

**To:** Hupp, Sydney[hupp.sydney@epa.gov]; Gunasekara, Mandy[Gunasekara.Mandy@epa.gov]; Michael Stafford[MStafford@ajw-inc.com]  
**From:** Woodward, Cheryl  
**Sent:** Fri 4/28/2017 2:30:54 PM  
**Subject:** RE: Question on ICAC's Meeting with Administrator Pruitt on May 4

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Thursday, May 4<sup>th</sup> at 8 am. The instructions/directions to EPA is below and if you have any questions please contact me. I need your list of attendee's no later than Tuesday close of business. Our security will have the passes ready after each person goes through their check. The requirements are below and if you have any questions please contact me. Look forward to seeing you all.

#### Directions

**Directions:** If you come by Metro, the Federal Triangle metro stop is directly below the building entrances. You would leave the metro station and go up all three sets of escalators and then do a small U-Turn to the right heading toward 12<sup>th</sup> street, the North Lobby entrance is directly and immediately to your left (Glass Doors -EPA Signified on Glass).

EPA address is 1200 Pennsylvania Avenue, NW. If you are coming by taxi/vehicle, you want to be dropped off on 12th NW, which is between 12<sup>th</sup> and Constitution Avenues. It is almost exactly half way between the two avenues on 12<sup>th</sup> street and the Federal Triangle Metro sign can be used as a landmark. From 12th Street, facing the building with the EPA and American flags, walk toward the building (under the flags) and take the glass door on your left hand side with the escalators going down to the metro on your left. This again will be the **South Lobby of the William Jefferson Clinton building.**

Once inside the building, security will prompt you to scan all items such as bags, coats etc., and then let the guards know that you were instructed to call Cheryl Woodward at 564-1274 or Michelle Hale at 564-1430 to escort you to the meeting with the Administrator. Security will make temporary cards for everyone. Allow for 15 minutes to get through the process

**From:** Hupp, Sydney

**Sent:** Friday, April 28, 2017 9:43 AM

**To:** Gunasekara, Mandy <Gunasekara.Mandy@epa.gov>; Michael Stafford <MStafford@ajw-inc.com>

**Cc:** Hupp, Millan <hupp.millan@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>

**Subject:** RE: Question on ICAC's Meeting with Administrator Pruitt on May 4

Thank you Mandy! Michael, I am looping in Millan who handles advance for all events and Cheryl who handles logistics for all visitors. As it stands now Cheryl has a room with tables set up for a round table with microphones for discussion. It can accommodate about 50 people I believe. She will need a list of attendees to give to security before the day of. I will let her and Millan sort out the rest of the details with you. We are looking forward to having you all here!

Thanks!

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Gunasekara, Mandy

**Sent:** Friday, April 28, 2017 9:38 AM

**To:** Michael Stafford <MStafford@ajw-inc.com>

**Cc:** Hupp, Sydney <hupp.sydney@epa.gov>

**Subject:** RE: Question on ICAC's Meeting with Administrator Pruitt on May 4

Hi Michael,

We are looking forward to next week's meeting. I've cc'd Sydney who can answer your questions. We do have a draft agenda and list of all ICAC members (which I believe came from you). It would be helpful to have a list of the companies that will be in attendance. On questions, the Administrator tends to ask questions all throughout the presentations, but it will be good to

set aside time for Q&A.

I'm not sure on our technical capabilities, so I'll let Sydney fill in on that.

Best,

Mandy

**From:** Michael Stafford [<mailto:MStafford@ajw-inc.com>]  
**Sent:** Friday, April 28, 2017 9:21 AM  
**To:** Gunasekara, Mandy <[Gunasekara.Mandy@epa.gov](mailto:Gunasekara.Mandy@epa.gov)>  
**Subject:** Question on ICAC's Meeting with Administrator Pruitt on May 4

Mandy:

As I'm sure you know, next Thursday (May 4<sup>th</sup>) we are bringing the Institute of Clean Air Companies down to meet with Administrator Pruitt. This is the morning after you speak to the group on May 3. One of the primary purposes of the May 4<sup>th</sup> meeting with the Administrator is for folks on our side of the table to provide a substantive overview and update on air pollution measurement and control technologies. Chris Hessler of our firm initially worked with Ryan to schedule this briefing and subsequently had a brief call with Sydney Hupp to discuss the need to move the briefing time on May 4<sup>th</sup> from 9:00-10:30 AM up to 8:00-9:30 AM, which we accommodated.

Since we're less than a week out and we'll be jammed up on May 2-3 with the first two days of the ICAC Washington Summit, I'm hoping to connect up with the appropriate staff in your shop to talk thru the logistics of the May 4<sup>th</sup> briefing session: "Will you need individual and/or company names in advance, will we be able to use slides, overall format, desired level of Q&A, etc." We certainly want the Administrator and any EPA staff in the room to find the meeting of significant value and it would be helpful in achieving that intent if I could connect briefly by phone with someone in your shop to compare notes.

FYI—I left a VM at 8:30 this morning for Sydney. Am sending this your way in case you could pass this along to Sydney or whomever I need to connect up with to make sure ICAC makes this meeting as substantively valuable as possible for your shop.

Best regards and very much look forward to seeing you on May 3<sup>rd</sup>.

Michael

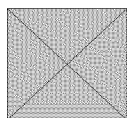
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