

To: Hupp, Sydney[hupp.sydney@epa.gov]; Phillip W Fordham[Phillip.Fordham@ipaper.com]
Cc: Neil J Naraine[Neil.Naraine@ipaper.com]
From: Woodward, Cheryl
Sent: Wed 5/10/2017 9:34:57 PM
Subject: RE: Meeting w/ International Paper

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Thursday, May 18th at 10:30 am. The instructions/directions to EPA is below and if you have any questions please contact me. Look forward to seeing you all.

Directions: If you come by Metro, the Federal Triangle metro stop is directly below the building entrances. You would leave the metro station and go up all three sets of escalators from the train otherwise two escalators then do a small U-Turn to the right heading toward 12th street, the South Lobby entrance is directly and immediately to your right (Glass Doors -EPA Signified on Glass).

EPA address is 1200 Pennsylvania Avenue, NW. If you are coming by taxi/vehicle, you want to be dropped off on 12th NW, which is between 12th and Constitution Avenues. It is almost exactly half way between the two avenues on 12th street with Federal Triangle Metro sign and Trump Hotel Towers side entrance can be used as a landmark. From 12th Street, facing the building with the EPA and American flags, walk toward the building (under the flags) and take the glass door on your left hand side with the escalators going down to the metro on your left. This again will be the **South Lobby of the William Jefferson Clinton building.**

Once inside the building, security will prompt you to scan all items such as bags, coats etc., and then let the guards know that you were instructed to call Cheryl Woodward at 564-1274 or Michelle Hale at 564-1430 to escort you to the meeting with the Administrator. Security will make temporary cards for everyone. Allow for 15 minutes to get through the process.

From: Hupp, Sydney
Sent: Wednesday, May 10, 2017 5:03 PM
To: Phillip W Fordham <Phillip.Fordham@ipaper.com>
Cc: Neil J Naraine <Neil.Naraine@ipaper.com>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>

Subject: RE: Meeting w/ International Paper

Good afternoon,

Looping in Cheryl who can provide logistical details for the day of. My cell is 202.816.1659.

Looking forward to having you all here!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Phillip W Fordham [<mailto:Phillip.Fordham@ipaper.com>]

Sent: Tuesday, May 9, 2017 1:36 PM

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

Cc: Neil J Naraine <Neil.Naraine@ipaper.com>

Subject: Meeting w/ International Paper

Sydney,

Mark Sutton is looking forward to the meeting next week from 10:30am-11:00am on the 18th. Can you please provide me with the office location (Address, Building, Room #). Also, are there special instructions for which entrance to use, parking, etc.?

Do you mind if I list you as the POC? If ok, what is the best phone number for you?

Biography is attached.

Attendees:

- [REDACTED] **Mark Sutton, Chairman & CEO**
- [REDACTED] **Chris Keuleman, Vice President of Global Government Relations**
- [REDACTED] **Neil Naraine, Director of Government Relations**

Please let me know if you need anything else.

Phillip W. Fordham | Government Relations Specialist | International Paper

1101 Pennsylvania Avenue, NW, Suite 200 | Washington, DC 20004

o: 202.628.1312 | f: 202.628.1368

