

From: [Jenkins, Joe \(NIH/NCI\) \[E\]](#)
To: [NCI DCTD-ARC](#)
Subject: FW: Attendees for "Uniting Systems through Communication Science" on August 20/Washington, DC
Date: Tuesday, July 10, 2012 4:03:19 PM
Importance: High

Important:

When there are two or more attendees to a meeting/conference that requires an Attachment C instead of e-mails coming to Heather from Deb Carney to determine trans-NCI participation the new procedures are for the ARC Manager/Deputy to contact the other extramural Division ARC Managers to determine if there are participants from the other Divisions. This is the first request:

Run the trap line and ask if any one in your respective Branches/Programs plan on attending the conference: "Uniting Systems through Communication Science" on August 20/Washington, DC.

Team Leaders consolidate the responses and then send the count to me and Dana by Thursday noon. For now we just need numbers.

Thanks.

PS: If you have two or more attendees going to a conference that requires an Attachment C then I need to do this exercise.

Regards,

Joe

Joe Jenkins
DCTD ARC Manager
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From: Osborne, Joy (NIH/NCI) [E]
Sent: Tuesday, July 10, 2012 2:50 PM
To: Jenkins, Joe (NIH/NCI) [E]; Tobiassen, Bridgette (NIH/NCI) [E]
Subject: Attendees for "Uniting Systems through Communication Science" on August 20/Washington, DC

Will your Divisions have any attendees for this meeting ? The meeting is sponsored by DCCPS/ACS/CDC.

Thank you,

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