

**From:** Callan, Erin <ecallan@lehman.com>  
**Sent:** Wednesday, November 7, 2007 8:49 PM (GMT)  
**To:** Fernandez, Joy <joyferna@lehman.com>  
**Subject:** RE: 10-K Review Meetings

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Make sure Martin Kelly on these meetings too

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> \_\_\_\_\_  
> From: Fernandez, Joy  
> Sent: Monday, November 05, 2007 1:32 PM  
> To: Callan, Erin  
> Subject: FW: 10-K Review Meetings  
> Importance: High  
>  
> Erin I'm not sure if you've been informed of the attached. I would like to discuss with you before I start scheduling. Thursday or Friday seems to be best on your calendar. Please let me know your preference. Thanks  
>  
> Joy Fernandez  
> Lehman Brothers  
> 212-526-9784 (ph)  
> 646-758-1523 (Fax)  
>  
>  
> Subject: 10-K Review Meetings  
>  
> Joy:  
>  
> Below are the typical SEC filing review meetings, participants and prospective dates. As we discussed, these typically get set up out of the CFO's calendar and I'm not sure, given transition timing, whether you or Kristi wants to be the one to initiate the calendar event. Additionally, I've only included those who's transitions have been formally announced and we can determine whether to send updates accordingly.  
>  
> In an effort to make this easy, I've listed the meeting, the location, the "hoped for" date, the participants and I've attached the meeting invite from last quarter for reference. Additionally, I have indicated when the meeting has to occur by so if you have to re-schedule these meetings you know by when it has to happen.  
>  
> Thanks in advance and please let me know if you have questions or need me to do this a different way. I'll give you a call tomorrow to see if there are any outstanding issues.  
>  
> I. Meeting to Review 10-K Draft/Will need conference room on 31  
> Monday, January 14, 2008  
> Callan, Erin  
> O'Meara, Chris  
> Grieb, Ed  
> Rossi, Steve  
> Traversari, Ryan  
> Has to happen before Meeting II below (all hands meeting)  
> << File: Meeting to Review 10Q.ics >>

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- > II. All Hands 10-Q Review Meeting/Will need conference room on 31 and a dial in number
- > Wednesday, January 16, 2008
- > Callan, Erin
- > O'Meara, Chris
- > Amat, Richard J
- > Ambrose, John
- > Butler, Shaun K
- > Corsalini, Enrico
- > Grieb, Edward
- > Reilly, Gerard
- > Bernard, Clement
- > Pearn, Francis
- > Tonucci, Paolo
- > Umlauf, Erik G
- > Besen, Elizabeth R
- > DiPaolo, Barrett
- > Killerlane, James J
- > Azerad, Robert
- > Axelrod, Ari
- > Neave, Jon
- > Fox, Gary J
- > Dolan, Stephanie E
- > Younis, Nahill
- > Stewart, Marie
- > Smith, Kristine
- > Wright, Andrew
- > Traversari, Ryan
- > Rossi, Stephen F
- > Colao, Dan
- > Joly, Jeffrey
- > Executive AV Support
- > (optional) Coffey, Rosalind
- > Has to happen before the CEO/CFO Certification committee/Audit committee meetings on Thursday, January 24, 2008 and materials are mailing on Friday, January 18, 2008.
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- > << File: Updated All Hands 10-Q Review Meeting.ics >>