



The Catholic Theological Society of America

To: Susan Horne
Halifax, Nova Scotia
Fax: 902 426 1347

23 April 2009

This is to advise you that we plan to hold our annual convention at the Marriott Harbourfront Hotel in Halifax, Nova Scotia, 4-7 June 2009. The meeting will draw approximately 350-400 participants. Most are United States citizens, although some others, perhaps 10 %--Canadian members mostly-- are likely to attend. All have been advised of the need for passports to travel between the United States and Canada.

We have been advised that, since our registration materials (approximately four boxes) are valued at far less than \$1000, we do not require a broker as a client services representative. A preliminary list of these materials being sent into Canada is attached. Please advise what accompanying documentation for these goods, if any, is required. The materials will be shipped through Fed Ex, who will be designated our power of attorney for customs purposes.

The Catholic Theological Society of America is an association of university professors of theology and related fields. The national office of the society is located at John Carroll University. We are a registered tax-exempt organization in the United States.

Please advise if this event is eligible for on-site customs clearance service.

Thank you.

Dolores L. Christie
Executive Director