

**From:** Koontz, Eric [mailto:EKoontz@aigroyalalliance.com]  
**Sent:** Thursday, October 09, 2008 12:45 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Investment Advisory Services / Asset Management Conference

Hello [REDACTED]

Attached to this e-mail please find the meeting plan specifications for the Investment Advisory Services / Asset Management Conference.

Please note that due to the media reports of AIG conducting business at various resort properties, we have eliminated "AIG Advisor Group" from all of our collateral and would appreciate it if you would assist us by insuring that AIG logo is not listed in any public place on property.

[REDACTED]  
Please take special note of the following:

- 1) We will now use the Palo Verde Room for a small breakfast on Nov 6 and not for SourceMedia as originally anticipated.
- 2) Page 29 of the Specs is for a small / short cocktail reception that just popped up. Can you find a location for it?
- 3) The AIG Financial Advisors Employee Meeting is currently on hold (page 22) I will get back to you on this.
- 4) I will provide page revision as they arise.

[REDACTED]  
Please take special note of the following:

- 1) Terry Bradshaw is requesting a VHS video player in his guest room (IN: 11/5 OUT 11/6 – PAGE 20)
- 2) All A/V needs are listed within the group specs.
- 3) I will provide page revision as they arise.

[REDACTED]  
Please take special note of the following:

Can your department help us with a few things?

- 1) We would like to order some floral centerpieces. Details listed on pages 25 & 32
- 2) We would like to arrange for a photographer. Details page 35.
- 3) Pages 8 & 9 are our VIP travel manifest for ground transfers. At this time only my Boss and I are listed. Please let me know if I should work directly with TranStyle on this.

Please review and let me know if you have any questions....

Thanks for your assistance!

Eric

ERIC KOONTZ | AVP, Corporate Meetings & Events | ROYAL  
ALLIANCE

One World Financial Center | 15th Floor, New York, NY 10281 | P 212 551 5755 | F 212 551  
5543 | [eric.koontz@digroyalliance.com](mailto:eric.koontz@digroyalliance.com)