

To: Cheryll Decker[cdecker@sigma.org]; Hupp, Millan[hupp.millan@epa.gov]
Cc: Liz Menz[lmenz@sigma.org]
From: Spranger, Nicole
Sent: Mon 10/16/2017 5:58:20 PM
Subject: RE: 2017 SIGMA Annual Conference - General Session, Wednesday, 11/8

Thank you very much Cheryll, I greatly appreciate you connecting us.

Milan, please do not hesitate to contact me if I can be of any assistance. Once we begin to discuss logistics, I am going to include the Director of Security, Luis Quezada, as he will oversee the walk-through and logistics from a hotel standpoint.

Thank you again Cheryll and again, please do not hesitate to contact me should you need anything at all.

Nicole Spranger

Meeting & Event Manager

The Westin Michigan Avenue

909 North Michigan Avenue
Chicago, IL 60611
USA
westin.com/michiganavenue

T +1 312-649-6442 F +1 312-649-7456

[WEBSITE](#) | [FACEBOOK](#) | [OFFERS](#) | [MEETINGS](#) | [TRIPADVISOR](#) | [JOBS](#)



 Please consider the environment before printing this email.

From: Cheryll Decker [mailto:cdecker@sigma.org]
Sent: Monday, October 16, 2017 11:43 AM

To: Hupp, Millan <hupp.millan@epa.gov>; Spranger, Nicole <Nicole.Spranger@westin.com>
Cc: Liz Menz <lmenz@sigma.org>
Subject: 2017 SIGMA Annual Conference - General Session, Wednesday, 11/8
Importance: High

Hi Millan and Nicole. I wanted to e-introduce the two of you in preparation for Administrator Pruitt's arrival to The Westin for SIGMA's Opening General Session on Wednesday, 11/8 from 3:00 pm – 4:30 pm, in the Great Lakes Ballroom (Level 2).

Millan is the point of contact for the EPA logistics, Nicole is our CSM (convention services manager) at The Westin. Based on my call with Millan, she will directly contact Nicole for security details and to schedule a walk through on Tuesday, 11/7. Millan and Nicole, once the two of you connect, please keep me updated on the details so I have them on my radar, whether we are directly involved or not. For your convenience, I have listed your phone numbers.

- Millan Hupp – 202.380.7561
- Nicole Spranger – 312.649.6442

Tuesday, 11/7

- Millan and team will schedule a walk through with Nicole. Time has not been specified and is penciled in for early afternoon. Millan will confirm the time.
- An all day holding/staging room will be in the **Erie Room (Level 2)** of The Westin and just around the corner from the Great Lakes Ballroom. The room will be set conference/12 with snacks and beverages.

Wednesday, 11/8

- Holding/Staging room will be set in **Erie (Level 2)**, all day.
- 2:00 pm – 3:00 pm – Private Reception for SIGMA and NACS Board Members, in **Ontario Room (Level 2)**, around the corner from the Great Lakes Ballroom.
- 3:00 pm – 4:30 pm – SIGMA's Opening General Session in **Great Lakes Ballroom (Level 2)**.

Millan, I believe I have captured the details of our discussion. Please let me know if you need anything from me. Look forward to working with both you and Nicole to ensure a seamless

arrival/departure for Administrator Pruitt.

As always, reach out with any questions or needs.

Cheryll



Cheryll Decker, CMP | Director of Meetings | SIGMA - America's Leading Fuel Marketers
3930 Pender Drive, Suite 340, Fairfax, VA 22030 | Direct: 703.375.0481 | www.sigma.org

This electronic message transmission contains information from the Company that may be proprietary, confidential and/or privileged. The information is intended only for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying or distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify the sender immediately by replying to the address listed in the "From:" field.