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July 16, 2010

TO: Association of Oil Pipe Line Member Company Employees and Guests
FROM: Heather Keith, Association of Oil Pipe Lines
SUBJECT: 2010 AOPL Annual Business Conference
Grand Hyatt Atlanta in Buckhead

The Accounting Committee of the Association of Oil Pipe Lines (AOPL) will host the 2010 Annual Business Conference (ABC) for accountants, attorneys, regulatory staff, business development personnel, business planners, and executives on **September 15-17, 2010**. This is your Association's industry-only-focused conference led in large part by volunteers from member companies. The format offers different viewpoints on current subjects and provides a forum for active discussions.

Format & Content

The preliminary agenda is enclosed. The description of the course material, presenters' backgrounds and Workshop Preference Form will be sent out at a later date.

Learning Objectives

As a result of attending this conference, participants should be able to identify recent changes and current issues in the industry, including ratemaking and tariff matters, federal regulatory developments, environmental and siting issues surrounding infrastructure expansion, and safety regulation. As a result of attendance, conference participants should be able to recognize accounting, legal, and economics issues important in the oil pipeline industry.

Prerequisite Experience and Education

Courses include presentations at the basic, intermediate, advanced, update, and overview levels. Course descriptions indicate the level of professionals they target. **Basic-level** courses require no prior experience and only a rudimentary knowledge of the topic. **Intermediate-level** courses target participants with one to three (1-3) years of experience, ideally within the regulated energy transportation industry, and a working knowledge of financial or regulatory issues. **Advanced-level** courses target participants with three (3) or more years of relevant experience. None of the courses require advance preparation.

Registration and Workshops

The registration fee is \$450 for AOPL members and \$550 for non-members. This fee includes the cost of the courses, as well as the food and beverage functions specified on the preliminary agenda. **Registration and fees must be received by Association of Oil Pipe Lines by Monday, August 30.** Due to limited space availability, registrations are processed on a first-come, first-served basis. Registration forms received after August 30th will be accepted, if space is still available.

Registration is online at www.aopl.org. Click on Meetings to start the process. If you do not have a username and password or cannot remember one, follow the directions below.

1. Go to the AOPL website at www.aopl.org.
2. Click on Meetings located on the left side menu.
3. Click on FERC Form 6 Training.
5. Enter your Username and Password and this will take you to the registration page.
6. If you are a new user, please click on Obtain Password. This will prompt you to complete a profile and then give you access to the registration process. If you don't know your username and password, click on Obtain Password and it will be provided to you.

These courses are open to the liquid pipeline industry—owners, operators and consultants. Attendees must have an affiliation with an oil pipeline company, either as a direct employee or as a consultant. Government employees are welcome during most sessions. You do not need to be an AOPL member to attend.

Payment – A credit card payment option is available during the online registration process. If you are paying by check, register online and select check on the payment page. Checks should be mailed to:

Association of Oil Pipe Lines
Attn: Heather Keith
1808 Eye Street, NW Suite 300
Washington, DC 20006

Attendance

We encourage attendees to make airline reservations allowing them to attend all sessions of their choosing. Pre-conference sessions will begin at 8:00 a.m. on September 15, and conference workshops will begin at 1:30 pm on September 15 and end at 11:50 am on September 17. In

addition to the traditional program, the pre-conference sessions include an introductory track for new entrants in the industry, scheduled for September 15 from 8:00 am to 11:45 am. Two sessions will be offered: *FERC Tariffs 101 and Common Carrier Issues* and *FERC Form 6 101 Introductory Session*. Also, the pre-conference sessions include an Industry Roundtable Breakfast for AOPL Members from 8:00 – 10:00 a.m. on September 15. Ancillary meetings of AOPL's Legal Committee, Tariff Committee and Accounting Committee should be taken into consideration before making your travel arrangements.

Accommodations

The Workshop will be held at the Grand Hyatt Atlanta Buckhead. **Hotel reservations are your responsibility and must be made directly by you. To make your hotel reservations, call (800)-233-1234 or (404) 237-1234 or go to https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=1622955** and reserve your room online. The hotel has given our group a rate of \$179 for a traditional room. These rates are guaranteed through **Sunday, August 29, 2010**, as long as the hotel has available rooms. In addition to the room rate a sales tax of 15% (subject to change) per room per night will be charged. **I recommend you make your reservation now so that you can make sure rooms are available. If you need to cancel later, please make sure you understand the hotel's cancellation policy.**

When making your reservation, be certain to mention you are with the Association of Oil Pipe Lines conference to obtain the group rate. The group rates will be honored for all your reservation nights. Have the hotel confirm the rate for all dates to you if you are extending your stay. If there is a problem, call Heather Keith (202-292-4507) at AOPL for assistance. If you have problem with the rate, go ahead and make your reservation at whatever rate they quote, and then email Heather Keith your confirmation information and she will get the rate adjusted.

