

To: Hupp, Sydney[hupp.sydney@epa.gov]
From: Megan McChesney
Sent: Mon 5/1/2017 7:20:07 PM
Subject: RE: Administrator Pruitt speaking at ATR Roundtable

Hi Sydney –

It's a very informal, off the record dinner. My boss Grover usually encourages everyone to go around and introduce themselves and bring up an issue they'd like to discuss with the Administrator. This leads the conversation. All guests are government affairs people from corporation and trade associations and very plugged in to current events so whatever is happening that week will be of particular interest.

We have the 3 tables and 3 courses so there are never more than 9 people at each table at a time allowing for an easier conversation.

Thanks!

Megan

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Monday, May 01, 2017 3:08 PM
To: Megan McChesney <mmcchesney@atr.org>
Subject: Administrator Pruitt speaking at ATR Roundtable

Hi Megan,

Hope this email finds you well! Justin forwarded over to me the invitation for the Administrator to participate in an ATR Round table. I have been talking with our Ethics office about it and they have asked me the following questions (apologies in advance):

For each roundtable the special guest visits, is there any expectation about how the guest engages with the roundtable? Does the special guest lead the roundtable discussion? Is the guest expected

to present information? Typically, in the past, how has the special guest engaged with the roundtables?

If you wouldn't mind helping me out with these so that we may move forward on finding a time for the Administrator to speak, I would greatly appreciate it!!

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)