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From: McMurray, Forrest
Sent: Tue 6/20/2017 5:55:07 PM
Subject: BCIU Roundtable moved to EPA Headquarters

Matthew,

I have just been informed that the BCIU roundtable that was supposed to be meeting at the Hay-Adams is now meeting at the EPA Headquarters. I was told that the roundtable participants will be arriving around 3:15pm today. I sincerely apologize for the last minute change. I have included directions to get to the EPA Headquarters below.

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 from the train otherwise two escalators then do a small U-Turn to the left heading toward 12th street, the South Lobby entrance is directly and immediately to your right (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 Pennsylvania and Constitution Avenue**. It is almost exactly half way between the two avenues on with Federal Triangle Metro sign and Trump Hotel Towers side entrance 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.

Then you will be guided by staff up the elevators where I will be waiting to walk the participants to the conference room. Thank you for your understanding and flexibility. If you have any questions call my cell phone **202-308-6281**

Forrest McMurray

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