

To: Hupp, Sydney[hupp.sydney@epa.gov]; Dickerson, Aaron[dickerson.aaron@epa.gov]; Hupp, Millan[hupp.millan@epa.gov]
From: Larsen, Jessica
Sent: Mon 4/3/2017 7:14:15 PM
Subject: Speaker Logistics for the Resource Bank Meeting

Dear Mr. Pruitt,

Thank you in advance for your participation as a speaker at the 2017 Resource Bank Meeting on May 10-12 in Colorado Springs.

Please see below for next steps to help facilitate your planning for Resource Bank 2017.

Speaker Registration

I have already registered you as one of our speakers. In order to complete your speaker profile, please feel free to send me your biography, photo, and any social media information you would like to share and I can take care of adding that as well.

If you have any staff who will be accompanying you to this event, please have them [register here](#).

Session Details

Please note the confirmed details for the Robert H. Kriebel Dinner on May 11 at 6:30 PM listed on the [Resource Bank 2017 website](#).

Travel Arrangements

Heritage will pay for round-trip airfare for you to and from Colorado Springs.

●□□□□□□□□ If you would like, please feel free to book your travel to Heritage's account through World Travel by calling 888-602-6655; tell the agent you are traveling for Heritage's Resource Bank Meeting.

●□□□□□□□□ If you wish to book your own travel, please forward your itinerary by April 14 and retain receipts for reimbursement after the event.

Please schedule your travel to ensure that you **arrive no less than 2 hours prior to the start of your session**.

Hotel Accommodations

Heritage will reserve your room at The Broadmoor and pay for one night of accommodations before or after your session. **Please confirm that you only need the night of May 11 for hotel accommodations.**

Thank you again for your contribution to the Resource Bank Meeting. If I can assist in any way, please feel free to contact me.

Sincerely,

Jessica Larsen

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Event Planner

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