

**Subject:** RE: Ethics Committee travel arrangements  
**From:** Hapsa Dia <Hapsa@emergingag.com>  
**Date:** 4/17/2017 10:39 AM  
**To:** "'Fred Gould (fred\_gould@ncsu.edu)'" <fred\_gould@ncsu.edu>  
**CC:** Isabelle Coche <Isabelle@emergingag.com>, Tracey Foster <tracey@emergingag.com>, "liliana@mccordtravel.ca" <liliana@mccordtravel.ca>, "angela.brenke@baesystems.com" <angela.brenke@baesystems.com>

Dear Fred,

I would like to touch base with you regarding the logistics of the Ethics Committee meeting in June. Could you please provide us with the information below so we can work on an itinerary and revert.

- o You passport details (scan)
- o Frequent flyer number if you have a preferred airline
- o Your dates
- o Where you will be flying from and where will you be flying to

Should you have any questions in the meantime please feel free to reach out, we would be happy to assist you!

Cheers,  
Hapsa

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**From:** [Hapsa Dia](#)  
**Sent:** 30 March 2017 15:56  
**To:** '[Paulina Tindana](#)'; '[Paul Ndebele \(ndebele@gmail.com\)](#)'; '[Fred Gould \(fred\\_gould@ncsu.edu\)](#)'; '[Allan Ronald \(aronald@ms.umanitoba.ca\)](#)'; '[Dominic White](#)'; '[claire.divver@baesystems.com](#)'; '[Laurie S Zoloth](#)  
**Cc:** [Isabelle Coche](#); [Tracey Foster](#); [liliana@mccordtravel.ca](#); [angela.brenke@baesystems.com](#)  
**Subject:** Ethics Committee travel arrangements

Dear members of the Committee,

As mentioned in my previous email, Emerging Ag will take care of the logistics regarding the meetings of the Committee. In that regard we will need some information :

- o You passport details (scan)
- o Frequent flyer number if you have a preferred airline
- o Your dates
- o Where you will be flying from and where will you be flying to
- o If you need any Visa assistance

Thank you for those who already provided us with those information, we will work on the best options and will revert back to you to finalize the booking.

We will take care of your accommodation in London as well for the duration of the meeting (3 nights). For those who live outside of London and would prefer to stay in the city for the 2 days meeting, we will be happy to arrange for a night at the hotel.

In the meantime should you have any questions, please do not hesitate to reach out, we will be happy to assist you. Next week I will be off so Isabelle will be your point of contact about the logistics.

Kind regards,  
Hapsa



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