

MEMORANDUM

To: CGP Program, Part (1) Authors

From: Bob Stern

Subject: Pre-Conference Meeting Final Arrangements

Date: March 8, 2004

As you know, the pre-conference meeting of the CGP Program, Part (1), authors, will be held in Ann Arbor on Saturday, March 13, 2004. As indicated in the attached agenda, the meeting will be held from 9 A.M. to 5:30 P.M. in Room 2760, Sam Wyly Hall (2nd floor)..

Authors coming to Ann Arbor from out of town will be lodged in the Executive Residence of the School of Business Administration, which is located at 720 E. University, Ann Arbor, MI 48109-1234 (Tel. 734-763-1000; Fax 734-763-9467). The rooms will be prepaid. The Executive Residence and Sam Wyly Building are adjacent to each other.

The format of the meeting will allow 30 minutes for each paper. Fifteen minutes will be allocated for author(s) presentations and fifteen minutes for questions and discussions. An overhead projector and power point will be available. Authors are requested to provide an E-mail attachment, in Word format, of a detailed outline of their paper and, if feasible, a preliminary draft.

Participating authors are responsible for making their own travel reservations. Round-trip, Economy Class, airfares and related travel expenses will be covered. Flights should be booked for arrival at and departure from the Detroit Metropolitan Airport. On arrival in Detroit, follow the sign for Ground Transportation. Please be sure to take a **Metro** taxi to Ann Arbor, which is about a 30-minute drive from the airport and should cost a flat rate of \$40 (plus gratuity of \$5). Reimbursements for travel expenses will be provided subsequently upon submission of original receipts. If you have not done so already, please notify us of your flight schedule so that we can reserve accommodation for you at the Executive Residence.

As indicated in earlier correspondence, on Friday, March 12, 2004, we are holding a day-long symposium entitled "A Centennial of Anti-Dumping Legislation and Implementation." This symposium will also be held in Room 2760 of the Sam Wyly Building. The agenda is separately attached. All CGP Program authors are cordially invited to participate in this conference.

Please let me know if you have any questions or concerns about the foregoing arrangements.

Note: The CGP Program, Part (1), conference will be held in Tokyo on Friday and Saturday, May 14-15, 2004, in the main conference room of the Center for Global Partnership, which is located in the Mori Building. Accommodations for conference participants will be arranged at the ANA Hotel, which is adjacent to the Mori Building. Conference papers will be due **no later than May 1, 2004**. More details concerning arrangements for the Tokyo conference will be forthcoming.