

I think that a 1:30 or 1:45 speech then meet with the Executive Committee might be a little better. If he gets in a 12:35 and it is a 30 minute drive, that would put him there just after one and I would want to add a little bit of buffer time in there as well.

On the hotel rooms, I am going to do an email intro for you to our travel coordinator. She will want to be the one to work with you to arrange the accommodations.

Thank you!

**From:** Hupp, Sydney  
**Sent:** Friday, March 31, 2017 1:42 PM  
**To:** Phelleps, Moya <[MPhelleps@nma.org](mailto:MPhelleps@nma.org)>  
**Cc:** Hupp, Millan <[hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)>  
**Subject:** RE: Administrator Pruitt Visit

Love the schedule! Millan can weigh in on the other questions!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

**From:** Phelleps, Moya [<mailto:MPhelleps@nma.org>]  
**Sent:** Friday, March 31, 2017 1:33 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Subject:** RE: Administrator Pruitt Visit

Sydney:

Thank you to both you and Millan for working so hard to get this to work! Does this work for your schedule:

1-2 p.m. lunch – Speak at the lunch

After lunch – meet with Executive Committee

Millan:

I assume you will need two rooms on Sunday night for you and an agent from the security team. Do you want to make the reservations or are you o.k. with us making the reservations and letting the hotel know that payment information will be provided at check-in. I am not sure how long you will be at the hotel but do you need a meeting room or space for the Administrator to use?

I am sure there will be additional details and look forward to working with you. Please do not hesitate to contact me at any time.

Moya



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