

**To:** 'feames@hunton.com'[feames@hunton.com]  
**Cc:** Hupp, Sydney[hupp.sydney@epa.gov]; Gunasekara, Mandy[Gunasekara.Mandy@epa.gov]  
**From:** Woodward, Cheryl  
**Sent:** Mon 4/24/2017 7:41:21 PM  
**Subject:** FW: Scheduling

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Monday, May 1st at 3:30 pm. The instructions/directions to EPA is below and if you have any questions please contact me. Look forward to seeing you all.

#### Directions

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 and then do a small U-Turn to the right heading toward 12th street, the North Lobby entrance is directly and immediately to your left (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 and the Federal Triangle Metro sign 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.

-----Original Message-----

From: Eames, Frederick R. [mailto:feames@hunton.com]  
Sent: Friday, April 21, 2017 11:38 AM  
To: Hupp, Sydney <hupp.sydney@epa.gov>  
Cc: Gunasekara, Mandy <Gunasekara.Mandy@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>  
Subject: RE: Scheduling

Thank you all.

-----Original Message-----

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]  
Sent: Friday, April 21, 2017 11:37 AM  
To: Eames, Frederick R.  
Cc: Gunasekara, Mandy; Woodward, Cheryl  
Subject: RE: Scheduling

Hi Mr. Eames,

Mandy forwarded over your questions about arriving the day of. I am looping in Cheryl who will provide logistics to you. As for the length of the meeting, yes I had it set at 30 minutes but have extended it to 45 minutes. Thank you for advising on the topic!

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

-----Original Message-----

From: Gunasekara, Mandy

Sent: Thursday, April 20, 2017 5:21 PM

To: Hupp, Sydney <[https://urldefense.proofpoint.com/v2/url?u=http-3A\\_\\_hupp.sydney-40epa.gov&d=DwlGaQ&c=jxhwBfk-KSV6FFlot0PGng&r=iVm7FWnJ9-HT3nuKthltpmg-Ux1tlgPR7ds5B78ASeM&m=3dmWTUnmox2sf526KldTNE3c2jKuEGbsV-3o-h-3qqA&s=lbssjleBgl4OwwfR9W5v6qk2wbQHb82nish1TcXHcdo&e=](https://urldefense.proofpoint.com/v2/url?u=http-3A__hupp.sydney-40epa.gov&d=DwlGaQ&c=jxhwBfk-KSV6FFlot0PGng&r=iVm7FWnJ9-HT3nuKthltpmg-Ux1tlgPR7ds5B78ASeM&m=3dmWTUnmox2sf526KldTNE3c2jKuEGbsV-3o-h-3qqA&s=lbssjleBgl4OwwfR9W5v6qk2wbQHb82nish1TcXHcdo&e=)>

Subject: FW: Scheduling

-----Original Message-----

From: Eames, Frederick R. [mailto:[feames@hunton.com](mailto:feames@hunton.com)]

Sent: Thursday, April 20, 2017 5:19 PM

To: Gunasekara, Mandy <[https://urldefense.proofpoint.com/v2/url?u=http-3A\\_\\_Gunasekara.Mandy-40epa.gov&d=DwlGaQ&c=jxhwBfk-KSV6FFlot0PGng&r=iVm7FWnJ9-HT3nuKthltpmg-Ux1tlgPR7ds5B78ASeM&m=3dmWTUnmox2sf526KldTNE3c2jKuEGbsV-3o-h-3qqA&s=U5hRu1afLlCtztE921vji8vr\\_XEww7GPEmjrRo4V9Sc&e=](https://urldefense.proofpoint.com/v2/url?u=http-3A__Gunasekara.Mandy-40epa.gov&d=DwlGaQ&c=jxhwBfk-KSV6FFlot0PGng&r=iVm7FWnJ9-HT3nuKthltpmg-Ux1tlgPR7ds5B78ASeM&m=3dmWTUnmox2sf526KldTNE3c2jKuEGbsV-3o-h-3qqA&s=U5hRu1afLlCtztE921vji8vr_XEww7GPEmjrRo4V9Sc&e=)>

Subject: RE: Scheduling

When you and/or Sydney have a chance, please send information including the following:

1. Information required to enter the building.
2. Which entrance.
3. Room number.
4. Is he planning for 30 minutes or 60? I assume 30, but it's a complex topic.
5. Any specific points of emphasis you would like. We'll plan on a few basic illustrative slides but certainly

can go into as great detail as he may desire.

Thanks again Mandy. Looking forward to it.

-----Original Message-----

From: Gunasekara, Mandy [mailto:Gunasekara.Mandy@epa.gov]

Sent: Thursday, April 20, 2017 4:44 PM

To: Eames, Frederick R.

Subject: RE: Scheduling

May 1 at 3:30 works for the Administrator. I'm passing along our contact info to the scheduler Sydney to firm it all up.

