

Things for TJ and Kelli to stay on top of

1. Script for Weinberg - Hearn - Wainerdi – Butler – Feigen
2. Be sure someone has gotten to each of these again with the general program so they won't be surprised
3. Also please pay attention to our out of town guest and hotel issues if needed
4. Need to get a count on the number of people coming for lunch
5. Will need room arrangements and reserved tables for key BCM, TMH, TCH leaders and other key personnel (Bob Howerton, Lois Moore, Jill D if she's coming, etc)
6. Get studio time set if Pres. Nazarbayev agrees to do it
7. If Baker won't do it let's ask Bob Stein
8. Get request to Nazarbayev's daughter information health channel and set tour
9. Set schedule for DeBakey and Bob Johnson, Kevin and Dennis and ADW
10. Set pre meeting for Bob Johnson, Kevin and Dennis and ADW
11. Set schedule for event as a whole
12. Let Nazarbayev know we would like him to address 5-10 minutes the audience at luncheon
13. Set schedule for post lunch 10 min Hearn / Nugent and P Butler (together with ADW), 10 minutes with Sokol (he will announce we'll do an AMC clinic in Kazakstan), 10 minutes ADW. I guess we need to know if Ralph Feigen would like to join in this. Check and think through the sequence. Can this be done as one group or will it have to be individual meetings. Perhaps we can group it somehow?
14. Get to Bob Stein to see if we can coordinate and do any filming and interviews over at Rice if Baker won't and or we can't get a studio date for the group.
15. We'll also need to schedule a studio time for Dennis at the Health Channel per Kevin
16. Bob Johnson said there was a nice article on Dennis in some health magazine he's sending a copy to me Kelli should get a copy to TJ

17. Larry keep checking on the St. Petersburg name from DeBakey's office
18. Need to get a contact form Kate Boyce or Ogilvie on temp medical facility manufacturer
19. Let Karen know what if any other events we will be at and don't forget she'll be with me at the luncheon.
20. Get brochure on partnership produced and copied (how many?)
21. Media alerts
22. Be sure we know if Jill D is coming
23. If we are going to have a pre meeting for all the "important" people to meet e.g. Hearn – Feigen, Nugent, Desautelle.
24. Get cover letter from Bakhyt for brochure
25. What about Santa Fe pacific gold contact
26. TMH BCM board chairs? what role and position
27. Make sure Bob Johnson is on the list
28. Should invite Roger Widemeyer, Shelly Rubinfeld and Lary Kupor to lunch do we also have Ridha, I'd suggest we ask a few key people to review the invite list and get a complete list with date and time information ASAP
29. Kelli be sure to send a response to Bakhyt re: her travel offer
30. If Shkolnik and Jakianov are coming any special or separate plans?
31. Set filming of Dennis Sokol at Health Channel while he's here
32. See where Steve Spann will be on the 21<sup>st</sup>
33. Let Steve Spann know someone will met him after customs – if not me someone with a sign AMC also be sure to give him AMC's number and Carroll Metzger's and Vladimir's just in case he's delayed beyond my time in Moscow
34. Get to Terry West to see if he'll be here
35. Be sure to include our office personnel at the reception

36. Should we have receiving line before the president goes into the assembly room if so who should be in it?
37. Harris County Medical Society and Health Museum (via Ken Mattox) would love to have him visit or perhaps his daughter might like a private tour to do filming
38. TJ should we check the lists from the Jakianov visit to see who we should invite like Jay Silver? Ann Kinder and Carrie? What about Betsy Lake? Marty Stein (City contact) and/or someone from TMA for all the times they've helped entertain visiting groups.
39. Don't forget Andy Schafer and Larry Turner
40. I guess I'd also like to know if someone is going to replace Mike Williamson who that would be so he or she could be there. Maybe a call to Hearn from TJ could get that answered.
41. I did speak with Bob Howerton and we assume he'll be there although he knows not in top VIP group most likely.
42. TJ should we see if there are any official protocol issues from STATE or someone that we need to be aware of.
43. If we are asking to be invited to some of the other events – shouldn't we reciprocate?
44. We need to get a message to Romanenko that because of Nazarbayev's visit I will not be able to come to Kiev next week. I'll reschedule for after his visit to Houston probably. Maybe during my trip to Semey in January.
45. I would also still like to know about Gov. Bush. Will he be involved anywhere?