

**To:** Matthew Calardo[M-Calardo@bcIU.org]; Pete Nonis[P-Nonis@bcIU.org]  
**From:** Hupp, Sydney  
**Sent:** Tue 5/9/2017 1:36:11 PM  
**Subject:** RE: Bciu event

Looks good for that time and day. What were you thinking on location?

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Matthew Calardo [mailto:M-Calardo@bcIU.org]  
**Sent:** Monday, May 8, 2017 9:53 AM  
**To:** Hupp, Sydney <hupp.sydney@epa.gov>; Pete Nonis <P-Nonis@bcIU.org>  
**Subject:** RE: Bciu event

Great. June 20 we could do an afternoon roundtable (light fare and coffee/tea) at 3:30pm. We could also do a dinner roundtable that evening if preferable. What do you think?

Matthew

**From:** Hupp, Sydney [mailto:hupp.sydney@epa.gov]  
**Sent:** Monday, May 08, 2017 9:45 AM  
**To:** Matthew Calardo <M-Calardo@bcIU.org>; Pete Nonis <P-Nonis@bcIU.org>  
**Subject:** RE: Bciu event

Hi Matthew, great to meet you via email! We are set to be out of the country at the beginning of June. Could we maybe look to the week of June 19?

Thanks!

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Matthew Calardo [<mailto:M-Calardo@bcIU.org>]  
**Sent:** Monday, May 8, 2017 9:39 AM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>; Pete Nonis <[P-Nonis@bcIU.org](mailto:P-Nonis@bcIU.org)>  
**Subject:** RE: BciU event

One amendment to that timeframe. With our annual board meeting on June 1, the week of June 5 would be best on our end if that is possible for the Administrator.

Very best,

Matthew

**From:** Matthew Calardo  
**Sent:** Monday, May 08, 2017 9:26 AM  
**To:** 'Hupp, Sydney' <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>; Smotkin, Rick <[Rick\\_Smotkin@Comcast.com](mailto:Rick_Smotkin@Comcast.com)>; Pete Nonis <[P-Nonis@bcIU.org](mailto:P-Nonis@bcIU.org)>  
**Subject:** RE: BciU event

Thank you, Rick, for the kind introduction.

Dear Sidney: It's a pleasure to meet you. Please let me know the preferred date and time for

Administrator Pruitt to address BCIU. While we are more than capable on short notice, it's best if we have around 3 weeks' notice to get the perfect table in place. Does anything look open the last week in May/first week in June?

I look forward to working with you. Please feel free to call me at 202-595-2669 if that is easier.

Sincerely,

**Matthew Calardo** | Program Officer, Middle East & Membership Coordinator

Business Council for International Understanding (BCIU)

Office: 202-595-2669 | Mobile: 646-379-7800 | [LinkedIn](#) | [m-calardo@bciu.org](mailto:m-calardo@bciu.org)

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]

**Sent:** Monday, May 08, 2017 9:22 AM

**To:** Smotkin, Rick <[Rick\\_Smotkin@Comcast.com](mailto:Rick_Smotkin@Comcast.com)>; Matthew Calardo <[M-Calardo@bciu.org](mailto:M-Calardo@bciu.org)>;

Pete Nonis <[P-Nonis@bciu.org](mailto:P-Nonis@bciu.org)>

**Subject:** RE: Bciu event

Thank you, Rick!

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Smotkin, Rick [[mailto:Rick\\_Smotkin@Comcast.com](mailto:Rick_Smotkin@Comcast.com)]  
**Sent:** Monday, May 8, 2017 9:18 AM  
**To:** Matthew Calardo <[M-Calardo@bcIU.org](mailto:M-Calardo@bcIU.org)>; Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>; Pete Nonis <[P-Nonis@bcIU.org](mailto:P-Nonis@bcIU.org)>  
**Subject:** Bciu event

Matt/Pete

Meet Sydney w Administrator Pruitt. She will help schedule the event.

Thanks all!!

Rick

Sent from my iPhone