

To: Hupp, Millan[hupp.millan@epa.gov]; Liz Menz[lmenz@sigma.org]
Cc: Wilcox, Jahan[wilcox.jahan@epa.gov]
From: Amy Rider
Sent: Thur 10/12/2017 6:36:29 PM
Subject: RE: SIGMA - Pruitt Speaking Event November 8, Chicago
Announcing Scott Pruitt as SIGMA Opening General Session Speaker!
SIGMA Pruitt Announcement-final-web.pdf

Thank you so much!

Jahan,

Attached please find an email promo and a print postcard we would like to send out to the SIGMA membership (only SIGMA members) regarding Administrator Pruitt's appearance at the 2017 SIGMA Annual Conference in Chicago on November 8th.

Additionally, we would like to incorporate the following description in our program book that will be available to conference attendees onsite:

A Conversation with EPA Administrator Scott Pruitt

In an exciting opening to the SIGMA Annual Conference, join us for a conversation with Scott Pruitt, Administrator of the U.S. Environmental Protection Agency. Hear his perspective on EPA's tremendous efforts to assist our industry in keeping the fuel supply flowing in the aftermath of Hurricanes Harvey and Irma. Hear his insights into the current issues surrounding our industry today, from regulatory policies to renewable energy. Don't miss this unique opportunity to hear directly from Administrator Pruitt on the state of the Environmental Protection Agency and what it could mean for the future of our industry.

We are eager to let our members know that Administrator Pruitt will be joining us, so please let me know if these promo items are approved.

Finally, I would like to discuss how you would prefer us to handle trade press who will be in attendance. If you would like his conversation to be off the record, I will notify them ahead of time and we will also make that announcement in the room before he begins.

Happy to discuss by phone – likely easier than via email.

Amy Rider

Director of Communications

SIGMA: America's Leading Fuel Marketers

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From: Hupp, Millan [mailto:hupp.millan@epa.gov]
Sent: Thursday, October 12, 2017 2:34 PM
To: Amy Rider <arider@sigma.org>; Liz Menz <lmenz@sigma.org>
Cc: Wilcox, Jahan <wilcox.jahan@epa.gov>
Subject: RE: SIGMA - Pruitt Speaking Event November 8, Chicago

Amy,

It is wonderful to meet you via email. Thank you so much for following up. I am going to copy Jahan Wilcox on our press team, to assist with the communications and promo component.

Jahan – this is a closed press event taking place at the Westin downtown in Chicago on November 8. Amy would like to work with you on developing the invitation to push out to their folks as well as a few other items.

Please let me know how I can assist further.

Warm regards,

Millan Hupp

Director of Scheduling and Advance

Office of the Administrator

Cell: 202.380.7561 Email: hupp.millan@epa.gov

From: Amy Rider [<mailto:arider@sigma.org>]

Sent: Thursday, October 12, 2017 12:28 PM

To: Liz Menz <lmenz@sigma.org>; Hupp, Millan <hupp.millan@epa.gov>

Subject: RE: SIGMA - Pruitt Speaking Event November 8, Chicago

Millan – following up to get your communication person’s contact info. We have a lot we would like to do (promo to our members and conference program book), and I would also like to discuss how your team will want to handle any trade press that will be in the room so we don’t have any misunderstandings.

Thanks!

Amy

Amy Rider

Director of Communications

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SIGMA

From: Liz Menz
Sent: Wednesday, October 11, 2017 11:12 AM
To: Hupp, Millan <hupp.millan@epa.gov>; Amy Rider <arider@sigma.org>
Subject: SIGMA - Pruitt Speaking Event November 8, Chicago

Hi Millan,

Email #2! This email is to introduce you to our Director of Communications, Amy Rider. Amy's direct contact info is 703.375.0485 and ARider@sigma.org. If you can put her in contact with the appropriate folks on your staff, I'd appreciate it!

Amy oversees all of our communication and publications. She'll be the one to request press kits, approvals for any announcements and text, as well as overseeing our press relations before the meeting and onsite (She intends to address that topic with your communications/press team).

If I can weigh in on anything, do let me know. I will be staying on top of all of the SIGMA details from our end so that we're able to provide one comprehensive event profile for you as we confirm details.

Thanks again!

Best,

Liz.



Liz Menz | Director of Education | SIGMA - America's Leading Fuel Marketers
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