



SAMPLE AGENDA

THE COMPANY NAME, CONTACTS, AND DESCRIPTIONS ARE ENTIRELY FICTIONAL.

MONDAY, AUGUST 23, 2002

Attire: Business Formal
Agenda: All day - Gas Pipeline Solutions International
Topics: Cold weather, project feasibility, pipeline pigging, mapping & GIS

08:30 Depart Hotel for Gas Pipeline Solutions International

Company: Gas Pipeline Solutions International
Primary Contact: Barry Perry
Presented by: Barry Perry, Director of Operations, NIS Region
 Constantin Yegorov, International Project Manager - Eurasia
 Frederick Johnson, Senior Pipeline Engineer
 Walter Scanlan, Senior Pipeline Engineer

Address: GPSI Appleland Center
 4587 Flowline Drive
 Appleland, TX, 77874

Telephone: (555) 555-7866
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Synopsis: Gas Pipeline Solutions International (GPSI) is the leading provider of gas pipeline engineering services, solutions and technology to the international gas transport industry. Having a worldwide presence, GPSI manages its business through it's Houston headquarters. GPSI has geographically focused teams to meet local needs and provide customized solutions, with offices in Moscow, Almaty, Baku, and Kiev. GPSI has the industry's longest, most impressive track record of providing leading-edge gas transport technologies.

The core technologies of GPSI is to manage new technology development, a variety of service segments capitalize on technical synergies and introduce innovative solutions in gas transportation. Through its research and product development, GPSI is committed to advanced technology programs that will enhance gas transportation efficiency, lower costs, improve productivity, increase asset value and accomplish all of these goals in a safe, environmentally sound manner.

09:00 Welcome and overview of GPSI projects in the former Soviet Union
 Presented by: GPSI Staff



09:15 Strategies for solving flow problems associated with cold weather environments
Presented by: Barry Perry

10:00 Depart to downtown office

Organization: GPSI
Contact: Constantin Yegorov
Telephone: (555) 555-1579
Address: 1325 Boulevard
Houston, TX 77777

11:00 Project Feasibility
Presented by: Constantin Yegorov, International Project Manager - Eurasia

12:00 Lunch (Compliments of GPSI)

13:00 Depart for GPSI Testing Facilities

Organization: GPSI Testing Center
Contact: Gail Olson
Telephone: (555) 555-5567
Address: 6548 Twister Road
Astroland, TX 57812

14:00 Welcome and overview of pigging technologies
Presented by: Frederick Johnson, Senior Pipeline Engineer

15:00 Modern mapping & GIS technologies
Presented by: Walter Scanlan, Senior Pipeline Engineer

16:30 Depart for hotel