You are responsible for all hotel arrangements, so if you need to cancel, remember to call the hotel as well as AOPL to notify each of the cancellation.

Grand Hyatt Atlanta
3300 Peachtree Road, NE
Atlanta, GA 30305
(800)-233-1234 or (404) 237-1234
<http://grandatlanta.hyatt.com/hyatt/hotels/index.jsp> for hotel information

Continuing Education Credits – CPA AND CLE

NASBA Continuing CPA Education Credits

The Association of Oil Pipe Lines is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Web site: www.nasba.org. For more information regarding administrative policies such as complaint and refund, please contact AOPL's office at 202-292-4507.

These courses are presented in a group-live format. See the agenda for the course level for each General and Workshop Session.

The total CPE credits for this Conference is 4.0 hours from the introductory sessions and 11.0 hours if you attend all the main Conference sessions. The number of credits you earn in Accounting and Specialized Knowledge and Application Fields of Study CPE educational qualified courses per NASBA Standards will depend upon the courses you attend. In accordance with the standards of the National Registry of CPE Sponsors, CPE credits will be granted based on a 50-minute hour. General remarks, business meeting breaks, lunch, etc. have not been included in the computation of credit hours. The CPE credit hours and Field of Study on your Certificate of Completion will be based upon the actual number of minutes you will have been physically present during CPE credit sessions. You will sign-in upon arrival for the General Session and will be required to sign in for each breakout you attend. Upon departure, provide Heather Keith with the written attestation on-site as to the courses attended and actual minutes attended. A Certificate of Completion based upon the attestation information provided, verified by the sign-in attendance form and departure time will be mailed to you following the conference. If you fail to follow these procedures on-site, there will be no subsequent ability to be awarded CPE credits for this event. Our Sponsor NASBA Identification Number is 103084.

TEXAS STATE BOARD OF PUBLIC ACCOUNTANCY

Continuing CPA Education Credits

We have registered with the Texas State Board of Public Accountancy as a CPE sponsor. This registration does not constitute an endorsement by the Board as to the quality of our CPE program. The Association of Oil Pipe Line's Texas CPE Sponsor Number is 003466. This Registration is approved until April 30, 2011.

Continuing Legal Education Credits

The Association will file on your behalf for CLE credits in the U.S. states that attendees request on their registration forms. The Association will not guarantee your state will grant CLE credits for this Conference. See the attached Agenda for information on Course Level and Credit Minutes for each offered course.

If you are interested in AOPL applying for you to receive Continuing Education credits, please fill out the appropriate section on the attached Registration Form and return it with your registration fee. Please contact Heather Keith at (202) 292-4507 if you have any questions about these credits.

Workshop Cancellation Policy

Should anyone need to cancel their participation in the workshop, please contact Heather Keith at AOPL by **Wednesday, September 1**, otherwise, registration fees will be forfeited. If you cancel prior to September 1st, you will receive a full refund, less a \$30 administrative fee.

Attire

Casual ("Resort Wear") attire is appropriate for all business and social events for both presenters and

registrants. This is typically comparable to golf shirts and slacks for men and similar for women. It is usually very cool in the meeting rooms, so bring a sweater for the meetings.

Special Events

Steptoe & Johnson LLP will be hosting a reception on Wednesday, September 15. Come enjoy the complimentary drinks and food. It is a perfect time to renew old acquaintances or meet new people with similar interests. You may bring a guest to this event.

The Regulatory Economics Group will be hosting an evening dinner and fun event (type yet to be determined) on Thursday, September 16. You may bring a guest to this event.

Transportation

The Hotel is situated in Atlanta's Buckhead neighborhood and is approximately 45 minutes driving time from the Atlanta International Airport (code is ATL).

Atlanta International Airport Website: <http://www.atlanta-airport.com/>

Recommended options for travel to and from the hotel are:

- A taxi will cost approximately \$45 from the Atlanta Airport. There is a train system—MARTA—which would take you within 2 ½ blocks of the hotel. Take the Sandy Spring train to the Buckhead station.
- SuperShuttle is one of the larger shuttle services available at the airport. Advance recommendations are recommended. For more information on shuttles services go to <http://www.supershuttle.com> or call 800-BLUEVAN.
- Private limousine service and car rentals are also available.
- For those who will be driving, the parking rate at the hotel is \$20 for self park and \$30 for valet (subject to change) per day.
- The concierge at the hotel can assist you in arranging transportation to the airport from the hotel for your departure.

Other

If you have special needs, questions or desire further information, please contact Heather Keith at (202) 292-4507 or hkeith@aopl.org. Please contact Heather as soon as possible, so we can make sure there is time to make accommodations for your request. Please do not wait until you are on-site to make requests.