiell, Thomas; Hart, Ken; Laufer, Richard; Shankar, Kala; Shea, Pamela; Tully, Bridin; VTCTech Resource; Wright, Darlene; Wright, Jason; Administrative ServicesCenter; Cardenas, Daniel; Blakeney, Catherine; Lamb, Christopher; Menefee-Buzdygon, Pamela; Nichols, Chelsea
Subject: RE: Request for Large Conference Room

Gary,

I reserved the 1st Floor OWFN Commission Hearing Room, O1F16/O1G16, as you requested on **Tuesday, March 5, 2013, from 8:00 am to 12:00 pm for a Public Meet to Discuss Potential Hydrogen Flaking in Reactor Pressure Vessel Forgings.**

Please take note of the following:

1. You will need to contact Administrative Services directly to arrange for any (and all) support you may need for your meeting.
 - Contact the Administrative Services Center (301-415-4272; Administrative_ServicesCenter@nrc.gov) for Video Teleconferencing (VTC) and room set up support.
 - Contact the Multimedia Communication Branch (MCB) (301-415-6851; AV-PHOTO_Resource@nrc.gov) for webstreaming and other audio and video meeting and event support.
2. **Meetings involving classified or safeguards information cannot be held in the Commission hearing room.** For additional information, contact Dan Cardenas, Chief, Facilities Security Branch, ADM (Daniel.Cardenas@nrc.gov; 301-415-6184).
3. **Return the room to original condition after you are finished (replace chairs, remove papers, etc.).**
4. **No food or drink is allowed** in the Commission Hearing Room.
5. Take care not to damage the conference table in any way, and do not move or disturb the timing lights and controls on the conference table.
6. **Do not allow anyone to sit in the Commissioners' chairs (except for Commissioners). Do not lift the chairs.** The chairs have been adjusted to suit the Commissioners and lifting can change the settings. Push the chairs against the wall under the seal while not using them.
7. If the room is locked when you arrive, the OWFN lobby guard desk has a key.
8. If the Commission decides to hold a Commission meeting on your date/time, SECY will be required to cancel your reservation.

Please feel free to contact me with any questions.

Rochelle