

To: Matthew Calardo[M-Calardo@bcIU.org]
Cc: Pete Nonis[P-Nonis@bcIU.org]; Dickerson, Aaron[dickerson.aaron@epa.gov]
From: Hupp, Sydney
Sent: Fri 5/12/2017 4:33:15 PM
Subject: RE: BciU event

Good afternoon, we are all confirmed on the ethics side. Soon a member of the advance team will be reaching out to you to coordinate final details. Glad we were able to get everything worked out!

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Matthew Calardo [mailto:M-Calardo@bcIU.org]
Sent: Thursday, May 11, 2017 2:47 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Cc: Pete Nonis <P-Nonis@bcIU.org>; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: BciU event

Thank you- looking forward to hearing from you.

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Thursday, May 11, 2017 2:28 PM
To: Matthew Calardo <M-Calardo@bcIU.org>
Cc: Pete Nonis <P-Nonis@bcIU.org>; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: BciU event

Thank you! Going to send this through our ethics office first. I'll loop in our Advance team once I get final approval. Thank you!!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Matthew Calardo [<mailto:M-Calardo@bciu.org>]

Sent: Thursday, May 11, 2017 1:58 PM

To: Hupp, Sydney <hupp.sydney@epa.gov>

Cc: Pete Nonis <P-Nonis@bciu.org>; Dickerson, Aaron <dickerson.aaron@epa.gov>

Subject: RE: Bciu event

Dear Sydney,

Please find the completed speaker request form attached to this email. Note that the venue will be the Hay-Adams Hotel.

I look forward to working with you and those on the Administrator's team staffing this event. Can we please set up a call with staff in the coming days to discuss the event in greater detail?

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

From: Matthew Calardo
Sent: Wednesday, May 10, 2017 5:20 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Cc: Pete Nonis <P-Nonis@bcIU.org>; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: Re: Bciu event

Hi Sydney,

That's great! Yes the neutral setting does work best for us/ the membership and I appreciate you accommodating us in this regard. I will fill out the attached and get back to you asap. Looking forward to the event.

Thanks again,

Matthew

Sent from my iPhone

On May 10, 2017, at 4:48 PM, Hupp, Sydney <hupp.sydney@epa.gov> wrote:

3:30 works well! I would like to offer that we host you all here. We can do a roundtable with coffee in our event room. We can make the St. Regis work, but to be quite honest events here run smoother from a security perspective. Understand if you prefer to do off site though. Additionally, would you mind filling out the attached event form?

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Matthew Calardo [<mailto:M-Calardo@bcIU.org>]
Sent: Tuesday, May 9, 2017 9:41 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>; Pete Nonis <P-Nonis@bcIU.org>
Subject: RE: Bciu event

Excellent- would you prefer the 3:30pm time or a dinner roundtable later that evening (6:00pm)? I was thinking that the St. Regis would work nicely.

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Tuesday, May 09, 2017 9:36 AM
To: Matthew Calardo <M-Calardo@bcIU.org>; Pete Nonis <P-Nonis@bcIU.org>
Subject: RE: Bciu event

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

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!

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>; Pete Nonis <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>; Smotkin, Rick
Personal Email/Ex. 6 Pete Nonis <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

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Monday, May 08, 2017 9:22 AM
To: Smotkin, Rick <**Personal Email/Ex. 6**>; Matthew Calardo <M-Calardo@bcIU.org>; Pete Nonis <P-Nonis@bcIU.org>
Subject: RE: BCIU event

Thank you, Rick!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Smotkin, Rick [mailto:] Personal Email/Ex. 6
Sent: Monday, May 8, 2017 9:18 AM
To: Matthew Calardo <M-Calardo@bcIU.org>; Hupp, Sydney <hupp.sydney@epa.gov>;
Pete Nonis <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

<EPA Administrator Pruitt Speaker Request Form.docx>