

To: Hupp, Sydney[hupp.sydney@epa.gov]; Elizabeth Craddock[Elizabeth.Craddock@iadc.org]
From: Woodward, Cheryl
Sent: Wed 5/10/2017 4:57:53 PM
Subject: RE: IADC Meeting request to Administrator Pruitt

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Thursday, May 25th at 9:15 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 11:28 AM
To: Elizabeth Craddock <Elizabeth.Craddock@iadc.org>
Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: IADC Meeting request to Administrator Pruitt

That's great! I am looping in Cheryl who can provide you all the details on arrival.

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Elizabeth Craddock [<mailto:Elizabeth.Craddock@iadc.org>]

Sent: Tuesday, May 9, 2017 1:05 PM

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

Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>

Subject: RE: IADC Meeting request to Administrator Pruitt

Yes! Perfect. Thank you.

What address/door should we arrive at and how long do you anticipate it will take us to get through security?

Thanks again!

Liz