

Message

From: Riba, Kara [KRiba@USChamber.com]
Sent: 9/24/2018 2:26:53 PM
To: Kundinger, Kelly [kundinger.kelly@epa.gov]
Subject: Re: Administrator Wheeler Invitation to speak at September 25th Global Energy Institute Leadership Council Meeting

Hi Kelly,

That sounds great for the remarks. Yes, our address is 1615 H St. NW.

Karen Harbert (and likely will Christopher Guith) will greet him in the lobby. She will also do his introduction.

Thanks again!

Kara

On Sep 24, 2018, at 9:58 AM, Kundinger, Kelly <kundinger.kelly@epa.gov> wrote:

Kara –

We will plan to be there around 10:15 tomorrow. To confirm, the event is taking place at your H Street office – is that correct?

An 11:30 start for Administrator Wheeler is great. He will likely arrive about 5 – 10 minutes prior. Does it work for you if he delivers remarks for about 15 – 20 minutes then opens it up for Q&A?

Additionally, would you mind letting us know who will be introducing the Administrator?

Thank you for your assistance.

Kelly

From: Riba, Kara [<mailto:KRiba@USChamber.com>]
Sent: Monday, September 24, 2018 9:00 AM
To: Kundinger, Kelly <kundinger.kelly@epa.gov>
Subject: RE: Administrator Wheeler Invitation to speak at September 25th Global Energy Institute Leadership Council Meeting

Hi Kelly,

10:00 or 10:15 AM would be perfect, if that works for you all.

We currently have him slated for 11:30 am. Does that will work okay? If so, what time do you expect him to arrive?

Lastly, would you be able to send me his preferred bio?

Thank you!

Kara

From: Kunding, Kelly <kunding.kelly@epa.gov>

Sent: Saturday, September 22, 2018 12:37 PM

To: Riba, Kara <KRiba@USChamber.com>

Subject: RE: Administrator Wheeler Invitation to speak at September 25th Global Energy Institute Leadership Council Meeting

Hi Kara –

I thought I would check in with you prior to next week's event. Is it possible to meet you an hour or so before the Administrator arrives to ensure we are familiar with his movements, etc.?

Additionally, would you mind letting me know if you have him slated for 11:30 or 12:00?

Looking forward to a great event!

Thanks,

Kelly

From: Conrad, Kara [mailto:KConrad@USChamber.com]

Sent: Friday, August 3, 2018 10:00 AM

To: Kunding, Kelly <kunding.kelly@epa.gov>

Subject: RE: Administrator Wheeler Invitation to speak at September 25th Global Energy Institute Leadership Council Meeting

Hi Kelly,

Great! Would it work if he planned on speaking from 11:30 am – 12:30 pm? Generally, our speakers speak for 20-30 minutes and then allow time for a Q&A portion.

Thanks so much!

Kara

From: Kunding, Kelly <kunding.kelly@epa.gov>

Sent: Thursday, August 2, 2018 3:49 PM

To: Conrad, Kara <KConrad@USChamber.com>

Subject: RE: Administrator Wheeler Invitation to speak at September 25th Global Energy Institute Leadership Council Meeting

Hi Kara –

Thank you for checking in. We are looking forward to another great event with the Chamber.

I believe the lunch hour on the 25th would be best for A/A Wheeler. Would you mind letting me know the time you anticipate lunch will begin?

Thanks,

Kelly

From: Conrad, Kara [<mailto:KConrad@USChamber.com>]

Sent: Thursday, August 2, 2018 3:11 PM

To: Kundinger, Kelly <kundinger.kelly@epa.gov>

Subject: RE: Administrator Wheeler Invitation to speak at September 25th Global Energy Institute Leadership Council Meeting

Hi Kelly,

Hope you are having a great week!

Dan Byers confirmed with John and Amy Dewey that the Administrator would be able to attend this event. Do you happen to know what time he would be available on September 25th? We are flexible with the time, but typically hold this event to coincide with either the breakfast or lunch hours.

Thanks so much,

Kara

From: Conrad, Kara

Sent: Thursday, July 19, 2018 2:05 PM

To: 'kundinger.kelly@epa.gov' <kundinger.kelly@epa.gov>; 'konkus.john@epa.gov' <konkus.john@epa.gov>

Subject: Administrator Wheeler Invitation to speak at September 25th Global Energy Institute Leadership Council Meeting

Hi Kelly and John,

Hope all is well. Attached, please find an invitation from the Global Energy Institute's (GEI) Karen Harbert to Administrator Wheeler to speak at the Global Energy Institute's next Leadership Council meeting on **Tuesday, September 25th**. This group is effectively GEI's board of directors, and is comprised of executives and Washington office heads from a diverse cross-section of business interests from across the energy economy (utilities, oil & gas production, coal, downstream, transport and supply chain, etc).

We'd be delighted and honored if the Administrator could join the group to speak about his priorities and how we can continue to work together. Please let me know if you have any questions.

Best,

Kara Conrad

Associate Manager, Operations and Administration

Global Energy Institute

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