-----Original Message-----

From: Eames, Frederick R. [mailto:feames@hunton.com]

Sent: Wednesday, April 19, 2017 6:54 PM

To: Gunasekara, Mandy <[https://urldefense.proofpoint.com/v2/url?u=http-3A\\_\\_Gunasekara.Mandy-40epa.gov&d=DwIGaQ&c=jxhwBfk-KSV6FFlot0PGng&r=iVm7FWnJ9-HT3nuKthltpmg-Ux1tlgPR7ds5B78ASeM&m=a\\_MOaMllsSpT-ISNC8mLz5dUddADE1jsuH\\_hX2GvwJc&s=hL4476eD\\_1RMAUv49n9d93zaD1NLv3gD-GC1Gkxt8Mw&e=>](https://urldefense.proofpoint.com/v2/url?u=http-3A__Gunasekara.Mandy-40epa.gov&d=DwIGaQ&c=jxhwBfk-KSV6FFlot0PGng&r=iVm7FWnJ9-HT3nuKthltpmg-Ux1tlgPR7ds5B78ASeM&m=a_MOaMllsSpT-ISNC8mLz5dUddADE1jsuH_hX2GvwJc&s=hL4476eD_1RMAUv49n9d93zaD1NLv3gD-GC1Gkxt8Mw&e=>)>

Subject: Re: Scheduling

Okay - this WAS the last one I sent. My bad! These are still good so far as I know.

Sent from my iPhone

On Apr 17, 2017, at 11:14 AM, Eames, Frederick R.  
<feames@hunton.com<mailto:feames@hunton.com>> wrote:

I just realized the ball is in my court – perils of being out of office last week.

You asked about the week of 4/24 or 5/1. It looks like folks are available on 5/1. I have an event that day but will come to EPA if that's the day. Roxann also said she is available on 5/8, 9, 11 and 12.

<[Frederick Eames](https://urldefense.proofpoint.com/v2/url?u=http-3A__image001.jpg&d=DwIGaQ&c=jxhwBfk-KSV6FFlot0PGng&r=iVm7FWnJ9-HT3nuKthltpmg-Ux1tlgPR7ds5B78ASeM&m=a_MOaMllsSpT-ISNC8mLz5dUddADE1jsuH_hX2GvwJc&s=qZmLXf9RTO3ozEarRb-k51_k12Eh83UK87iUdqkPYXw&e=></a></p></div><div data-bbox=)

Partner

[feames@hunton.com](mailto:feames@hunton.com)<<mailto:feames@hunton.com>>

p

202.778.2245

bio<<http://webdownload.hunton.com/esignature/bio.aspx?U=04535>> |  
vCard<<http://webdownload.hunton.com/esignature/vcard.aspx?U=04535>> |  
blog<[https://urldefense.proofpoint.com/v2/url?u=https-3A\\_\\_www.huntonnickelreportblog.com\\_&d=DwIGaQ&c=jxhwBfk-KSV6FFlot0PGng&r=iVm7FWnJ9-HT3nuKthltpmg-Ux1tlgPR7ds5B78ASeM&m=a\\_MOaMllsSpT-ISNC8mLz5dUddADE1jsuH\\_hX2GvwJc&s=T9iN0m2\\_V0XmGh9AKvRmOc5KvQ2YrL2xmR7PdQ465F8&e=>](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.huntonnickelreportblog.com_&d=DwIGaQ&c=jxhwBfk-KSV6FFlot0PGng&r=iVm7FWnJ9-HT3nuKthltpmg-Ux1tlgPR7ds5B78ASeM&m=a_MOaMllsSpT-ISNC8mLz5dUddADE1jsuH_hX2GvwJc&s=T9iN0m2_V0XmGh9AKvRmOc5KvQ2YrL2xmR7PdQ465F8&e=>)> | LinkedIn<[https://urldefense.proofpoint.com/v2/url?u=http-3A\\_\\_-25C3-25AE-25E2-2580-259A-25C2-25A4https-3A\\_\\_www.linkedin.com\\_in\\_frederick-2Deames-2D2b3215a-25C3-25AE-25E2-2582-25AC-25C2-2590&d=DwIGaQ&c=jxhwBfk-KSV6FFlot0PGng&r=iVm7FWnJ9-HT3nuKthltpmg-Ux1tlgPR7ds5B78ASeM&m=a\\_MOaMllsSpT-ISNC8mLz5dUddADE1jsuH\\_hX2GvwJc&s=YKk8HSRI\\_y2LT-hHm-UAfJwNNn0S\\_4watiG5xoO0aRs&e=>](https://urldefense.proofpoint.com/v2/url?u=http-3A__-25C3-25AE-25E2-2580-259A-25C2-25A4https-3A__www.linkedin.com_in_frederick-2Deames-2D2b3215a-25C3-25AE-25E2-2582-25AC-25C2-2590&d=DwIGaQ&c=jxhwBfk-KSV6FFlot0PGng&r=iVm7FWnJ9-HT3nuKthltpmg-Ux1tlgPR7ds5B78ASeM&m=a_MOaMllsSpT-ISNC8mLz5dUddADE1jsuH_hX2GvwJc&s=YKk8HSRI_y2LT-hHm-UAfJwNNn0S_4watiG5xoO0aRs&e=>)>

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