

To: JH

From: me

Subject: help me

John, you probably know that the Marketing Division has the responsibility of planning the training conference in the summer to be held in Cleveland. Here are the speakers I have lined up for training sessions. I'm thinking that on Tuesday, we will have Sandra Smith, talking about how to use email. Jesse Gladstone said he could talk on good Bus Comm on Wed or Thurs, don't know which yet. And we have Jared Tambia in to talk on tech stuff. I think you have their emails so please confirm dates, content, etc..etc...I need to get the schedule to the printer so can you do this ASAP? Call if you need me...

LM