

Dear All,

The upcoming Industrial Advisory Board meeting for the Center for Fuel Cells is scheduled for Wednesday and Thursday, October 8<sup>th</sup> and 9<sup>th</sup>, 2008 here at the University of South Carolina. As in the past, the schedule is very demanding but necessary to cover all aspects of the Center. Both days begin with breakfast at 7:00 AM. Thursday will end at 12:30 PM, followed by lunch. This will allow you to plan your return trip. The agenda will be sent in a separate e-mail and posted on the website. The meeting will be held in the Faculty Lounge (1A03) in the Swearingen Engineering Center located on the corners of Main, Catawba, and Assembly Streets. The attached USC map shows our building in section F-4.

**Hotel Information:**

We have reserved a block of rooms at the **Courtyard by Marriott** (803-799-7800). Ask for “**in-house reservations**” and then ask for the “**USC Rate**” for the nights of Tuesday, October 7th and Wednesday, October 8th. The USC rate is \$109/night plus 11% tax.

**Airport Information:**

For those flying into Columbia Metropolitan Airport (CAE), there is shuttle service to the Courtyard by Marriott which runs between the airport and hotel every 30 minutes on the hour and half-hour between 4:30am and 1:00am.

**Parking at USC:**

We have reserved eight (8) covered meters for your convenience. Four (4) of the meters are located on Main Street in front of Swearingen Engineering Center and the other four (4) are located on Catawba Street adjacent to our Swearingen Engineering Center reserved parking lot.

**Food:**

We try to accommodate everyone as best we can. If you are a vegetarian or have a special need, please let me know as soon as you can. I have ordered the catered meals but there is time to adjust for special needs. If you have any suggestions, including likes and dislikes, that would improve the meals or service we will try to implement them, if possible.

**Reception:**

We will have our informal reception Wednesday evening from 7–10 pm at the Courtyard by Marriott in the Wilson Room. There will also be a poster presentation by the Chemical Engineering Graduate Student Organization.

**Attendance:**

- (1) Please e-mail the names of those who will be attending**
- (2) How you will be traveling**
- (3) Where you will be staying**
- (4) Whether you will have a car.**

All of the above information will help us in planning the logistics of the meeting.

We would appreciate your responses **as soon as possible**. If you have any questions, please contact Johanna Bartl at 803-777-7555 [bartlaj@engr.sc.edu](mailto:bartlaj@engr.sc.edu) or Chuck Scaglione at 803-777-8028 [scaglioni@engr.sc.edu](mailto:scaglioni@engr.sc.edu)

Thank you.