

Thank you Sydney!

We can accommodate any time that works for you in the 12-2pm slot. Speaking at 12:30 or 1pm would be good. Max 30 min with Q&A. However, we are flexible. If the administrator wants to just come in and speak that is fine, if he wants to stay and eat that is also great! We are flexible with press and duration of speaking. Whatever is best for you.

When you get a chance can you please let me know who will be staffing the boss, and we can also send over more policy information to help too.

Thank you,

Rachel

202-679-8223

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Thursday, April 20, 2017 3:07 PM
To: Derby, Rachel <RDerby@cement.org>; Hale, Michelle <hale.michelle@epa.gov>
Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Cement Association MAY Meeting/Keynote Request

Hi Rachel,

Hope your week is going well! May we take a look at the 12-2 slot on the 9th? How much of that block of time would you need him present? Additionally, would you mind please filling out the attached form?

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Derby, Rachel [<mailto:RDerby@cement.org>]

Sent: Thursday, April 6, 2017 2:13 PM

To: Hale, Michelle <hale.michelle@epa.gov>

Cc: Hupp, Sydney <hupp.sydney@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>

Subject: RE: Cement Association MAY Meeting/Keynote Request

Thank you all so much! Below is a quick outline of dates.

- Tuesday, May 9th 12-2pm window to speaking at the Marriott at Metro Center
- Tuesday, May 9th 4pm – 5pm window meeting at the Marriott at Metro Center
- Tuesday, May 9th 6pm-9pm window to speak or come and casually meet the CEO's Rooftop 101
- Wednesday, May 10th 7am-10am window to speak to the group

Thanks,

Rachel

202-679-8223