

Sample Course Review Telephone Conference Agenda

We will use the following dialing information:

Toll Free: ACE will provide

Participant: ACE will provide

As a point of reference, the agenda for the conference call involves the following:

1. Confirmation of visit dates
2. Review the disposition list of courses and verify same
3. Discussion of course review process and expectations
4. Review the Agenda
 - in-brief/exit brief
 - timeline
 - working conditions
 - supplies
5. Installation access
6. Lunch options
7. Other issues